

**COVER SHEET FOR PROPOSED CHANGES TO DEPARTMENT PERIODIC REVIEW OF  
TENURED FACULTY (POST-TENURE REVIEW) PROCEDURES**

Biology

**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 Post-Tenure Review 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 has determined that the proposed new or revised procedures are consistent with Section 600 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. Date that current proposed changes were sent forward 11/07/2021
2. Describe briefly the general reason(s) for your proposed change(s) (e.g., "proposed changes were initiated by the Department to be in compliance with the current Faculty Contract and Section 600"). \_\_\_\_\_

**Short statement for clarity was added to procedure e5.**

3. List the date the tenured and probationary faculty of the Department voted to approve the proposed changes:

**11 / 05 / 2021**

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**

**DEPARTMENT APPROVAL: (Sign & Print Name)**

**Lisa Banner**

Digitally signed by Lisa Banner  
Date: 2021.11.07 09:23:51 -08'00'

Department Chair or Chair, Department Personnel Committee

Date

**COLLEGE APPROVAL: (Sign & Print Name)**

College Dean

Date

**PP&R APPROVAL:**

Chair, Personnel Planning and Review Committee

Date

(for PP&R use only)

**SP 2022**

Approval Date

**FA 2022**

**FA 2025 (for changes in criteria)**

Effective Date

**FA 2026**

Date of Next Review

Revised 3.30.20



## **Evaluation of Tenured Faculty (Post-Tenure Review)**

### **Evaluation of Tenured Faculty (Post-tenure Review Committee)**

Section 600 of the CSUN Administrative Manual (Section 15.32-34 of the Faculty Bargaining Agreement) governs the procedures for evaluating tenured faculty. The Department of Biology adopts the following specific procedures:

- a. The purpose of post-tenure review is to evaluate tenured faculty for their teaching effectiveness, scholarship, and service. The Post-tenure review is meant to facilitate improvement and document continued growth in the profession.
- b. All tenured faculty in the department (including those participating in early retirement programs) will be evaluated at five year intervals, beginning with the fifth year following attainment of tenure. In cases where the post-tenure review cycle coincides with evaluation for promotion through the Departmental Personnel Committee, the requirement for a separate post-tenure review will be waived.
- c. **Election of the Department Post-tenure Review Committee.** Each academic year a Department Post-tenure Review Committee of at least three members will be chosen by secret electronic ballot from the pool of Full Professors. This ballot will be completed at the same time as the election for the Personnel Committee. Those scheduled for review will not be eligible to serve. The Chairperson of the Department Post-tenure Review Committee will be the member who received the highest numbers of votes in the Committee's election.
- d. During either the fall or spring semester in the academic year of their review, the faculty member to be reviewed will give a departmental research seminar.
- e. Those faculty members scheduled for review will submit their review materials to the chair of the Departmental Post-tenure Review Committee; candidates are strongly encouraged to submit all paperwork as .pdf files. The review materials include:
  - I. An updated curriculum vitae.
  2. Evidence of instructional performance in representative courses taught during the interval between reviews.
  3. Evidence of scholarly activities, including those that involved students.
  4. A list of service-related activities during the interval between reviews.
  5. A statement of professorial philosophy (teaching, research and service); suggested length one-page.
- f. **Written Summary**

Following the review of these materials, and the PAF, the Committee will produce a written summary of their evaluation that will be provided to the faculty member for comment for a period of 10 days. At the end of this period, the letter may be modified, and a copy provided to the faculty member with the original to be placed in her/his PAF.

g. Review

All faculty reviewed shall meet with the chair of the Departmental Post-tenure Review Committee (or designee) and Dean to discuss the outcome of this review. Opportunities for professional development will be brought to the attention of the faculty member as needed. This process will occur after the 10-day period allowed for review of the written summary (item f. above).