

**COVER SHEET FOR PROPOSED CHANGES TO DEPARTMENT PERIODIC REVIEW OF
TENURED FACULTY (POST-TENURE REVIEW) PROCEDURES**

Anthropology

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 Post-Tenure Review 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 has determined that the proposed new or revised procedures are consistent with Section 600 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. Date that current proposed changes were sent forward 03/15/2023
2. Describe briefly the general reason(s) for your proposed change(s) (e.g., "proposed changes were initiated by the Department to be in compliance with the current Faculty Contract and Section 600"). _____
Proposed changes were initiated by the Department to be in compliance with the current Faculty Contract and Section 600.

No procedures were in existence.

3. List the date the tenured and probationary faculty of the Department voted to approve the proposed changes:
03 / 09 / 2023

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**

DEPARTMENT APPROVAL: (Sign & Print Name)

Helene Rougier 03/15/2023

Department Chair or Chair, Department Personnel Committee Date

COLLEGE APPROVAL: (Sign & Print Name)

[Signature] 3.18.23

College Dean Date

PP&R APPROVAL:

[Signature] May 31, 2023

Chair, Personnel Planning and Review Committee Date

(for PP&R use only)	FA 2023	FA 2027
<u>SP 2023</u>	<u>FA 2026 for changes in criteria</u>	_____
Approval Date	Effective Date	Date of Next Review

Revised 3.30.20

DEPARTMENT OF ANTHROPOLOGY
PROCEDURES FOR PERIODIC REVIEW OF TENURED FACULTY

The Department of Anthropology has adopted the procedures outlined in the Administrative Manual (section 600) for the periodic review of tenured faculty. The Department of Anthropology establishes the following policies and criteria complementary to section 600.

1. The purpose of Post-Tenure Review (PTR) is to evaluate tenured faculty members' continued development and improvement with regard to their duties and responsibilities in terms of professional preparation, teaching effectiveness, contributions to the field of study, and contributions to the university and community.
2. In those years when PTR is required, a committee of three tenured faculty at the rank of Professor or equivalent will form the Peer Review Committee. The Committee will elect a Chair. Elected members of the Department Personnel Committee (DPC) who are eligible to serve on the Peer Review Committee will de facto form the latter. If there are insufficient DPC members eligible to serve on the Peer Review Committee, other department tenured faculty at the rank of Professor or equivalent may be asked by the Department Chair in consultation with the faculty under review to serve in this capacity. If there are insufficient department faculty to form a Peer Review Committee, tenured faculty at the rank of Professor or equivalent from related academic disciplines may be asked by the Department Chair in consultation with the faculty under review to serve in this capacity.
3. Each faculty member under review will submit to the Peer Review Committee the following:
 - a. A current Curriculum Vitae with accomplishments since the last personnel review highlighted. The Curriculum Vitae must include information about
 - i. Professional Preparation,
 - ii. Teaching Effectiveness and Direct Instructional Contributions,
 - iii. Contributions to the Field of Study, and
 - iv. Contributions to the University and Community.
 - b. A brief statement of activities since the last personnel review based on items referenced in the Curriculum Vitae. Each faculty member under review will provide a brief overview of current, ongoing work in their statement of activities.
4. During the period under review, each faculty shall deploy the "Student Evaluation of Faculty" questionnaire in every course taught.
5. A minimum of one peer class visit during the period under review is mandatory for each faculty. The process for peer class visit evaluation and reporting should follow the department's Personnel Procedures effective at the time of the visit.
6. The Peer Review Committee will have access to the faculty member's Personnel Action File, including student evaluations.
7. When the evaluation is complete, the process for the submission of written reports, distribution of those reports, written rebuttal statements or responses, and meetings, as delineated in section 645.4.1 through 645.4.5, will apply.