

**COVER SHEET FOR PROPOSED CHANGES TO DEPARTMENT/COLLEGE  
PERSONNEL PROCEDURES  
SECTION 600 (RETENTION, TENURE, AND PROMOTION)**

\_\_\_\_\_  
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. 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  Department level
2. Date that current proposed changes were sent forward \_\_\_\_\_
3. **For Department Personnel Procedures:**
  - a. Indicate the date the department faculty voted to approve the proposed changes: \_\_\_\_\_
  - 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](mailto: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)**

	<u>4Nov2020</u>
<i>Michael Love</i>	
Chair, Department Personnel Committee	Date
<i>Syone Schell</i>	
Department Chair	Date

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

	Date
Chair, College Personnel Committee	Date
<i>Mary Pat Stein</i>	
College Dean	Date
Chair, Personnel Planning and Review Committee	Date

<i>(for PP&amp;R use only)</i>	Fall 2021	
Spring 2021	Fall 2024 (for changes in criteria)	Fall 2025
<b>Approval Date</b>	<b>Effective Date (see attached)</b>	<b>Date of Next Review</b>

## DEPARTMENT OF ANTHROPOLOGY PERSONNEL PROCEDURES

Revised 5-21-16 with proposed revisions November 5, 2020

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

### **I. RETENTION, TENURE, AND PROMOTION: EVALUATION PROTOCOLS**

The Department Personnel Committee (DPC) and Chair will use the following evaluation protocols in making recommendations concerning retention, tenure, and promotion.

#### **A. Teaching Effectiveness**

The department concept of teaching effectiveness is that excellence in teaching is manifested in a broad range of forms, including student-centered approaches, that should be reflected in evidence as described below.

1. 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,
    - 1) Course syllabi that meet the university's syllabus policy and include the required readings for the course.
    - 2) Lists of assigned readings.
    - 3) Lists of instructional aids such as handouts, links to exterior webpages, and supplemental readings outside of any required texts.
    - 4) Evidence for participation in professional development related to teaching effectiveness.
    - 5) Additional instructional aids and materials that may be included are:
      - i. Course-related student publications, with identifying information deleted.

- ii. Course-related student public presentations, with identifying information deleted.
- iii. Course-related student poster exhibits, PowerPoint presentations, or other presentations, with identifying information deleted.
- iv. The file may also include additional types of contributions that advance student-centered teaching and learning and other instructional efforts.

## 2. Requirements for the peer class visit evaluation process

- a. At least two peer class visits and reports are required each academic year for Probationary faculty members, one by the DPC and one by the chair.
- 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.

## 3. 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. The instructor shall provide the DPC representative and the Department Chair with access to the course page in the university's learning management system page in advance of the visit.

## 4. 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:
  - 1) Contextual information regarding date/time of visit, course information, and details of arrangement with course instructor. For online courses, the report will state the days or days that the course page was observed.
  - 2) Instructor's overall organization of the course as evidenced by the syllabus and organization of the course page in the Learning Management System (Canvas or similar).
  - 3) Discussion of the Program Learning Outcomes and Student Learning Outcomes addressed by course, as they are contained in the syllabus.
- c. Discussion of the effectiveness of-instruction.
- d. Discussion of the specific descriptions of teaching methods.
- e. Discussion of instructor-student interactions.
- f. Evaluation of the accessibility of the course materials.
- g. The department will follow Section 600 regarding the submission of reviews, the opportunity for the faculty member to comment, and possible revision of the review before it is placed in the PAF.

5. 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 612.5.2(4). Per Section 613, only written comments that include the signature of the source may be placed in the candidate's PAF.

6. Procedures for use of the "Student Evaluation of Faculty" questionnaire in the evaluation of teaching effectiveness

- a. All faculty shall deploy the "Student Evaluation of Faculty" questionnaire in every course taught.

**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 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.

The standard for the award of tenure and promotion to Associate Professor will be three (3) peer-reviewed publications during the probationary period. In order to be counted as published, a work must be accepted by the publisher or journal editor. Works that have been submitted for publication, but not formally accepted, may be noted as evidence of a trajectory of activity, but in and of themselves will not count toward the three required publications.

The standard for promotion to Professor will be two (2) additional publications following the promotion to Associate Professor. In order to be counted as published, a work must be accepted by the publisher or journal editor. Works that have been submitted for publication, but not formally accepted, may be noted as evidence of a trajectory of activity, but in and of themselves will not count toward the two required publications.

2. **Peer-Reviewed Work.** Peer-reviewed publications that can be used as evidence for "contributions to the field of study" include:
  - a. Books/monographs. At the discretion of the DPC, the chapters within a book-length work may each be counted as a publication, provided that the chapter is of equivalent length to an article in a peer-reviewed journal.
  - b. Articles published in recognized peer-reviewed journals in which the faculty member is first author or a co-author listed in alphabetical order.
  - c. Chapter(s) within an edited book(s) that has/have been peer reviewed.
3. **Other Publicly Available Contributions.** In addition to the minimum number of peer reviewed contributions that are required for tenure and/or promotion, the Department of Anthropology expects that faculty will engage scholarly or creative activities that promote the field of Anthropology, disseminate knowledge and facilitate student engagement with the discipline. Promotion and/or the award of tenure requires evidence of contributions in at least one of the following: 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 a report by a local, state, federal, or broadly recognized international agency.
- c. Writing or directing an ethnographic or documentary film
- d. Significant contributions to the preparation of a museum exhibition.
- e. 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
- f. Research proposals/relevant documents indicating active commitment to ongoing research
- g. Guest editing of a special edition of a journal or other serial publication.

### **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
    - i. Presence and active participation in departmental meetings and other decision-making bodies
    - ii. Departmental service responsibilities (e.g., undergraduate advising, curriculum committee, assessment coordinator)
    - iii. Active committee work at the Department, College or University level

- iv. Taking leadership responsibilities or other work at the College or University level
  - v. Participation in faculty governance at any level
  - vi. Sponsorship of student organizations and/or activities outside the classroom
  - vii. Supervision of graduate student thesis research
  - viii. Development of field and service-learning opportunities for students
  - ix. Work with performance or cultural groups
  - x. 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:
    - i. Service to public agencies and community-based organizations that draws upon the academic expertise and professional competence of a faculty member
    - ii. Participation as a member of recognized community agencies that reflect the goals and objectives of the Department
    - iii. 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:

- i. Holding an elected or appointed office in a professional organization.
  - ii. Serving as an editor of, or on the editorial board of, a scholarly journal.
  - iii. Active participation in the peer review process by reviewing scholarly papers, books, grant applications or other documents
  - iv. Publishing scholarly book reviews.
  - v. Serving as an outside evaluator/ reviewer for applications for promotion and tenure at other institutions.
  - vi. Serving as an external departmental site visitor/ reviewer.
  - vii. Serving as an external examiner on student Ph.D. and M.A. committees outside the university.
  - viii. Undertaking formal activities on behalf of a professional organization.
  - ix. Chairing and/or organizing sessions at professional meetings
  - x. Other academic activities of this character
- b. Additional categories of professional service should be communicated in writing after consultation with the department chair and DPC. ~~committee.~~

#### **D. Professional and Personal Responsibilities**

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