

COVER SHEET FOR PROPOSED CHANGES TO DEPARTMENT/COLLEGE  
PERSONNEL PROCEDURES

SECTION 600 (RETENTION, TENURE, AND PROMOTION)

CSBS

College-level

COLLEGE

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.

**BACKGROUND INFORMATION:**

- CHECK ONE:** Are proposed changes those of College  or Department  procedures?
- Date that current proposed changes were sent forward May 16 2022
- For Department Personnel Procedures:**
  - Indicate the date the department faculty voted to approve the proposed changes: \_\_\_\_\_
  - Indicate the date the CPC voted to approve the proposed changes: \_\_\_\_\_
- For College Personnel Procedures:**
  - Indicate the date the college faculty voted to approve the proposed changes: \_\_\_\_\_
- (Optional) Briefly state the rationale for your proposed changes:** \_\_\_\_\_  
No changes. We are proposing to continue with existing procedures.

Please email the following to Faculty Affairs email at [faculty.affairs@csun.edu](mailto:faculty.affairs@csun.edu):

- WORD DOCUMENT WITH TRACKED CHANGES** showing revisions to the personnel procedures
- Signed Cover Sheet in PDF format.**

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

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

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

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

Dr. Susan M Love, Chair, CPC *Susan Love, PhD* 05/16/2022

Chair, College Personnel Committee Date

College Dean *Lindsay Brown* Date

16-May-2022

\_\_\_\_\_  
Chair, Personnel Planning and Review Committee Date

(for PP&R use only)

SP 2022

Approval Date

FA 2022

FA 2025 (for changes in criteria)

Effective Date (see attached)

FA 2026

Date of Next Review

## **CSBS Personnel Procedures: Committee Composition and Election Policy**

(Approved by the college on 12/14/16 and reaffirmed in 2022)

1. The College Personnel Committee will consist of five tenured faculty at the rank of Professor.
  - a. Committee members will be elected to staggered two-year terms.
  - b. No faculty member will serve more than one consecutive term.
  
2. By the end of the first week of the fall semester, each Department not currently represented on the College Personnel Committee will nominate one of its members to be placed on a slate of candidates. All eligible faculty members (i.e., tenured faculty of senior rank who are not disqualified from service on the College Personnel Committee per the regulations in Section 600) must stand for nomination in this process. The slate of nominees thus created shall then be voted upon by all probationary and tenured faculty unit employees of the College.
  - a. The election shall be conducted using Canvas or another anonymous online voting system and shall be open for voting for no less than five (5) business days; results shall be tallied by the CSBS Associate Dean (or designee) and the College Personnel Committee chair (or designee).
  - b. In the event of a tied vote, a candidate from a department that was not represented on the committee in the previous year will be selected. If both or neither of the departments was represented in the previous year, a run-off election between the candidates will be conducted following the same procedures as described for the initial elections and counting of ballots.

3. If a member of the committee must be replaced after the election has taken place, a special election shall be held in which all eligible faculty stand as candidates, with the proviso that (1 a) and (1 b) are not violated (i.e., faculty who have just served a term and those whose department is already represented do not stand as candidates).