

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

Science & Math
COLLEGE

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 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 12 February 2018
- Department or College initiating proposed changes Biology
- 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"). Complete overhaul of guidelines

- For Department Personnel Procedures, list the date the department faculty voted to approve the proposed changes: 12 / 1 / 17
- For College Personnel Procedures, list the date the college faculty voted to approve the proposed changes: / /


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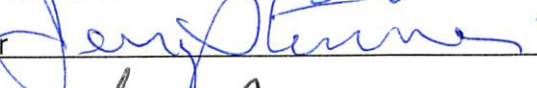
FOR DEPARTMENT PERSONNEL PROCEDURES: (Sign & Print Name)

David Gray  2/12/18
Chair, Department Personnel Committee Date

Larry Allen  2/12/18
Department Chair Date

FOR DEPARTMENT PERSONNEL PROCEDURES & COLLEGE PERSONNEL PROCEDURES:

Doug Yule  2-12-18
Chair, College Personnel Committee Date

Jerry Stinner  2/12/18
College Dean Date

Sean Murray  5/30/18
Chair, Personnel Planning and Review Committee Date

(for PP&R use only)	F118	S'23
<u>S'18</u>	<u>F'21 (For changes in criteria)</u>	
Approval Date	Effective Date (see attached)	Date of Next Review

Revised 10.16

Personnel Procedures and Policies – Full-time (tenure-track) Faculty

Section I. Department of Biology Personnel Committee

The Personnel Committee must be elected according to procedures listed in Section 600 of the CSUN Administrative Manual: Academic Personnel Policies and Procedures. The Personnel Committee shall consist of three tenured faculty members of senior rank. If elected to the committee, a faculty member must serve (exceptions provided in Section 600).

Committee members shall be elected from a secret electronic ballot that includes all eligible faculty. Each tenure-track faculty member shall identify on the ballot the four members they wish to serve. The ballot shall include only faculty members of higher rank than the highest-ranking candidate seeking promotion and/or tenure. The three candidates receiving the greatest number of votes shall serve as the committee, with the full professor receiving the greatest number of votes acting as committee Chair; if all committee members are Associate Professors, then the one with the greatest number of votes will act as committee Chair. The faculty member ranking fourth shall serve as an alternate and shall replace a committee member who is unable to complete their term. In the event of tied votes affecting determination of committee membership or of the committee Chair, a second run-off election will be conducted.

In those years when a representative to the College Personnel Committee is to be elected, the number of candidates to be voted for shall be increased to five, with the full professor receiving the greatest number of votes serving on the College Committee, and the candidate with the second highest vote count serving as Departmental Committee Chair.

Duties of the Personnel Committee:

The responsibilities of the Personnel Committee are set forth in Section 600 of the CSUN Administrative Manual: Academic Personnel Policies and Procedures – Responsibilities of Faculty Committees, Department Level.

Section II. Criteria for reappointment, tenure, and promotion in the Department of Biology
(interpretation of the Administrative Manual, Section 600)

A. Reappointment (tenure track):

1. As long as the candidate displays professional development in their teaching and research, and is actively seeking extramural funding, reappointment may be recommended. Reappointment should not be recommended if the Committee feels certain that the candidate has no reasonable chance of ultimately being granted tenure according to the criteria stated in section II.B.1-3.

2. Milestones During the Probationary Period:

Unless the candidate already has external funding, by the time of the second year review, the candidate is expected to have submitted at least one application for funding to an external granting agency. It is recommended that within the second year, candidates work to improve courses already taught, rather than taking on new course assignments.

By the time of the third year review, if the candidate has not already secured extramural funding, the candidate should be revising and resubmitting previous submissions, and/or submitting new proposals for such funding. The candidate's research program should be building as evidenced by manuscripts that are published, submitted for publication, or in preparation. Candidates should be actively working to improve their teaching. Broadening teaching assignments to at least two curricular levels (Introductory/Core, Upper Division specialty/Graduate) is recommended. If teaching evaluations up until the third year review have suggested the need for specific improvement(s), then candidates should be actively engaged in faculty development activities.

By the fourth year, the candidate is expected to have published one or more papers in peer-reviewed journals or have completed manuscripts submitted for review. Candidates should have secured external funding or have a record of

grant submissions and resubmissions averaging one or more per year. Candidates are expected to have mastered teaching in at least one curricular level (Introductory/Core, Upper Division specialty/Graduate) and should be contributing positively to another curricular level as determined by Departmental needs.

B. Granting of Tenure and Promotion to Associate Professor:

The tenure decision is the most important personnel decision. The candidate must meet or exceed the criteria within the areas listed below (sections II.B.1-3). Normally, the decisions to grant tenure and promote to Associate Professor are made at the same time, during the sixth year (but see section II.B.5 for early promotion and tenure). Excellence in teaching, research, and scholarship are the primary criteria for promotion to Associate Professor and tenure, with less weight given to service.

1. Teaching Performance and Qualifications for Teaching:

The candidate must provide evidence to the satisfaction of the reviewing agencies of a strong commitment to effective teaching. Evidence of this commitment may include (1) positive reports from faculty and students regarding the candidate's performance in the classroom, (2) research and

scholarly activity involving students, (3) participation in curriculum development, (4) development and/or application of novel teaching methods or improved instructional materials, and (5) active participation in on and/or off-campus faculty development opportunities.

Teaching effectiveness of a candidate will be assessed as follows:

a. Teaching Materials:

The Candidate will provide sample exams, syllabi, and other classroom materials in the candidate's Professional Information File. The committee will review the instructional aids and materials.

b. Class Visits:

A member of the Department of Biology Personnel Committee and the Chair of the Department of Biology will evaluate the teaching of faculty members being considered for retention, promotion, or tenure on the basis of class visits, and will prepare a written statement of this evaluation. The date and time of the class visit will be arranged by mutual agreement between the observer and faculty member up for review. Each faculty member being reviewed for retention, promotion, or tenure will be visited by at least one member of the Personnel Committee and by the

Department Chair. Written reports of class visits shall be placed in the candidate's department mailbox within 14 days of the class visit with copies to the Department Chair, the Chair of the Department Personnel Committee, and the candidate's Personnel Action File. Deadlines and opportunity for rebuttal are to follow Section 600.

c. Student Evaluations:

Each year, evaluation of the candidate's teaching shall be obtained using the Department of Biology's Student Evaluation of Faculty form, which includes a space for written comments by students. All candidates will obtain student evaluations using the departmental forms for two classes per academic year. For probationary faculty in their first year of service at this University, student evaluations of all classes taught shall be administered in both fall and spring semesters. At the time of review for tenure and promotion to Associate Professor, the candidate's average student evaluation scores must be at or above one standard deviation below the department average for all faculty, including lecturers, or demonstrate a pattern of improvement in average student evaluation scores.

d. Consultation with Students:

The Department of Biology Personnel Committee will provide students the opportunity to consult with the Committee regarding the teaching performance of faculty members under consideration for reappointment, tenure, or promotion. At the time of the class visit, and in the absence of the faculty member under review, students will be invited to make comments and will be apprised of the possibility of consulting privately with the Personnel Committee.

1. Students wishing to consult with the Personnel Committee shall contact the department administrative assistant, who will then arrange a meeting with the Committee Chair and one or more other members of the Committee. We follow Section 600 in regards to confidentiality of student comments. Any student statement or evaluation provided outside of the regular written student evaluation of teaching effectiveness must be identified by name to be included in a Personnel Action File. The student shall be informed of the right to a hearing before the Academic Grievance and Grade Appeal Board should they feel that any later retaliatory action was taken because of their having given the statement.

2. Students mentored by faculty considered for tenure or promotion will be encouraged to meet with the members of the Personnel Committee.

e. Training of Students in Research and Scholarship:

The candidate must demonstrate the ability to successfully mentor and teach students within their own research program. This critical teaching service includes sponsoring and supervising students in independent research, and serving on thesis committees.

2. Research and Scholarship:

Involvement in original scholarly activity (research) is the hallmark of an engaged university professor. For this reason, it is expected that all faculty shall maintain an ongoing research program. A satisfactory research program is one that reflects ongoing scholarly activity leading to peer-reviewed publications in non-predatory journals/books in the candidate's field of study. The DPC should ensure both the peer-reviewed and non-predatory nature of all publications.

For on-time recommendation for tenure and promotion, at least three scholarly publications in the candidate's scientific discipline since the time of appointment will be required for tenure and promotion to Associate Professor. At least one of the peer-reviewed publications should have been carried out entirely since appointment with the candidate denoted as the corresponding author. In the event that an individual was promoted to Associate Professor without tenure, all publications/scholarly products since appointment at CSUN will be considered for the tenure decision with expectations as outlined above.

To be promoted to Associate Professor and tenured, the faculty member is expected to have obtained extramural funding to support their research program at CSUN at a level that exceeds the value of the start-up package. In the absence of this level of funding, the candidate must have made yearly (on average) grant proposal submissions that, in total, exceed the value of the start-up package. To count towards this total, these proposals must have received favorable reviews, despite not being recommended for funding. "Favorable reviews" may mean different things for different granting agencies, but should be interpreted broadly to mean that the review panel scores and/or written feedback suggest that the granting agency considered the project interesting and potentially fundable. As examples, a NSF panel summary of 'Good' indicates a worthy proposal; similarly, the NIH scoring a proposal indicates that the review committee

found it meritorious. For proposals from multiple institutions, only the CSUN sub-award amount will count towards meeting this requirement.

Faculty members requesting tenure are required to give a public research seminar of approximately 50 minutes in length highlighting their research program since joining the CSUN faculty. This scholarly presentation will be reviewed by the Chair and Personnel Committee as part of the evidence of a program of scholarship. It will be scheduled at a time agreeable to the Chair of the Department of Biology and the Departmental Personnel Committee. The research seminar should take place in the fall semester of the academic year in which the faculty member is under review for tenure and prior to the official due date of Department letters of evaluation.

3. Department, College, and University Contribution:

The candidate is expected to have served on Department, College, or University assignments. Professional service is also expected, such as reviewing manuscripts or research proposals, chairing sessions at academic meetings, or participating in academic societies.

4. Memorandum of Understanding (MOU):

The majority of faculty appointments are expected to fall within the guidelines elaborated in this document, thereby rendering drafting of a separate MOU unnecessary. Certain appointments, however, may entail specific duties or expectations that require clarifications to these guidelines. In such cases, when a tenure-track faculty member is appointed, and prior to end of their second semester of service, the candidate, the chair of their search committee, and the Department Chair will co-author a memorandum outlining the expectations that the candidate must satisfy in order to be recommended for promotion to Associate Professor and recommend for tenure. Those expectations will differ in certain respects from those outlined herein, but on balance must meet or exceed those described in sections II.B.1-3. In general, there must be a sense of parity with normal expectations even when careers are highly divergent. When developing MOU's, faculty must be given the opportunity to review the standard Department RTP document. The final MOU will be signed by the Dean of the College and will be filed in the faculty member's Personnel Action File. Upon mutual agreement of the candidate, the current Chair of the Department, and the Dean of the College, this document may be amended during the spring semester until the fourth year since the initial appointment. At the faculty member's discretion, a senior Biology faculty member may be included in these

discussions. Amended MOUs must be signed by the faculty member, Department Chair, and the Dean. Amended MOUs will be included in the PAF. Faculty with MOUs have the option of being evaluated under the terms of their MOU for all future promotion and tenure decisions irrespective of changes to department personnel procedures.

5. Early Promotion to Associate Professor and Early Tenure:

Early promotion to Associate Professor and early tenure may be granted, but criteria for these two actions differ. Per Section 600, early tenure will only be granted when doing so is advantageous to the institution. Early promotion to Associate Professor (without tenure) is reserved for candidates whose accomplishments are exceptional as evidenced by five publications of which a minimum of three must be research publications based on work carried out at CSUN; at least one of these publications must have a CSUN student co-author. Other scholarly products such as (1) issued patents in the candidate's field of study, (2) received external grants which, in total, exceed the value of the candidate's start-up package, can be substituted for no more than two of the five publications. Such substitutions should be elaborated in a separate MOU (see II.B.4).

C. Promotion to Professor:

The criteria for promotion to Professor are greater than those for promotion to Associate Professor. Teaching and research remain the primary criteria for promotion, however additional service is expected beyond that required for promotion to Associate Professor. The Department places equal value on teaching and research; candidates must demonstrate continued professional growth in both areas, even if they emphasize one area more than the other. In the absence of strong evidence of professional growth beyond that required for the rank of Associate Professor, mere time in rank is not a relevant criterion for advancement to Professor.

1. Teaching Effectiveness and Direct Instructional Contributions:

Candidates for promotion to Professor must have continued to develop as a teacher since their last promotion (or appointment if the candidate was appointed at the Associate Professor level). A consistent pattern of teaching excellence is required. Teaching will be evaluated (as described in Section II.B.1) at least once in the year the candidate applies for promotion.

2. Research and Scholarship:

For promotion to Professor, candidates must demonstrate continued growth and contribution to their field of study, as evidenced by a minimum of four peer-reviewed publications as defined in II.B.2. Of these four publications, a minimum of three must be research publications based on work carried out at CSUN; at least one of these publications must have a CSUN student co-author. Other scholarly products (see section II.B.5), may substitute for no more than one of the four total publications. Because the Department places high value on teaching as well as research, extraordinary accomplishments in teaching, such as but not limited to: major curricular redesign; appointment to state, national and/or international bodies related to improving science education, can also substitute for one of the four required publications. However in no case should promotion to full professor be recommended with fewer than three research publications since the last promotion.

Candidates are expected to have obtained sufficient extramural funding to support their research program. No minimum funded amount is specified because research programs differ greatly in cost and availability of resources. Productivity, as evidenced by publications, is evidence of sufficiency of funding.

Faculty members requesting promotion to Professor are required to give a public research seminar of approximately 50 minutes in length

highlighting their research program since their promotion to Associate Professor, or their appointment if hired at an Associate Professor level. This scholarly presentation will be reviewed by the Chair and Personnel Committee as part of the evidence of a program of scholarship. It will be scheduled at a time agreeable to the Chair of the Department of Biology and the Departmental Personnel Committee. The research seminar should take place in the fall semester of the academic year in which the faculty member is under review for promotion and prior to the official due date of Department letters of evaluation.

3. Early promotion to Full Professor

Candidates for early promotion to Full Professor need to have demonstrated a level of achievement equivalent to six publications since their previous promotion (or appointment if appointed at the Associate Professor rank), of which at least four must be research publications, and at least one of those publications must include one or more CSUN student co-authors. No more than two substitutions for publications (see section II.C.2) can count towards the six publications for early promotion to Full Professor.

4. Service and Leadership:

A candidate for Professor is expected to have served on Department, College and University committees. Additional academic professional service is expected, which may be evidenced by any of the following: paper and textbook refereeing, research proposal refereeing for granting agencies, book reviews, organizing workshops, conferences, or sessions at professional societies, giving invited lectures to professional groups, editing professional journals, K-12 involvement, community outreach, election to fellowship in learned societies, and serving as an officer in professional societies.

5. Memorandum of Understanding (MOU):

In most cases, MOUs will not be necessary, however faculty members have the option to negotiate an MOU within the first two semesters as an Associate Professor so that all parties will have an understanding of what is expected for promotion to full professor. This is particularly valuable for any faculty member who has unusual duties. In general, there must be a sense of parity with normal expectations even when careers are highly divergent. No MOU can lessen the overall threshold of expectations for promotion to Professor; it can merely customize and clarify for a particular faculty member what those expectations are to be. Any MOU must be agreed to and signed by the candidate, the Department Chair, and the Dean of the College. This jointly produced letter will provide

guidance, including what the faculty member will need to accomplish in teaching, research, and service to the Department, College, and University for a favorable recommendation for promotion to Professor. This document will be filed in the faculty member's Personnel Action File. The document may be amended up until one year prior to the candidate being evaluated for promotion. The amended MOU must be agreed to and signed by the faculty member, the current Department Chair, and the current Dean. Amended MOUs will be included in the PAF. Faculty with MOUs have the option of being evaluated under the terms of their MOU for all future promotion and tenure decisions irrespective of changes to department personnel procedures.

D. Consultation with Senior Faculty.

The Department of Biology Personnel Committee will solicit input from senior faculty members of the appropriate higher rank (consistent with Section 600) in the department regarding the teaching and professional competence of each faculty member under review.

E. Student Evaluation of Tenured Faculty seeking promotion to Full Professor:

The procedures for student evaluation are delineated in Section II.B.1.