

PERSONNEL PROCEDURES

SECTION 600 (RETENTION, TENURE, AND PROMOTION)

Nazarian College of Business
COLLEGEBusiness Law
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 11/02/2020

3. **For Department Personnel Procedures:**

a. Indicate the date the department faculty voted to approve the proposed changes: 10/30/2020

b. Indicate the date the CPC voted to approve the proposed changes: 10/23/2020

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:**

NOTE AACSB
QUALIFICATION REQUIREMENTS & INCLUSION OF
CLT GUIDELINES

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)

Nina Holden
Chair, Department Personnel Committee

11-2-20
Date

Kurt Saunders
Department Chair

11/02/2020
Date

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

David Ackerman
Chair, College Personnel Committee

David Ackerman 09-Jun-2021

Date

Chandra Subramaniam
College Dean

Chandra Subramaniam 09-Jun-2021

Date

Mary-Patricia Stein

Mary-Patricia Stein 06/14/2021

Date

Chair, Personnel Planning and Review Committee

(For PP&R use only)	Fall 2021	
<u>Spring 2021</u>	<u>Fall 2024 (for changes in criteria)</u>	<u>Fall 2025</u>
Approx. of Date	Effective Date (see attached)	Date of Next Review

**DEPARTMENT OF BUSINESS LAW
PERSONNEL PROCEDURES FOR TENURE TRACK FACULTY**

Tenure-track faculty members must adhere to the personnel policies and procedures for retention, tenure, promotion, and post-tenure review enumerated in Section 600 of the California State University, Northridge, Administrative Manual and the David Nazarian College of Business and Economics Faculty Handbook; and must remain AACSB Qualified. <https://www.aacsb.edu/accreditation/accredited-schools>

I. Procedures for Evaluating Teaching Effectiveness

A. Class Visits

1. Class visits shall be made on all faculty of the department who are under consideration for retention, tenure, and or promotion.
2. Visits shall be made by the Department Chair, and at least one member of the Department Personnel Committee or their designees. Designees shall be senior, tenured faculty within the department. A candidate shall have the right to be visited by more than one member of the Department Personnel Committee if the candidate so desires. Class visits shall be conducted early enough in the academic year for use during the annual personnel cycle.
3. The Chair of the Department Personnel Committee shall give written notice to each candidate for retention, tenure and/or promotion of the names of the members of the Committee who have been designated to visit that candidate's classes, and shall also request in writing that each candidate arrange a mutually agreeable date and time for each class visit. The candidate must provide access to all learning materials and the Learning Management System (LMS), as appropriate.
4. During the class visit, the following shall be considered:
 - a. Mastery and substantial coverage of the subject matter according to the course description provided in the University catalog;
 - b. Awareness of current trends and developments in the field;
 - c. Awareness of theoretical, philosophical, and practical implications of material covered in class;
 - d. Ability to communicate effectively;

- e. Enthusiasm for teaching;
 - f. Sensitivity to individual student needs, including receptivity to questions;
 - g. Whether the instructor clarifies and illustrates the relation between the text subject and the experience of the students;
 - h. Whether the instructor places significant demands on students to develop critical thinking skills, including requiring students to demonstrate an ability to analyze, distinguish, and examine issues and to be able to apply course concepts to solve problems and reach conclusions. In law classes, these techniques must include use of the Socratic method so that students demonstrate their ability to identify legal issues, their knowledge of legal rules, and their understanding of how those rules are applied; and
 - i. In law classes, whether the instructor requires students to brief cases and answer problems in writing.
 - j. Instructors in all courses must meet at least 70% of the “Core” items listed in the Quality Learning and Teaching (QLT) guidelines. Hybrid and Fully online courses must meet all “Core” items and at least 70% of all QLT guidelines.
5. Each faculty member making a class visit must, within fourteen calendar days of that visit, submit a written report of the visit to the candidate to the Department Chair and to the Chair of the Department Personnel Committee. The candidate may request a meeting to discuss the report to be held with ten calendar days after the written report is emailed to the candidate’s campus email, and at the candidate’s request, placed in the candidate’s mailbox or mailed directly to the candidate. The candidate may also submit a rebuttal statement or response in writing within the ten calendar days to the Department Chair or the Chair of the Department Personnel Committee or both. At the conclusion of the ten calendar days, the report of the class 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.
6. There shall be an opportunity after the class visit for consultation between the candidate and the faculty member visiting the class at the request of either party.
- B. Student Evaluations of Teaching Effectiveness

In compliance with Section 600 of the Administrative Manual and the Faculty Handbook of the College of Business & Economics written student questionnaire evaluations are required of all teaching faculty. The Department Chair shall notify all teaching faculty of the date(s) by which such evaluations will be conducted. It is the responsibility of each faculty member to ensure that such evaluations are administered.

The following student evaluations shall be considered in evaluating a candidate's teaching effectiveness:

1. A summarized copy of the results of the written or electronic student evaluation of faculty-questionnaire. After the semester grades are assigned, the Department Chair shall provide each faculty member with the results of the faculty member evaluation (s) placed in the Personnel Action File.
2. Free-form student comments concerning the candidate's teaching effectiveness will be reviewed if the candidate includes them in the candidate's Professional Information File. The candidate shall indicate whether the included free-form comments constitute all of the comments received by the candidate or consist only of selected comments received by the candidate.
3. Student Consultation with the Department Chair and/or the Department Personnel Committee.
 - a. Students are encouraged to express their opinions regarding the teaching performance of all faculty members of the department and in particular their opinions regarding the teaching performance of all candidates for retention, tenure, and/or promotion. Students are invited to do so through an invitation distributed to all department faculty to be posted electronically or read in all classes early enough in the academic year for use during the annual personnel cycle.

No such student opinions shall be considered in the review process unless submitted in a signed, written statement from a CSUN student and placed in the candidate's Personnel Action File.

- b. The invitation shall read:

“It is the policy of the Department of Business Law to solicit student opinions regarding the teaching performance of all faculty members of the department. The following faculty member(s) is (are) being reviewed at this time.

(list name(s) of faculty being reviewed)

You are encouraged to express your views, whether positive or negative, on all faculty members of the department and in particular the above-named faculty, by contacting the Department Chair (name, office number and telephone number) and/or the Chair of the Department Personnel Committee (name, office number and telephone number).

All comments, if they are to be considered in a review, must be written, dated, with the author identified in order to be included in the faculty member's PAF."

- c. The Department Personnel Committee shall meet with each candidate for retention, tenure, and/or promotion to discuss the comments which students have made concerning the teaching performance of the candidate.

C. Additional Sources of Evidence of Teaching Effectiveness:

- 1. The following factors will be considered when evaluating an instructor's teaching effectiveness:
 - a. Grade distribution patterns as distributed by the department;
 - b. The instructor's examinations and instructional materials; and
 - c. Inclusion of a pedagogically significant writing component. At least 50% of a course grade must be determined by a student's written work (which may include essay exam questions, papers, written solutions to problems, and other written work).

II. Submission of Completed Professional Information File and Department Personnel Calendar

- A. Second year probationary faculty shall submit the completed Professional Information File to the Chair of the Department on or before the Monday of the eighth week of instruction of the Fall semester.
- B. Third year through sixth year probationary faculty and tenured faculty under consideration for promotion shall submit the completed Professional Information File to the Chair of the Department on or before the fifteenth of January. Should the fifteenth of January fall on a day when the campus is closed, then the completed Professional Information File shall be submitted on the first business day following the fifteenth of January.

III. Addition of Materials to Professional Information File after Submission

- A. Following its submission, a candidate may add material to the Professional Information File at any time up to the completion of the deliberations at the Department level.

- B. Insertion of material submitted after the completion of the personnel deliberations at the Department level must have the approval of the College Personnel Committee and shall be limited to items that became accessible after the close of the Department deliberations (publication acceptance, notice of awards, lecture invitations and the like).