

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

Humanities

COLLEGE

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 5-7-18
- Department or College initiating proposed changes College of Humanities
- 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 policies for the assignment and evaluation of Online Teaching have been revised because the last approved policy (2012) referred to outdated learning management systems and tools.

Date of College vote: 5/04/18 Assignment & Evaluation of  
Online teaching. Accelerated Promotion college vote: 3/22/18

- For Department Personnel Procedures, list the date the department faculty voted to approve the proposed changes: 5 / 4 / 18
- For College Personnel Procedures, list the date the college faculty voted to approve the proposed changes: 5 / 4 / 18

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MAY 07 2018  
Office of  
Faculty Affairs**

**FOR DEPARTMENT PERSONNEL PROCEDURES: (Sign & Print Name)**

\_\_\_\_\_  
Chair, Department Personnel Committee Date

\_\_\_\_\_  
Department Chair Date

**FOR DEPARTMENT PERSONNEL PROCEDURES & COLLEGE PERSONNEL PROCEDURES:**

[Signature] Beth Wightman 5/07/18  
Chair, College Personnel Committee Date

[Signature] Elizabeth A. Say 5/07/18  
College Dean Date

[Signature] 6/19/18  
Chair, Personnel Planning and Review Committee Date

|                     |                                       |                     |
|---------------------|---------------------------------------|---------------------|
| (for PP&R use only) | F'18                                  | 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

Lined area for providing an explanation for any effective date on a personnel procedure that occurs later than the Fall of the year after the procedures have been approved.

NOTE: This attachment is to provide an explanation for any effective date on a personnel procedure that occurs later than the Fall of the year after the procedures have been approved. Please use the space below to explain the conditions of the effective date given on the previous page. If the effective date does occur the Fall of the year after the personnel procedures have been approved there is no need to fill out this form.

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

Handwritten notes in blue ink, possibly including a name and date.

Handwritten notes in blue and red ink, including the date 'MAY 11 2010'.

**From Section 600. 643.1.5:**

5. Initiation of Early Review. A faculty member will be considered for promotion before the normal time only if the faculty member notifies the Department Chair and the College Dean, in writing and prior to the start of the department-level review, that the faculty member wishes to be considered for accelerated promotion. Tenured faculty members must submit written notification early enough in the Fall semester to allow time for peer class visits as required by Section 612.5.2.c.(2)(a).

**REVISED DRAFT of Proposed Policy for College of Humanities**

**Accelerated Promotion:**

In exceptional cases, probationary faculty members may be recommended for promotion prior to their sixth probationary year (including service credit) if the faculty member has fulfilled all of the criteria contained in the department's personnel procedures, not to conflict with Section 600, for advancement to the next rank, and exceeds said criteria in the areas of research, teaching and service.

In order to demonstrate evidence of having exceeded the research, teaching and service expectations, the faculty member shall:

- a. Possess a record of scholarly accomplishments substantially superior to the usual requirement for promotion in their home department during the normal promotion period. The college strongly recommends the candidate gather evaluations from peers external to CSUN in her or his area of expertise who will objectively assess the quality and originality of her/his research and scholarly contributions to the field of study.
  - i. If there are publications or other creative activities that are not peer-reviewed as part of the publication decision-making process, the faculty member must submit an identification of the format and public forum in which the work appears accompanied by a statement of its significance to the field of study. In addition, the faculty member must submit outside reviews of the work by two experts in the field, external to CSUN.
- b. Exhibit superior teaching effectiveness and direct instructional contributions both inside and outside the classroom of such quality as to indicate a strong commitment to student learning. Teaching effectiveness must be demonstrated over a long enough period of time to establish a consistent pattern or trend.
- c. Demonstrate a record of making meaningful contributions to the department, college and university through service and committee work as well as participating in community activity that supports the mission of the university.

Similarly, faculty members being considered for accelerated promotion from Associate Professor to Professor are expected to exceed the research, teaching and service expectations as outlined in section 600 for normal progression from Associate to Full.

# CoH Policies for the Assignment and Evaluation of Online Teaching

The following policies are provided to assist the College of Humanities Department Chairs and Program Directors in the assignment and evaluation of online courses. These policies and procedures are to be implemented beginning in Fall 2018.

## Assigning Online Courses

Assignment of teaching, including online, hybrid, service-learning, and laboratory classes, “are determined by the appropriate administrator after consultation with the department chair or designee and/or the individual faculty member (CBA, Article 20).” Decisions about assigning online courses, who is qualified to teach them and when to offer these courses are based on the programmatic needs of the College, and the Department or Program. For the College of Humanities, the following policies and procedures are to be followed in the assignment of online courses:

- Faculty members who are interested in teaching online courses must undergo training in the university’s Learning Management System (LMS) and in online-specific teaching technologies. This may take the form of workshops, one-on-one training through the Faculty Technology Center, or from another faculty member in the College who has taught a minimum of 12 units of online or hybrid courses.
- No faculty member may teach more than two online courses in any semester. Exceptions to teaching more than two online courses may be allowed if teaching more than two online courses per semester will benefit the programmatic needs of the College. Exceptions will be reviewed and granted by the Dean.
- Courses that are not designated as online may not be changed into online or hybrid courses after enrollment has begun.

## Evaluation of Online Courses

Department Chairs and Program Directors will follow the procedures for evaluating teaching effectiveness for probationary, tenured, and part-time faculty as outlined in Sections 600 and 700, and Department or Program Personnel Procedures for evaluating their online courses. In addition, the following apply to online and hybrid teaching:

- Consistent with Section 600, student evaluations are required for all faculty who teach, including faculty who teach online courses. Unless Department or Program procedures require more, the number of classes to be evaluated each year is a “minimum of two (2) classes annually.” For faculty who teach online and hybrid classes, a minimum of **one** online or hybrid class annually will be required to have student evaluations.

- Peer class visits of online and hybrid courses should take place as part of the performance or periodic review process including reviews for RTP, appointment or reappointment, or post-tenure review.
- Faculty who teach online or hybrid courses will be evaluated by the Department Chair, Program Director, or designee when they teach their first online or hybrid class and thereafter at least once for every 24 units of online teaching, or at least once every three years, whichever comes sooner. The Department, Program, or faculty member may request or require more class visits.
- Each department will develop a peer evaluation process specifically for online courses.

## **Online Office Hours and Student Access to Faculty**

- Faculty must hold and report in their syllabus regularly scheduled office hours (minimum of one weekly hour for 3 units of instruction) as part of their instructional workload. Faculty who teach online courses must hold and report office hours in a synchronous online format that facilitates faculty/student interaction.