

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

David Nazarian College of Business and Economics
COLLEGE

Business Law
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 _____
- Department or College initiating proposed changes Business Law
- 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"). _____

Comply with university rules regarding Section 600. TT

- For Department Personnel Procedures, list the date the department faculty voted to approve the proposed changes: 10 / 30 / 18
- For College Personnel Procedures, list the date the college faculty voted to approve the proposed changes: _____

RECEIVED
CSUN
DEC 21 2018
Office of
Faculty Affairs

FOR DEPARTMENT PERSONNEL PROCEDURES: (Sign & Print Name)

Wade M. Chung
Chair, Department Personnel Committee
Melanis
Department Chair

11/27/18
Date
11/27/18
Date

FOR DEPARTMENT PERSONNEL PROCEDURES & COLLEGE PERSONNEL PROCEDURES:

Orning Kelden
Chair, College Personnel Committee
[Signature]
College Dean

11-28-18
Date
12/3/18
Date

[Signature]
Chair, Personnel Planning and Review Committee

08/21/2019
Date

(for PP&R use only)	Fall 2022 for changes in criteria	
<u>08/21/2019</u>	<u>07/01/2019</u>	<u>Fall 2023</u>
Approval Date	Effective Date (see attached)	Date of Next Review

Revised 10.16

DEPARTMENT OF BUSINESS LAW
PERSONNEL PROCEDURES FOR TENURE TRACK FACULTY
Draft 20190423

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 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.
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.
- 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 within ten calendar days after the written report is placed in the candidate's campus mailbox. The candidate may also submit a rebuttal statement or response in writing within the ten calendar days to the Department Chair or to 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 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, 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) or the Chair of the Department Personnel Committee (name, office number and telephone number).

Your name shall not be revealed to the faculty member being reviewed without your statement being written and signed by you.”

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

performance of the candidate. Confidentiality of the source shall be maintained in accordance with section 600 of the Administrative Manual.

- 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
 - 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).