

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

CECS
COLLEGE

CECM
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 CIVIL ENGINEERING & CONSTRUCTION MANAGEMENT
- 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").
NO CHANGES FROM EXISTING PROCEDURES

- For Department Personnel Procedures, list the date the department faculty voted to approve the proposed changes: 08 / 24 / 2017
- For College Personnel Procedures, list the date the college faculty voted to approve the proposed changes: _____



FOR DEPARTMENT PERSONNEL PROCEDURES: (Sign & Print Name)

[Signature] 9-25-2017
Chair, Department Personnel Committee Date

[Signature] 9/25/2017
Department Chair Date

FOR DEPARTMENT PERSONNEL PROCEDURES & COLLEGE PERSONNEL PROCEDURES:

[Signature] 9/26/2017
Chair, College Personnel Committee Date

[Signature] 9/27/17
College Dean Date

[Signature] 5/30/18
Chair, Personnel Planning and Review Committee Date

(for PP&R use only)	F118	S'28
<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

Handwritten notes at the top of the page, including the number "318" on the left and "1/18" in the center.

Handwritten notes on the left side, including the name "M. J. ...".

Handwritten notes on the right side, including "2/2/18" and "1/18/18".

Handwritten signature or initials in the middle left section.

Handwritten notes on the right side, including "1/18/18" and "1/18/18".

Large block of faint, mostly illegible text in the middle section of the page.

Handwritten header text: "THE CHARTERED BANK EXCHANGE BROKERAGE".

Text block below the header, including the words "INCORPORATED" and "LIMITED".

Text block containing a large handwritten "X" mark and a wavy line on the right side.

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CIVIL ENGINEERING & CONSTRUCTION MANAGEMENT

DEPARTMENT PERSONNEL PROCEDURES

The Department of Civil Engineering and Construction Management follows the basic promotion, retention and tenure criteria outlined in Section 600, Academic Personnel Policies and Procedures, of the California State University, Northridge Administrative Manual, subject to the provisions noted below.

A. Teaching Effectiveness

Teaching effectiveness shall be evaluated by the following:

1. examination of the student evaluations of faculty;
2. class visits by peer faculty, including but not limited to one or more members of Department Personnel Committee or designees;
3. class visit by department chair or designee;
4. written comments provided by students willing to write and sign their comments;
5. discussions with faculty willing to have their comments put in writing and signed; and
6. review of materials such as course outlines, explanation of teaching methods, exams, etc., submitted by the faculty member, and included in the PIF.

The required written reports of the class visits shall address the aspects of the faculty member's performance, based on the Department's Class Visit Report.

In order to provide students with an opportunity to contribute to the process beyond the student evaluations, the Department Personnel Committee shall advise and post when the committee is available to students to give input, as per Section

600. Students who cannot be present during the scheduled office hours may make appointments at other hours.

If more than one senior tenured faculty are designated to evaluate a faculty member's class performance they should, when possible, visit different classes. The report shall be distributed as prescribed by Section 600 of the Administrative Manual. Each class visit shall be in accordance with prior arrangements made with the faculty member being evaluated.

B. Contribution to the Field of Study

Contributions to the field of study follow the guidelines set forth by Section 600. Additionally the department defines publications as the process by which creative professionals make available to other professionals the results of their studies, experience, and research in their own field of competence (in this case Civil Engineering, Applied Mechanics and Construction Management) in such a form that it remains open to critical evaluation and commentary as well as providing a base upon which further progress can be built by others in the field. Accordingly, this department does not view professional activity as falling within the category of publication unless the results are preserved in a generally accessible form which conveys a contribution to knowledge in the fields. While the form of preservation might be in printed journals, textbooks, or reports, it is recognized that it might also be embodied in other accessible forms such as engineering design/drawings and/or reports, patents, computer programs, or machine-readable data bases. All publications (either in print, or whose acceptance is confirmed) of the faculty member under consideration are evaluated.

As with all professional activity, publication(s) used by a candidate for a personnel decision are subject to critical evaluation and weighting by the candidate's colleagues, by the administrators and committees acting upon the personnel decision.

Additionally, the department recognizes that a significant professional contribution might also be made in a traditionally “un-refereed” form such as:

1. design of significant engineering projects where the candidate is the engineer-of-record and the design work was done by the candidate or under his direct supervision and guidance, or
2. engineering reports written by the candidate or under his direct supervision and signed by the candidate as the engineer-of-record.

The department will include contributions to the field mentioned above if they are reviewed by three (3) external experts in the field. These experts shall be chosen:

1. one by the candidate under consideration;
2. one by the Department Chair; and
3. one by consensus of the Department Personnel Committee

The experts chosen by the Department Chair and the department Personnel Committee will stay unidentified to the candidate.

Reviews and letters to the editor are not viewed as making a contribution to knowledge and thus do not come under this department’s definition of publication.

Since prestigious publication sometimes involves a long delay between submission and appearance in permanent form the department does not consider it appropriate to delay the promotion of the candidate until actual release in print of other permanent form. Thus, credit for publication would be considered if firm acceptance for publication is confirmed in letter form, and if the material is made available for evaluation.

The University standard requires that the individual demonstrates continued growth as a recognized scholar and contributor to the field of study. Scholarly achievements made prior to the initial tenure-track appointment or previous promotion at California State University, Northridge shall be considered as establishing a pattern of scholarly activities. However, additional significant contributions to the field since appointment are expected for tenure and initial

promotion. Additional contributions since previous promotion are also expected for subsequent promotion.

In conclusion, it should also be noted that professional activity which is inadmissible for consideration as publication under this policy (such as consulting which does not result in output available to the public) will be considered and evaluated under other categories of professional accomplishment.

C. Contributions to the University and Community Service

Evidence of the faculty members' contribution to the university and community as outlined in Section 600 of the Administrative Manual shall include, but not be limited to:

1. the enumeration of accomplishments such as active memberships on committees, boards, etc.
2. positions of responsibility held by the faculty member such as chairing committees, subcommittees, as hoc committees or boards.
3. any reports, drawings, computer programs, video tapes, etc., prepared by the faculty member.
4. any letters of commendation that might be received.

D. Professional Responsibilities

The Department Personnel Committee shall observe, where possible, the work of probationary faculty and faculty being considered for promotion, .The committee will often hear or receive written or oral statements which are not incorporated in the Personnel Action File. The committee will follow the guidelines defined for professional responsibilities in Section 632.6.

Approved by the CECM Department on 05/04/2018