

PERSONNEL PROCEDURES

SECTION 600 (RETENTION, TENURE, AND PROMOTION)

Humanities

COLLEGE

American Indian Stu

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. The personnel procedures and a cover sheet are required to be submitted even if there are no proposed changes.

BACKGROUND INFORMATION:

1. CHECK ONE: Check the level the proposed personnel procedures are for: [ ] College level [x] Department level

2. Date that current proposed changes were sent forward 11/03/2022

3. For Department Personnel Procedures:

a. Indicate the date the department faculty voted to approve the proposed changes: 11/02/2022

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: Clarifies previous changes and brings document into stylistic alignment with procedures from other departments.

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)

Scott Andrews Digitally signed by Scott Andrews Date: 2022.11.03 18:49:10 -07'00'

Chair, Department Personnel Committee Date

Scott Andrews Digitally signed by Scott Andrews Date: 2022.11.03 18:49:39 -07'00'

Department Chair Date

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

[Signature] 12.12.22
Chair, College Personnel Committee Date

[Signature] 13 Dec 2022
College Dean Date

[Signature] May 31, 2023
Chair, Personnel Planning and Review Committee Date

Table with 3 columns: Approval Date (SP 2023), Effective Date (FA 2023, FA 2026 for changes in criteria), Date of Next Review (FA 2027)

**American Indian Studies Program**  
Program Additions to  
Section 600 of the CSUN Administrative Manual  
Departmental Personnel Procedures  
November 2, 2022

**Contribution to the Field of Study**

The American Indian Studies Program considers peer-reviewed publication to be an important scholarly and/or creative contribution to a faculty member's field of study. However, the Program recognizes that a significant delay can occur between the moment a scholarly article, creative work, or book has been accepted and its actual circulation. Therefore, for the purposes of Retention, Promotion, and Tenure consideration, the Program recognizes such items at the moment of their acceptance through a peer-review process for publication rather than the date of their circulation. Appropriate documentation of acceptance is required.