

**COVER SHEET FOR PROPOSED CHANGES TO DEPARTMENT/COLLEGE
PERSONNEL PROCEDURES**

SECTION 600 (RETENTION, TENURE, AND PROMOTION)

CSBS

AFRS

COLLEGE

DEPARTMENT

In order to facilitate a complete and expeditious review by the Personnel Planning and Review Committee (PP&R) of the changes you propose to your personnel procedures, please adhere to the format described below, and also fill out the Background Information. Attach this memo as a coversheet for the written material you submit to PP&R. The Department and College Committees are responsible for ensuring that the proposed procedures are consistent with Section 600 or Section 700, and with the Collective Bargaining Agreement.

FORMAT: A complete Word version of your existing procedures is required as the starting point for the proposed revisions. Any proposed changes to your existing procedures must be indicated using the Track Changes feature of Word.

BACKGROUND INFORMATION:

1. CHECK ONE: Are proposed changes those of College or Department procedures?
2. Date that current proposed changes were sent forward November 4th, 2022
3. For Department Personnel Procedures:
 - a. Indicate the date the department faculty voted to approve the proposed changes: November 2nd, 2022
 - b. Indicate the date the CPC voted to approve the proposed changes: _____
4. For College Personnel Procedures:
 - a. Indicate the date the college faculty voted to approve the proposed changes: _____
5. (Optional) Briefly state the rationale for your proposed changes: _____

Please email the following to Faculty Affairs email at faculty.affairs@csun.edu:

1. WORD DOCUMENT WITH TRACKED CHANGES showing revisions to the personnel procedures
2. Signed Cover Sheet in PDF format.

FOR DEPARTMENT PERSONNEL PROCEDURES: (Sign & Print Name)

Dr. Theresa White *Theresa White* 11/04/22
 Chair, Department Personnel Committee Date

Dr. Marquita Gammage *Marquita Gammage* 11/04/22
 Department Chair Date

FOR DEPARTMENT PERSONNEL PROCEDURES OR COLLEGE PERSONNEL PROCEDURES: (Sign & Print Name)

Dr. Kristy Michaud *K Michaud* 11/23/22
 Chair, College Personnel Committee Date

Lindsay Ann 12.9.22
 College Dean Date

Lindsay Ann May 31, 2023
 Chair, Personnel Planning and Review Committee Date

(for PP&R use only)

SP 2023

FA 2023

FA 2026 for changes in criteria

FA 2027

Approval Date

Effective Date (see attached)

Date of Next Review

**DEPARTMENT OF AFRICANA STUDIES
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE**

PROCEDURES FOR PROBATION, TENURE AND PROMOTION

November 2022

The Department of Africana Studies will adhere to the provisions for Retention, Tenure and Promotion outlined in the Administrative Manual (Academic Personnel Policies and Procedures) Section 600, including the time frames established by the Faculty Senate as established in Appendix A of the Administrative Manual.

1. Introduction:

“The Department of Africana Studies, by its nature and organization, is comprised of many interrelated sub-disciplines ranging from arts and literature to urban education. Consequently, the department embraces a broad view of teaching, scholarship and service grounded on our Pan-Africanist mission. These policies and procedures should be read and applied with recognition of the diversity of who we are and what we do. They should also be viewed within the context of recognizing and rewarding the wide variety of work the faculty are called upon to do in service to our mission, as well as that of the University.”

2. Dept. Personnel Committee Composition:

Personnel Committee responsibilities are set forth in Administrative Manual Section 600.

3. Guidelines and Procedures for RTP Evaluation:

- a) During the first year, the candidates’ competency in their field of study, commitment to teaching and service, and an established research agenda should be evidenced.
- b) During years two through six, candidates should consistently build upon their research agenda through involvement in ongoing and original scholarly activity leading to peer reviewed publications or creative work, and presentations at professional meetings and conferences.

3.1) Professional Preparation:

The Africana Studies Department will conform to the Requirements for Professional Preparations as contained the Administrative Manual Section 600.

3.2) Teaching Effectiveness and Instructional Contributions:

The Department of Africana Studies has adopted the University’s procedures for evaluating teaching effectiveness, as set forth in the Administrative Manual Section 600. The Department will place considerable emphasis on the following:

3.2.1) Observation of Classroom Performance:

- a) For each instructor under consideration for retention, tenure and/or promotion, a member of the Department Personnel Committee (of the appropriate rank) will conduct a minimum of one class visit for each required review. A written report of the visit will be given to the candidates within 14 calendar days. Upon receipt, the candidates have 10 calendar days to request a meeting to discuss the report, or to respond in writing. After 10 calendar days, the report, including any written response, will be placed in the candidate's Personnel Action File in the Dean's Office in the College of Social and Behavioral Sciences, and sent to the Department Chair.
- b). The Chair of the Department, or a designee, will also conduct a minimum of one class visit for all faculty subject to being considered for retention, tenure and promotion. A written report of the visit will be given to the candidates within 14 calendar days. Upon receipt, the candidates have 10 calendar days to request a meeting to discuss the report, or to respond in writing. After 10 calendar days, the report, including any written response, will be placed in the candidate's Personnel Action File in the Dean's Office in the College of Social and Behavioral Sciences, and sent to the Chair of the Department Personnel Committee.
- c). The Department promotes an equitable and inclusive evaluation of faculty, and does not condone discrimination bias, and/or harassment of any kind.
- d). The Department Chair, or a designee, and the member of the Department Personnel Committee conducting the teaching evaluation shall have the opportunity to meet with the instructor separately at a mutually agreeable time to discuss the evaluation of their teaching.

3.2.2) Student evaluations are also an important aspect(s) of teaching effectiveness and will be considered as a meaningful part of the process. However, the Department promotes an equitable and inclusive evaluation of faculty, and does not condone discrimination, bias and/or harassment of any kind.

3.2.3) All probationary faculty are encouraged to formulate their own teaching goals in alignment with the discipline of Africana Studies' mission, and their on-going methods of fulfilling these goals. They should formulate these goals and methods in ways that will clarify and facilitate the assessment of their teaching effectiveness at various levels of review. They are also encouraged to describe any innovations in teaching and the development of curriculum materials, special projects or other self-improvement activities. Sample materials such as syllabi, exams, assignments, handouts, and class related online resources should be contained in the candidates' Personnel Information File. Candidates should make course materials available for the Department Assessment Procedures. Lastly, faculty are also encouraged to respond to any feedback provided from student and peer evaluations.

3.3) Procedures for Evaluating Contributions to the Field of Study

The Department of Africana Studies has adopted the University's procedures for evaluating Contributions to the Field of Study as set forth in the Administrative Manual Section 600. Within these procedures, the following are amplifications:

The Department's definition of publication is as follows:

A publication is a peer reviewed scholarly work, such as a book, monograph, or article in a periodical or serial chapter in a collection of works by various authors. However, candidates are encouraged to publish single-authored works. Maps and reviews are also considered scholarly contributions.

In addition to publishing scholarly work (as defined above), candidates can also publish their scholarly and creative work in other media forms, including exhibits, museum displays, films, performances, and invited readings. However, as in the case of more traditional forms of publication, they must be subject to scholarly peer review.

The Department also considers the establishment of academic journals, hosting conferences (international, national, and/or local), and professional leadership on boards (international, national, and/or local) as contributions to the discipline of Africana Studies.

The candidates, the Department Personnel Committee, and the Department Chair may select an external peer reviewer who shall be a tenured Professor at another institution of higher education who is in the field related to the work under review.

Each of the reviewers will be asked to comment in writing on the quality of the material with respect to standards in the field. The reports will be placed in the candidates' Personnel Action File.

3.4) Contributions to University:

The Department of Africana Studies has adopted the University's procedures for evaluation Contributions to the University and Community as a set down by the Administrative Manual Section 600.

The Department will evaluate service based on the material presented in the Professional Information File and Personnel Action File.

In addition to service within the University, the Department of Africana Studies encourages activity in the community, schools, government, and the private sector. Because of the Department's desire to strengthen linkages with the community, special recognition will be given to faculty who actively and prolifically initiate or support community programs that advance the mission of Africana Studies.

4. Post Tenure Guidelines:

The Department of Africana Studies has adopted the University's procedures for Post Tenure Review as set forth in the Administrative Manual Section 600.

Faculty who are required to complete their Post-Tenure Review must submit the following items to the Chair of the Department and to the Department Personnel Committee:

- a) Cover Letter which includes a brief summary of activities
- b) Curriculum Vitae
- c) Any supporting documentation that the faculty chooses to include that highlights their work and accomplishments over the past five years.

For each instructor under consideration for post tenure review, the Department Personnel Committee will review the submitted materials. The review must be completed by tenured members at the rank of Professor. A written review of the materials submitted will be given to the candidate within 14 calendar days. Upon receipt, the candidate has 10 calendar days to request a meeting to discuss the report, or to respond in writing. After 10 calendar days, the report, including any written response, will be placed in the candidates' Personnel Action File.

The Chair of the Department, or a designee, will also review the submitted materials for the instructor up for post tenure review. A written review of the materials submitted will be given to the candidate within 14 calendar days. Upon receipt, the candidates have 10 calendar days to request a meeting to discuss the report, or to respond in writing. After 10 calendar days, the report, including any written response, will be placed in the candidates' Personnel Action File in the Dean's Office in the College of Social and Behavioral Sciences, and sent to Chair of the Department Personnel Committee.