COVER SHEET FOR PROPOSED CHANGES TO DEPARTMENT/COLLEGE PERSONNEL PROCEDURES

AMC 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:

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

2. Date that current proposed changes were sent forward 11-13-09

3. Department or College initiating proposed changes Department (Art)

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"). Update to reflect current technological usages.

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

FOR DEPARTMENT PERSONNEL PROCEDURES:

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<td>Chair, Department Personnel Committee</td>
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FOR DEPARTMENT PERSONNEL PROCEDURES & COLLEGE PERSONNEL PROCEDURES:

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(for PP&R use only)

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n:forms:personnel procedures cover
Department of Art Personnel Policies and Procedures

IA. 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.

The faculty member shall provide a list of available courses to be visited. If the candidate does not submit course(s) to be visited, the Department Chair and the representative of the Department Personnel Committee shall determine the course(s), date and time and notify the faculty member at least five days in advance.

Pursuant to University policy, advance arrangements shall be made by mutual consent 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, a conference will be held with the faculty member, the Department Chair, and the College Dean prior to a decision made by the Dean.

The final completed "Report of Class Visit" (See attached "Report of Class Visit" form) shall be submitted to the candidate, to the Chair of the Department Personnel Committee, to the Department Chair, and be included in the candidate's Personnel Action File.

IB. Evaluation of Teaching Effectiveness
A minimum of two courses 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. Student evaluations will be administered in at least two classes in both the fall and spring semesters of all probationary faculty in their first year of service.

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 are then placed in the Personnel Action File (PAF). If a faculty member requests student written comments, then these comments will be included in the Personnel Action File (PAF).

IC. 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, CD's and/or DVDs.
3. Interview(s) with the candidate by the Department Personnel Committee and letters by faculty, staff and students.
ID. 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. After five days, a copy of written input, along with any response from the candidate will then be placed in the candidate's Personnel Action File.

IIA. 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 for the following areas:

1. Art History and Art Education: Ph.D.
2. Studio Art (Ceramics, Drawing, Painting, Public Art, Sculpture, Photography, Printmaking, and Video/Digital Art): 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 as well as requirements, if any, for tenure and promotion beyond the degree at time of appointment.

IIB. Definition of Publication or Equivalency
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 expected for tenure and initial promotion. Additional contributions since previous promotion are also expected for subsequent promotion. An official contract or notifications of acceptance for publication may be accepted as evidence of pending publication.

Publications may include:
   a. Scholarly books.
   b. Articles, reviews, and research appearing in national or regional, peer-reviewed journals and edited volumes.

Equivalencies to Publication may include:

1. Exhibitions of artwork, film, digital, broadcast, visual performance or other activity relating to the candidate's area of specialization. Documented awards, reproductions or reviews in publications and announcements or exhibition catalogues may demonstrate the quality of work.

2. 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.
3. External grants and professional publications, such as state and/or national accreditation reports, which are peer-reviewed and the candidate is the primary author and investigator of the report. These documents may qualify if the quality and significance of the contribution can be clearly demonstrated and verified by the candidate. It is the responsibility of the candidate to demonstrate that each equivalent to publication is substantial and related to the candidate’s academic discipline or the mission of the University, with such means as outlined above, or other appropriate documentation.

If the work being considered for equivalency to publication does not fit any of the criteria described above in IIB 1-3, then a 3-person peer review committee will be formed for evaluation purposes. The candidate, chair of the Department Personnel Committee and Department Chair will each choose a member.

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.

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

III. 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 he or she 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.

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.

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

Memorandum of Understanding Review Process:
1. 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.
2. 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.
3. If the various parties cannot reach an agreement on a specific plan, the probationary faculty member will follow the approved Department Personnel Procedures and criteria listed in Section 600 of the Administrative Manual.