

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

CSBS

COLLEGE

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 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.*

**RECEIVED
CSUN**

DEC 07 2015

**Office of
Faculty Affairs**

BACKGROUND INFORMATION:

1. Are proposed changes those of College or Department procedures? (check one)

2. Date that current proposed changes were sent forward November 12, 2015

3. Department or College initiating proposed changes Anthropology/CSBS

4. 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"). _____

_____ The faculty feel the current guidelines do not include recognition of scholarly publications for public audiences, the receipt of research grants as evidence of scholarly accomplishments,

_____ and efforts to develop student-centered pedagogy within assessments of teaching effectiveness.

_____ In addition to this, the faculty wanted the format of the guidelines to resonate with Section 600, for the current format is confusing to read.

5. The proposed changes have been approved by the faculty of the College or Department . (check one)

FOR DEPARTMENT PERSONNEL PROCEDURES:

[Signature] 11/12/15
Chair, Department Personnel Committee Date

[Signature] 11/12/15
Department Chair Date

FOR DEPARTMENT PERSONNEL PROCEDURES & COLLEGE PERSONNEL PROCEDURES:

[Signature] DEC 04 2015
Chair, College Personnel Committee Date

[Signature] DEC 07 2015
College Dean Date

[Signature] _____
Chair, Personnel Planning and Review Committee Date

(for PP&R use only)		
<u>S'116</u>	<u>F'116 F'119 (for changes in criteria)</u>	<u>F'20</u>
Approval Date	Effective Date (see attached)	Date of Next Review

**DEPARTMENT OF ANTHROPOLOGY
PERSONNEL PROCEDURES**

Revised 5-21-16

Supplement to the Administrative Manual Regulations for Retention, Tenure, and Promotion (Section 600)

I. RETENTION, TENURE, AND PROMOTION: EVALUATION PROTOCOLS

The DPC will use the following evaluation protocols in making recommendations concerning retention, tenure, and promotion.

A. Teaching Effectiveness

1. Evidence of teaching effectiveness shall be evaluated in the Retention, Tenure, and Promotion process.
2. The department concept of teaching effectiveness includes excellence in teaching in a broad range of forms including student-centered approaches, reflected in evidence as described below.
3. Requirements for instructional aids and materials.
 - a. Each instructor being considered for reappointment, tenure, or promotion shall include teaching materials in the Professional Information File (PIF). These should include, but are not limited to,
 - * Course syllabi
 - * Examination questions
 - * Book lists
 - * Instructional aids
 - * Evidence for participation in professional development related to teaching
 - b. Additional instructional aids and materials that may be included,
 - * Course-related student publications
 - * Course-related student public presentations
 - * Course-related student poster exhibits

- * Additional types of contributions that advance student-centered and other instructional efforts

4. Requirements for the peer class visit evaluation process

- a. At least one peer class visit and report is required each academic year for Probationary faculty members
- b. At least one peer class visit and report is required from one class for all tenured faculty members prior to each post-tenure review.
- c. Peer class visits and reports are required as per Section 600 for faculty under consideration of Promotion to Full Professor

5. Requirements for class visits by peers

- a. Class visits by peers shall be conducted by both a representative of the DPC and the Department Chair or his/her designee
- b. Each visit must be arranged by mutual consent of the instructor and the DPC representative and the Department Chair at least five days in advance (as per the CBA)
- c. When feasible, the representative of the DPC and the Department Chair will visit different courses
- d. The instructor shall provide the DPC representative and the Department Chair with a syllabus in advance of the visit
- e. If applicable, the instructor shall provide the DPC representative and the Department Chair with access to the class Moodle page in advance of the visit

6. Procedures for reporting on class visits by peers

- a. The representative of the DPC and the Department Chair shall each prepare a report concerning the peer class visit
- b. Topics covered by the DPC report and Chair's report regarding peer class visits shall include

- * Contextual information regarding date/time of visit, course information, and details of arrangement with course instructor

- * Instructor's overall organization

- * Evidence of PLOs addressed by course
 - * Effectiveness of presentation
 - * Specific descriptions of teaching methods
 - * Instructor-student interactions
- c. The reports shall be submitted to the instructor within 14 calendar days of the visit
- d. Ten calendar days after being shared with the instructor, the report will be placed in the Instructor's Personnel Action File (PAF)
- e. The report shall be retained in the instructor's PAF for a period of five years
7. Procedures for instructor response to class visit by peers
- a. The instructor may write a response to the peer visit report(s)
 - b. The response must be presented 10 calendar days after receipt of the peer visit report
 - c. The instructor's response will be placed in the PAF.
8. Procedures for comments about Faculty
- a. The DPC will provide students the opportunity to consult with the committee regarding the teaching performance of probationary or tenured faculty members under consideration for reappointment, tenure or promotion, following procedures specified in Section 600
9. Procedures for use of the "Student Evaluation of Faculty" questionnaire in the evaluation of teaching effectiveness
- a. All probationary faculty shall deploy the "Student Evaluation of Faculty" questionnaire in at least two classes per semester in the first year.
 - b. Probationary faculty shall have the results of the "Student Evaluation of Faculty" questionnaires from two of their classes per year placed in their PAF

- c. Tenured faculty shall deploy the "Student Evaluation of Faculty" questionnaire in at least one class per semester.
10. Procedures for use of optional open ended questionnaire in instructor review will be the same as those for "Student Evaluation of Faculty" questionnaire.

B. Contributions to the Field of Study

1. The Department of Anthropology adheres to the definition of "Contributions to the Field of Study" as defined in in Section 600, following the principle that faculty scholarship makes a substantive contribution to the body of information within the purview of their discipline/subdiscipline. The academic procedure of "peer review" establishes a fundamental standard in the evaluation of scholarship, and shall be used in the assessment process.
2. **Peer-Reviewed Work.** Peer-reviewed publications that can be used as evidence for "contributions to the field of study" includes
 - a. **Significant Scholarly Work**
 - *. Books/monographs
 - *. Journal articles
 - * Edited scholarly books
 - *. Book chapters
 - *. Guest-editor of a special issue of a journal
3. **Other patterns of scholarly Work**
 - * Ethnographic/documentary films
 - *. Significant contributions to preparing of a museum exhibition
 - *. Receipt of a major external research grant that is \$10,000 or more in amount and to which faculty member is a principal investigator or co-principal investigator
 - * Research proposals/relevant documents indicating active commitment to ongoing research
4. **Other Publicly Available Contributions.** The Department of Anthropology stipulates that significant scholarly or creative contributions to the field of study

as provided for in Section 600 should consist of creative research, should be addressed and disseminated to a group which is large enough, specialized enough, or influential enough to demonstrate that it is of applied, theoretical, or public value, should be recorded in a form such as print, video or audio tape, or digital media, and should be subject to external peer review. Other scholarly contributions may include:

- a. Presentation of completed research at regional, national, international, and other academic conferences/symposia
 - b. Acceptance of report by a local, state, federal, or broadly recognized international agency.
5. If the contribution is not inherently peer-reviewed, they do not satisfy the above criteria and can be sent out for external review using the following review process:
- a. The candidate, the Department Personnel Committee, and the Department Chair shall each select one external peer reviewer who shall be tenured professors at another institution of higher education who are in a field related to the work under review
 - b. Each of the three reviewers will be asked for a written report discussing the quality of the material with respect to standards of the field, the material's originality, and its impact on the field

C. Contributions to the University and Community

1. **University Service.** Faculty members are required to demonstrate their concern for the institution through service to the institution. Service activities may occur in a variety of contexts in the College and the University; however, service to the Department is a priority and essential to the proper functioning and academic integrity of the unit.
 - a. **University Service includes**
 - * Presence and active participation in departmental meetings and other decision-making bodies
 - * Departmental service responsibilities (e.g., undergraduate advising, curriculum committee, assessment coordinator)
 - * Active committee work at the Department, College or University levels

- * Taking leadership responsibilities or other work at the College or University level
 - * Participation in faculty governance at any level
 - * Sponsorship of student organizations and/or activities outside the classroom
 - * Supervising graduate student thesis research
 - * Development of field and service-learning opportunities for students
 - * Work with performance or cultural groups
 - * Participation in teacher preparation.
- b. Additional categories of university service should be communicated in writing after consultation with the Department Chair and DPC committee
2. Contributions to the Community. Contributions in this area are highly valued given the connection between the community engagement goals of the Department, the College, and the University.
- a. Contributions to the community includes, but is not limited to, the following:
 - * Service to public agencies and community-based organizations that draws upon the academic expertise and professional competence of a faculty member
 - * Participation as a member of recognized community agencies that reflect the goals and objectives of the Department
 - * Active participation in planning efforts that link student learning with community
 - b. Additional categories of community service should be communicated in writing after consultation with the Department Chair and DPC committee.

3. Contributions to the Profession. Service to the profession of anthropology, broadly defined, and allied fields is also valued.
- a. Professional service includes, but is not limited to, the following:
- * Holding an elected or appointed office in a professional organization.
 - * Serving as an editor of, or on the editorial board of, a scholarly journal.
 - * Active participation in the peer review process by reviewing scholarly papers, books, grant applications or other documents
 - * Publishing scholarly book reviews.
 - * Serving as an outside evaluator / reviewer for applications for promotion and tenure at other institutions.
 - * Serving as an external departmental site visitor/ reviewer.
 - * Serving as an external examiner on student Ph.D. and M.A. committees outside the university.
 - * Undertaking formal activities on behalf of a professional organization.
 - * Chairing sessions at professional meetings
 - * Other academic activities of this character
- b. Additional categories of professional service should be communicated in writing after consultation with the dept. chair and DPC committee.

E. Professional and Personal Responsibilities

The Department of Anthropology follows Section 600 for evaluating professional and personal responsibilities.