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

MCCAMC COLLEGE

ART 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: April 15, 2021

3. For Department Personnel Procedures:
   a. Indicate the date the department faculty voted to approve the proposed changes: April 15, 2021
   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: It was necessary to clarify the Departmental policies regarding publication equivalency.

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)

Owen Doonan
April 15 2021
Chair, Department Personnel Committee
Edward C. Alfano
4/16/2021
Department Chair

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

Lawrence F. Stafford
5/7/2021
Chair, College Personnel Committee
07-May-2021

College Dean
Mary Pesola
06/10/2021
Chair, Personnel Planning and Review Committee

(for PP&R use only)

Spring 2021
Approval Date

Fall 2021

Fall 2024 (for changes in criteria)
Effective Date (see attached)

Fall 2025
Date of Next Review
Department of Art Personnel Policies and Procedures
Lecturer Faculty

IA. Procedures For Part-Time Three-Year Review

Based on the Faculty Contract, part-time faculty up for a new three year contract or renewal must be evaluated prior to a new contract offer. These materials should be submitted to the Administrative Support Coordinator in the Department of Art Office during the Spring semester (by the date set by the department and before the end of the Spring semester). The submitted materials to be included are the following:

The University requires review of the PAF and student evaluations (as per Section 700).

The following materials will be required by the Department of Art and reviewed by the Department Personnel Committee.

1) Curriculum vitae

2) Current syllabus—A syllabus representing each different course (as opposed to section) that a candidate teaches must be included.

3) Current samples of student work

For Studio Courses: Provide examples of two different assignments per course. Include a description of the project assignment and show 10–20 examples of student work per class. Please label work with student’s name and date, if possible. Please provide a rubric and/or criteria for evaluation of student work.

For Lecture Courses: Provide 2–3 examples for one assignment, including a description of the assignment, if the candidate teaches one course. If the candidate teaches 2 or more different course offerings, include 2 assignments from different classes. Please label work with student’s name and date, if possible. Please provide a rubric and/or criteria for evaluation of student work.

4) A short statement (1–2 pages) describing the candidate’s teaching philosophy and teaching effectiveness during the past three or five years, depending on the candidate’s current contract status. This may also include information regarding: peer-reviewed publications, creative activities including exhibitions, curatorial work, presentations or attendance at conferences, workshops that the candidate has lead or attended, and any other training or learning that has directly benefitted the candidate’s teaching effectiveness.

5) The review will also consider class visit evaluations conducted by a tenured full-time faculty member.

6) The review will also consider student, faculty, and staff input (as per Section 700).
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 sent to the candidate’s campus email 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 sent to the candidate’s campus email. 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.

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** (Animation, Ceramics, Communication design, Drawing, Illustration, Painting, Photography/Video, Printmaking, Sculpture: 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. All faculty are expected to produce scholarly and/or creative achievements that contribute to the advancement, application, or pedagogy of the discipline, and disseminated to appropriate audiences, having received recognition from professional peers prior or subsequent to dissemination.

Evaluation of Significant Scholarly and Creative Contributions require a qualitative analysis of the level and nature of peer review. Significance of contribution may include international, national, regional, and local exposure. Where possible, the candidate should contextualize the significance and impact of the specific type of exposure. Pertinent factors for evaluating the impact of an art/design venue might include but are not limited to its role in shaping contemporary critical discourse or practice in the field; the opportunities for significant, critical peer review; a record of advancing a particular form of art or design production; the ability to attract regional, national, or international public audiences; a reputation for innovation and originality in exploring new ideas and modes of production; a resonant or imaginative geographic or cultural context for the project.
Documented invitation to engage in scholarly and creative contributions from an organization, institution, publisher or other entity recognized in the field may be considered a form of peer review and will be evaluated within the context of the discipline. It is the candidate's responsibility to clearly delineate categorical and disciplinary boundaries when their scholarly and creative activities overlap with instruction or service, or when it spans more than one discipline.

The candidate's documentation of Scholarly and Creative Contributions included in the file, and the evaluation of these contributions, must focus on continuing professional development. This consideration should be the central organizing element of the candidate's narrative. In the evaluation of publications, manuscripts, and other creative works, quality is the primary criterion, especially as judged by peer review. Joint authorship or participation in scholarly and creative activities is normally valuable and creditable but is often difficult to evaluate. Candidates shall identify the specific extent of their participation in jointly authored activities. Activities in which a candidate has had a collaborative, supervisory, or consultative role may be considered within the category of Significant Scholarly and Creative Contributions. Candidates must provide clarification about their specific roles and activities associated with any project in which they have had a collaborative, supervisory, or consultative role. The evaluation of ongoing or in-progress Significant Scholarly and Creative Contributions shall take into account the scale and duration of the project, as well as peer review indicators of progress, such as invitations to present or exhibit, preliminary reviews of drafts, and contracts.

1. Publications may include:
   b. Articles and reviews appearing in national or regional peer-reviewed journals and peer-reviewed edited volumes.
      1) Candidates must document the publication completed during the review period.
      2) Work made in collaboration must credit all significant collaborators.

2. Creative Contributions may include:
   a. Exhibition of artwork, film, digital, broadcast, visual performance or other activity relating to the candidate's area of specialization that is peer-reviewed. Peer-review may be demonstrated by documented publications, awards, reviews, exhibition catalogs, exhibition announcements, or other forms of verified, objective, professional recognition.
      1) Candidates must provide images, clips, or other documentation of creative work made during the
review period, along with identifying information such as name, title, media, client, and year completed.

2) Work made in collaboration must credit significant collaborators.

3) Documented exhibitions must specify venue and type, for instance, juried exhibitions, invitationals, artist run projects, commercial galleries, museums, non-profit organizations, art centers, alternative spaces, or art fairs.

4) Documentation of peer-review materials must be provided for the following contributions, including but not limited to:

   Artworks
   Media works
   Design works
   Public or private commissions
   Reviews
   Artworks included in publications, including catalogs, monographs, professional journals and magazines, and online venues
   Public presentations or artist talks
   Conference presentations
   Demonstrations
   Workshops
   Exhibitions
   Fellowships
   Residencies
   Situated art and design works
   Online work
   Curatorial work
   Software and electronically published documents
   Editorial assignments with recognized professional publications

b. Creative work within fine and applied arts, including but not limited to the public distribution of a product, an exhibition, display, curatorial work, installation, photograph, time-based or interactive media, illustration, communication design, animation or game design developed by the candidate and related to the candidate’s field that is peer reviewed. Peer-review may be demonstrated by documented publications, awards, reviews, exhibition catalogs, exhibition announcements,
contracts, consultancies or other forms of verified, objective, professional recognition.

1) Candidates must provide a portfolio of images, clips, or other documentation of creative work made during the review period, and include identifying information: name, title, media, and year completed.

2) Candidates must provide detailed explanation and evidence of their role in multiple-person and long-term projects. Such clarification may take the form of letters submitted by collaborators to the applicant or unit administrator, defining each participant’s contribution to a particular project.

3) In lieu of a completed project with public distribution, due to the long time frames inherent to disciplines such as User Experience and Interaction Design, Brand Strategy, Animation, and Motion Graphics, the candidate must include visual and textual documentation of the process stages completed to date, which include, but are not limited to: storyboards, animatics, keyframes, case or character studies, pitch presentations and concept sketches, or other appropriate methods demonstrating the artistry and scope of the project, including notification of acceptance of the candidate’s work on the project.

4) Documentation of peer-review materials must be provided for the following contributions, including but not limited to:
   - Artworks
   - Media works
   - Design works
   - Public or private commissions
   - Reviews
   - Artworks included in publications, including catalogs, monographs, professional journals and magazines, and online venues
   - Public presentations or artist talks
   - Conference presentations
   - Demonstrations
   - Workshops
   - Exhibitions
   - Fellowships
   - Residencies
c. **Awards** are considered as recognition of scholarly or creative contributions to the field of study, supplementing the pattern established by publications, exhibitions and creative work. Awards include but are not limited to the receipt of competitive grants, fellowships, and awards external to CSUN or the CSU. Awards from foundations and government agencies in support of the individual’s scholarly or creative practice that 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 application,
2) The quality and significance of the contribution can be clearly demonstrated and verified by the candidate
3) The documentation is substantial and related to the candidate’s academic discipline or the mission of the University.

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

3. **External Peer-Review Procedure:**

The Department Personnel Committee will identify publications or creative contributions that have not undergone an inherent peer review process at the outset of the review. The following is a summary outline of the external review process.

a. DPC recognizes a need for External Review after review of file. (This would be initiated if the candidate’s file lacks “inherently” peer reviewed materials.)
b. DPC asks candidates for a list of possible reviewers with qualifications and contact information.

c. DPC selects 3 External Reviewers, contacts them, and confirms their willingness to serve.

d. DPC sends the External Reviewers the candidate's file or creative work to be evaluated, the DPC Procedures for "Contributions to the Field," and questionnaire that follows the DPC procedures.

If the work being considered for publication or creative contribution does not fit any of the criteria described above, then three peer-reviewers with expertise in the candidate's field will be selected for evaluation purposes. The candidate, the chair of the Department Personnel Committee, and the Department Chair in consultation with the candidate's area coordinator will select the three peer-reviewers.

a. The three peer-reviewers must be from the candidate's field and external to CSUN. A peer-reviewer must be an objective professional, specialist or a professor from an outside academic institution.

b. Materials sent to peer-reviewers are accompanied with explicit instructions for the peer-review process. The candidate may choose to include this information in the Professional Information File (PIF), just as a candidate may choose whether or not to include a scholarly article that was submitted but not accepted for publication by an academic journal.

c. The peer-reviewers would determine the merit of the material to be refereed in light of standards parallel to those applied to works published or exhibited by traditional peer-review. Each member of the panel will provide a written statement of evaluation according to specific guidelines communicated by the department, including the Art Department Personnel Procedures and an Art Department Peer Review Questionnaire, along with a CV. If the candidate chooses to include the peer-reviewers' statements in the Professional Information File (PIF), all peer-reviewers' statements and CVs must be included. The candidate's creative work will be considered a peer-reviewed creative contribution to the field of study, if it merits positive evaluations from a majority of the peer-reviewers.

d. Candidates using the External Peer Review Procedure must include a written description of the refereeing process, a list identifying the refereeing panel, and pertinent support documentation in their Professional Information Files (PIFs).

e. Candidates are required to contact the Department Chair and the Department Personnel Committee in writing within a week of the start of the Academic Year during which a referee process will be considered.
B. Other Contributions to the Field of Study
Other related contributions may be considered, including, but not limited to, any of the following:

- Editorial assignments with recognized related professional publications, including journals, newsletters or electronic media
- Reviews of manuscripts for scholarly or textbook publishers
- Leadership roles in collectives, artist run spaces or professional organizations
- Consultations with public/private schools and community projects
- Appointment to selection panels for grants, awards, and conference presentations
- Acquisition of artwork by recognized public institutions or highly regarded private collections

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,