

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

CSBS
COLLEGE

Africana Studies
DEPARTMENT

In order to facilitate a complete and expeditious review by the Personnel Planning and Review Committee (PP&R) of the change(s) 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 cover sheet for the written material you submit to PP&R. PP&R assumes that the initiating Department or College Committee has determined that the proposed new or revised procedures are consistent with Section 600 and with the Collective Bargaining Agreement.

FORMAT: *Please use a complete copy of your existing procedures as the starting point for the proposed revisions that you submit to PP&R for approval. Strike over any text that you wish to have deleted from your written procedures, and/or underline any text that you wish to have added to your written procedures.*

BACKGROUND INFORMATION:

RECEIVED
CSUN

NOV 17 2017

Office of
Faculty Affairs

- Are proposed changes those of College or Department procedures? (check one)
- Date that current proposed changes were sent forward 11-9-2017
- Department or College initiating proposed changes Africana Studies
- Describe briefly the general reason(s) for your proposed change(s) (e.g., "proposed changes were initiated by the Department in response to a request from the College Personnel Committee, which felt that existing promotion criteria were too rigorous").
Changes were initiated to correct typographical errors.
- The proposed changes have been approved by the faculty of the College or Department (check one)

FOR DEPARTMENT PERSONNEL PROCEDURES:

[Signature] 11-9-2017
Chair, Department Personnel Committee Date
[Signature] 11/9/17
Department Chair Date

FOR DEPARTMENT PERSONNEL PROCEDURES & COLLEGE PERSONNEL PROCEDURES:

[Signature] Steven M. Graves 11/15/17
Chair, College Personnel Committee Date
[Signature] 11/15/17
College Dean Date
[Signature] 5/30/18
Chair, Personnel Planning and Review Committee Date

(for PP&R use only)	F'18	S'23
<u>S'18</u>	<u>F'21 (For changes in criteria)</u>	
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 2017

The Department of Africana Studies will adhere to the provisions for Probation, 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 candidate's competency in their field of study, commitment to teaching and service, and an established research agenda should be documented.
- b) During years two through six, the candidate should consistently build upon their research agenda through involvement in ongoing and original scholarly activity leading to peer reviewed publications and presentations at professional meetings.

3.1) Professional Preparation:

The Africana Studies Department will conform to the Requirements for Professional Preparations as contained in 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) One member of the Department Personnel Committee will conduct one class visit for each instructor under consideration for retention, tenure or promotion. A written report of the visit will be given to the candidate within 14 calendar days. 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, and any written response, will be placed in the candidate's Personnel Action File in the Dean's Office in the College of Social and Behavior Sciences and be sent to the Department Chair.
- b) The Chair of the Department, or a designee, will conduct one class visit of all faculty subject to personnel action. A written report of the visit will be given to the candidate within 14 calendar days. 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, and any written response, will be placed in the candidate's Personnel Action File in the Dean's Office in the College of Social and Behavior Sciences and be sent to the Chair of the Personnel Committee.
- c) The Department Chair will meet with the instructor at a mutually agreeable time to discuss the evaluation of her/his teaching.

3.2.2) Student evaluations are also important aspect(s) of teaching effectiveness and will be considered as a meaningful part of the process.

3.2.3) All probationary faculty are encouraged to formulate their own teaching goals and their on-going methods of fulfilling these goals in ways that will clarify and facilitate 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-improvements, and their response to issues raised in student and peer evaluations. Sample materials such as syllabi and class related websites should be contained in the candidates' Personnel Information File. Candidates should make course materials available for department assessment procedures.

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 scholarly work, such as a book, monograph, and article in a periodical or serial chapter in a collection of works by various authors, maps or reviews. It may also appear in other media. Candidates are encouraged to publish single-authored works.

However, as in the case of more traditional forms of publication, it must be subject to scholarly peer review. The candidate, the Department Personnel Committee and the Department Chair shall each 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 three reviewers will be asked to comment in writing on the quality of the material with respect to standards in the field. The reports shall be placed in the candidate's 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.

In addition to service within the University, the Department of Africana Studies encourages activity in the community, the 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 and/or support Department programs that are community-based.