

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

Science and 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:

1. Are proposed changes those of College ☐ or Department ☒ procedures? (check one)
2. Date that current proposed changes were sent forward 3/15/17
3. Department or College initiating proposed changes Biology
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"). The proposed changes are intended to clarify the expectations of the Biology Department of candidates for retention, promotion, and tenure.
5. For Department Personnel Procedures, list the date the department faculty voted to approve the proposed changes: 12/19/16
6. For College Personnel Procedures, list the date the college faculty voted to approve the proposed changes: / /

FOR DEPARTMENT PERSONNEL PROCEDURES: (Sign & Print Name)

MAA Mark A. Steele 3/15/17
Chair, Department Personnel Committee Date
Larry Allen 3/15/17
Department Chair Date

FOR DEPARTMENT PERSONNEL PROCEDURES & COLLEGE PERSONNEL PROCEDURES:

[Signature] 3/23/17
Chair, College Personnel Committee Date
[Signature] 6/5/17
College Dean Date
[Signature] 6/5/17
Chair, Personnel Planning and Review Committee Date

(for PP&R use only)	F'17	F'20	Effective date (change in criteria)	F'21
<u>S'17</u>				
Approval Date		Effective Date (see attached)		Date of Next Review

Revised 10.16

n:forms:personnel procedures cover

Department of Biology
Personnel Procedures and Policies – Full-time (tenure-track) Faculty
(Approved by Biology Faculty, 19 December 2016)
(Approved by PP&R, 10 May 2017)

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. Eligible faculty must have rank higher than that of the candidate with the highest rank seeking promotion (e.g., full Professor if any candidate is seeking promotion to Professor). Each tenure-track faculty member shall identify on the ballot the four members he or she wishes to serve. 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 a full Professor is not among the three candidates receiving the most votes, the full Professor receiving the most votes shall serve as Committee Chair and shall replace the Associate Professor with the third most votes, who will be demoted to fourth. The faculty member ranking fourth shall serve as an alternate and shall replace a committee member who is unable to complete his or her 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 by one (e.g., each faculty member shall identify on the ballot five members he or she wishes to serve) with the full Professor receiving the greatest number of votes to serve on the College Committee, and the full Professor with the next 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):

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 below.

B. Granting of Tenure:

The tenure decision is the most important personnel decision. The candidate must meet or exceed the criteria within the following areas.

1. Memorandum of Understanding (MOU):

When a tenure track faculty member is appointed, and prior to end of their first year of service, the candidate, chair of their search committee or chair of the Department Personnel Committee, and the Department Chair will co-author a memorandum outlining the expectations that the candidate will have to satisfy in order to be recommended for tenure. This jointly produced letter will provide guidance, including what the new faculty member will need to accomplish in teaching, research, and service to the Department, College, and University in order to be recommended for promotion with tenure. The final letter will also be signed by the Dean of the College. This document will be filed in the candidate's Personnel Action File (PAF). Upon the agreement of the candidate and the current Chair of the Department, this document may be amended during the spring semester until the fourth year since the initial appointment. If agreement between the candidate and the Chair of the Department cannot be reached, the original MOU will stand. At the candidate's discretion, a senior Biology faculty member chosen by the candidate may be included in these discussions. Amended MOUs will be signed by the faculty member, Department Chair, chair of the current Department of Biology Personnel Committee, and the Dean. Amended MOUs will be included in the PAF.

2. Teaching Performance and Qualifications for Teaching:

The candidate must have demonstrated to the satisfaction of the Committee, (1) abilities as a teacher, (2) dedication to good teaching, and (3) continued development of qualifications for teaching. The candidate must be acceptable in these areas for tenure to be recommended. Teaching effectiveness of a candidate will be assessed as follows:

a. Teaching Materials:

The Candidate will provide sample exams, syllabi, and other class 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 Chairman of the Department of Biology will evaluate the teaching of faculty members to be considered for promotion or retention on the basis of class visits, and will prepare a written statement of this evaluation. Visit time will be arranged by mutual agreement between the observer and faculty member up for review. Each faculty member up for promotion or retention will be visited by at least one member of the Personnel Committee (or designee) and by the Department Chair (or designee). Written visit reports shall be sent to the candidate within 14 calendar days of the class visit, with copies to the Department Chair, the Chair of the Department Personnel Committee, and the candidate's PAF after the 10 calendar day response period.

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 that includes a space for written comments by students. All candidates will obtain student evaluations using the departmental forms for two classes per academic year. Student evaluations of at least two classes of probationary faculty members in their first year of service at this University shall be administered in both fall and spring semesters. In addition, the Committee/Department Chair may consult with students directly regarding the candidate.

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 probationary or tenured faculty members under consideration for reappointment, tenure and/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. All meetings will be arranged in a manner designed to preserve confidentiality between individual students and members of the Committee. Students who meet with the Committee shall be advised that their appearance and comments are confidential.

2. Students mentored by faculty considered for tenure or promotion will be encouraged to meet with the members of the Personnel Committee. If this is deemed desirable, the faculty member under review will be asked to supply the Personnel Committee with names of graduate or undergraduate students in their lab to be contacted by the Committee.

3. We follow Section 600 in regards to how we handle oral or written student comments with respect to faculty. 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 the candidate's PAF. The student shall be informed of the right to a hearing before the Student Grievance Board should the student feel that any later discriminatory action is taken because of having given the statement.

e. Training of Students in Research and Scholarship:

The candidate must demonstrate the ability to successfully mentor and teach within her/his own laboratory. This critical teaching service includes sponsoring and supervising undergraduates in independent research, mentoring graduate students, and serving on thesis committees.

3. Significant Scholarly and Creative Contributions:

Involvement in original scholarly activity (research) is the hallmark of a truly engaged university professor. For this reason, it is expected that all faculty shall maintain ongoing research programs in their specialties. A satisfactory research program is one that reflects ongoing scholarly activity leading to peer-reviewed publications and presentations at professional meetings. At least three peer-reviewed publications since the time of appointment will be required for tenure and promotion to Associate Professor. The candidate is required to publish results based upon research carried out since he/she was hired at CSUN, and is expected to obtain extramural and/or intramural funding to support his/her research program at CSUN.

The term "to publish results" is restricted to mean reporting the results of research in the form of a refereed article, which has been published or accepted for publication. A written work indicative of scholarly achievement, on the other hand, is referred to by its specific name, e.g., textbook, review article, etc. This publication requirement refers only to publications not used in evaluations for prior promotions or hiring. In the event that an individual was promoted to associate professor without tenure, all publications since hiring will be considered for the tenure decision. In multi-authored publications, the faculty may be requested to indicate the role that (s)he played in accomplishing the research and preparing the manuscript.

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 talk 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 Departmental letters of evaluation.

4. Department, College and University Contribution:

The candidate is also expected to work effectively on Department, College or University assignments. Faculty will demonstrate initiative and concern for improving the academic welfare of the students and of the Department consistent with the mission of the University.

C. Promotion to Associate Professor:

Normally, promotion will be granted at the same time when the decision on tenure will be made, which will involve the assessment of a faculty member's performance over a period of six successive years. Achieving the goals as delineated in the MOU is the major criterion for consideration for promotion. Early promotion is reserved for those candidates whose achievements in teaching, research, and service are exceptional.

D. Promotion to Professor:

The criteria for promotion to Professor are higher than those for promotion to Associate Professor and should demonstrate continued professional growth. Teaching excellence and continued scholarship remain the primary criteria for promotion, but service becomes more important than at the Assistant and Associate Professor levels.

1. Memorandum of Understanding (MOU):

All faculty members are encouraged to negotiate an MOU early in their Associate Professor years 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 full 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, the Chair of the Departmental Personnel Committee, 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 full professor. This document will be filed in the faculty member's PAF. The document may be amended up until one year prior to the candidate being judged for promotion. The amended MOU must be agreed to and signed by the faculty member, the current Department Chair, the chair of the current Department of Biology Personnel Committee, and the current Dean. Amended MOUs will be included in the PAF.

2. The candidate must have continued since the last promotion to perform at a significant level in all areas of Section II of this document and engendered confidence within the Personnel Committee that this activity will continue after promotion. Teaching excellence and continued scholarship remain the primary criteria for promotion. Teaching will be evaluated (as described in above Section 2) at least once before the candidate applies for promotion. Evidence of research in the form of refereed publications is required. The candidate is expected to continue applying for intramural/extramural grant support for his/her research program at CSUN. The number of such publications and grant applications is subsidiary to the quality of the contributions. Additional evidence of scholarship may include published textbooks, presentations at professional meetings, review articles, book reviews, paper refereeing, obtaining research grants, refereeing of research proposals for granting agencies, chairing sessions at professional societies, invited lectures before professional groups, invited participation in colloquia, election to fellowship in learned societies, editing journals, etc. This listing simply defines areas to be used by the Committee for evidence of scholarly achievement. It is not required that the candidate performs in all of these areas. The level of achievement should bring honor to the Department and University, and engender respect for the candidate in the academic and local communities. Candidates are expected to have continued their participation in service to the Department, College, University, and community.

E. Consultation with Senior Faculty.

The Department of Biology Personnel Committee will also 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.

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

The procedures for student evaluation are delineated in Section 2.