

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

MCCAMC  
COLLEGE

ART  
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:**

- Are proposed changes those of College  or Department  procedures? (check one)
- Date that current proposed changes were sent forward February 22, 2016
- Department or College initiating proposed changes ART
- 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").  
proposed changes were initiated by the department to conform with section 600 and to update outdated policies.
- The proposed changes have been approved by the faculty of the College  or Department . (check one)

**FOR DEPARTMENT PERSONNEL PROCEDURES:**

Lesley Krane lesley krane March 16, 2016  
Chair, Department Personnel Committee Date

Edward Alfano [Signature] March 16, 2016  
Department Chair Date

**FOR DEPARTMENT PERSONNEL PROCEDURES & COLLEGE PERSONNEL PROCEDURES:**

Juli M. Harri [Signature] 4/9/16  
Chair, College Personnel Committee Date

Daniel W. Hebert [Signature] 4/6/16  
College Dean Date

[Signature] [Signature] 8/30/16  
Chair, Personnel Planning and Review Committee Date

(for PP&R use only)	F'14	
<u>S'16</u>	<u>F'19 effective date (change in criteria)</u>	<u>F'20</u>
Approval Date	Effective Date (see attached)	Date of Next Review

## **Department of Art Personnel Policies and Procedures Tenure Track Faculty**

### **I. Teaching Effectiveness**

#### **A. Class Visits**

Class visits shall be made at least once each academic year on all faculty under consideration for retention, tenure, and promotion. Visits will be conducted by at least one member of the Department Personnel Committee and the Department Chair or their designees.

Scheduling of a class visit shall be made by mutual agreement between the faculty member and the observer from the Art Department Personnel Committee. The faculty member being reviewed shall provide a list of available classes to be visited. If the candidate does not submit a list of available classes to be visited, the Department Chair and the representative of the Department Personnel Committee shall determine the class(es), date and time and will notify the faculty member at least five (5) business days in advance.

Pursuant to University policy, advance arrangements shall be made by mutual agreement between the faculty member and the observer for class visits of all faculty (probationary, tenured, and lecturer) to include both the class to be visited and the date for the visit. Unannounced visits are not to be made unless the faculty member explicitly invites the observer to visit on that basis. If a mutual agreement cannot be reached regarding the date of the class visit, then a conference will be held with the faculty member, the Department Chair, and the College Dean. The Dean shall then schedule the class visit.

The final completed "Report of Class Visit" (See attached "Report of Class Visit" form) must be placed in candidate's mailbox within fourteen (14) calendar days of the visit. The candidate may request a meeting to discuss the report, to be held within ten (10) calendar days after the written report is placed in the candidate's campus mailbox. The candidate may also submit a rebuttal statement or response in writing within the ten (10) calendar days. At the conclusion of the ten (10) calendar days, the report, and any response or rebuttal statement, will be placed in the Personnel Action File and be sent to the Chair of the Department Personnel Committee and to the Department Chair.

#### **B. Evaluation of Teaching Effectiveness**

A minimum of two classes will be evaluated for each faculty member each academic year using the department "Student Evaluation Form." The faculty member shall specify which classes will be evaluated. If the faculty member does not specify the class, the Department Chair shall make the selection. The Department Administrative Assistant or another person designated by the

Department Chair shall administer the evaluation form in approximately the twelfth week of the semester. All evaluations will be administered in the absence of the faculty member being evaluated. For all probationary faculty in their first year of service, student evaluations will be administered in at least two classes in both the fall and spring semesters.

The Department Chair shall review information from computerized results of student evaluations of each class. After semester grades have been assigned, a summary of the results will be given to the instructor. Either the faculty member or the Department Chair may request a conference to discuss the data and written comments. Copies of the computerized results of student evaluations will then be placed in the Personnel Action File (PAF). Written comments are scanned and included in Student Evaluations Summary and included in the Personnel Action File (PAF).

### **C. Additional Sources of Evidence of Teaching Effectiveness**

Although the evaluation of these computerized results of student evaluations is important in determining teaching excellence, the following also may be used to evaluate teaching effectiveness:

1. Material prepared for classes, such as: syllabi, course outlines, assignments, projects, texts, bibliographies, online materials and visual and digital resources.
2. Student work done under the supervision of the candidate as documented by displays, exhibitions, portfolio reviews, slides, CDs, and/or DVDs.
3. Letters chronicling interview(s) with the candidate by the Department Personnel Committee.

### **D. Student and Faculty Consultation Procedures**

The Department Personnel Committee will post public announcements (i.e., on departmental and classroom bulletin boards, in faculty and student common areas, and on departmental website etc.) inviting students and faculty to submit input on all faculty members under consideration for retention, tenure, and promotion. Students will be invited to submit written input and/or to schedule an appointment to meet with the Department Chair or the Department Personnel Committee.

If the Department Personnel Committee or the Department Chair deems the input sufficiently substantive to affect a personnel action, they may, after consultation with the affected faculty member, request that the source of the statements put them in writing. All written input must be signed and student comments must also include student I.D. numbers.

A copy of all written input will be submitted to the Department Personnel Committee, the Department Chair and the candidate. A copy of written input, along with any response from the candidate, will then be placed in the candidate's Personnel Action File.

## **II. Criteria for Establishing Terminal Degree Equivalency**

The appropriate terminal degree, in most cases, in order to be hired for a tenured or probationary position will be as follows for these areas:

- A. Art History and Art Education: Ph.D.
- B. Studio Art (Ceramics, Drawing, Painting, Public Art, Sculpture, Photography, Printmaking and Video/Digital): Master of Fine Arts (M.F.A.)
- C. Visual Communications (Animation, Video/Digital, Graphic Design, Illustration and Photography): Master of Fine Arts (M.F.A.)

Equivalencies to the terminal degree shall be stated in the position description and advertisement for the tenure-track position. The requirements, if any, for tenure and promotion, beyond the degree, will be discussed at the time of appointment.

## **III. Significant Scholarly and Creative Contributions**

### **A. Definition of Significant Scholarly and Creative Contributions**

The University standard requires that the individual demonstrate continued growth as a recognized scholar and contributor to the field of study. Scholarly achievements made prior to the initial tenure-track appointment or previous promotion at California State University Northridge shall be considered as establishing a pattern of scholarly activities. However, additional significant contributions to the field since appointment are required for tenure and initial promotion. Additional contributions since previous promotion are also required for subsequent promotion. An official contract or notifications of acceptance for publication may be accepted as evidence of pending publication.

1. Publications may include:
  - a. Peer-reviewed scholarly books.
  - b. Articles, reviews, and research appearing in national or regional, peer-reviewed journals and peer-reviewed edited volumes.
2. Creative Contributions may include:
  - a. Exhibitions of artwork, film, digital, broadcast, visual performance or other activity relating to the candidate's area of specialization that is peer-reviewed. Documented awards, reproductions or reviews in publications and announcements or exhibition catalogues may also demonstrate the quality of work.
  - b. Creative work: the public distribution of a product, exhibition, display, curatorial work, environment, structure, photograph,

illustration or graphic design developed by the candidate and related to the candidate's field. The quality of work may be demonstrated by documented publications, awards, reviews, and/or other forms of verified, objective, professional recognition.

- c. Funded external grants and professional publications, such as state and/or national accreditation reports, which are peer-reviewed may be considered creative contributions if: (1) the candidate is the primary author and investigator (responsible for more than 50%) of the report, (2) the quality and significance of the contribution can be clearly demonstrated and verified by the candidate, and (3) the documents are substantial and related to the candidate's academic discipline or the mission of the University, with such means as outlined above, or indicated by other appropriate documentation.

Any creative contributions in this section that does not have an inherent peer-review process shall be subjected to the peer-review procedure below.

### 3. Peer-Review Procedure

- a. If the work being considered for creative contributions does not fit any of the criteria described above, then a three-person peer-review committee will be formed for evaluation purposes. The candidate, the chair of the Department Personnel Committee, and the Department Chair will each choose a member of the peer-review committee.
- b. The peer-reviewers must be external to CSUN. A peer-reviewer may be a professor from a different academic institution; a professional artist; art historian or arts educator. In either case a current curriculum vitae is required by the Department Personnel Committee to confirm the reviewer's expertise.

## **B. Other Contributions to the Field of Study**

Other contributions to the field of study may include lectures, workshops, and demonstrations related to the field.

## **C. Memorandum of Understanding**

During the first semester after appointment, a tenure-track faculty member, in consultation with the Department Personnel Committee and the Department Chair, will develop a plan outlining the expectations that the candidate will need to meet, as described in the AA-1 position description, in order to be recommended for retention, tenure, and promotion. This plan, called the Memorandum of Understanding (MOU), will then be forwarded to the Dean for approval.

1. The intent of this MOU is to ensure, in writing, that agreements made will be in force at the start of a tenure-track, probationary faculty member's first through third years. The MOU is prepared to guarantee consistency in the review process, particularly since there are yearly changes in membership of the Personnel Committee. The intention of this document is not to limit a faculty member, but to assist the faculty

member through the personnel process, and to provide protection and flexibility to the faculty member with regard to the various faculty responsibilities, which are part of the review process.

2. The MOU provides detailed guidance that may include, but is not limited to, the following responsibilities:
  - Area of specialization\*
  - Teaching assignments\*
  - Special non-teaching activities
  - Additional education and/or degrees required

\*determined in consultation with tenure track faculty within the area and the Department Chair

3. Memorandum of Understanding Review Process:
  - a. A letter describing the MOU plan will be drafted and signed by the faculty member, the Chair of the Department, and the Dean of the College. This document will be included in the faculty member's Personnel Action File.
  - b. Upon the agreement of the faculty member and the current Chair of the Department Personnel Committee, Department Chair, and Dean, the MOU may be amended each year.
  - c. If the various parties cannot reach an agreement on a specific plan, the probationary faculty member will follow the approved Department Personnel Procedure.