

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

Science and Math

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:**

1. Are proposed changes those of College  or Department  procedures? (check one)
2. Date that current proposed changes were sent forward December 15, 2014
3. Department or College initiating proposed changes College Personnel Committee/Dean
4. 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"). ~~Part II, D2: deleting "establishing a pattern of" adding "at least three"~~  
Part II, D2: deleting "establishing a pattern of" adding "at least three", "papers"  
Part II, E3: deleting "/or"  
Part II, E3: deleting "maturity and judgment" , adding "leadership roles"
5. The proposed changes have been approved by the faculty of the College  or Department . (check one)

**FOR DEPARTMENT PERSONNEL PROCEDURES:**

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

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

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

Ali Zakeri *Ali Zakeri* 4/22/2015

\_\_\_\_\_  
Chair, College Personnel Committee Date

*Demetrius* 4/22/15

\_\_\_\_\_  
College Dean Date

*Sheila Grant* 8/19/15

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

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Faculty Affairs

(for PP&R use only)		
<u>Sp15</u> Approval Date	<u>F115</u> <u>F'18 (for change in criteria)</u> Effective Date (see attached)	<u>Fall 19</u> Date of Next Review

**PERSONNEL MANUAL  
COLLEGE OF SCIENCE AND MATHEMATICS**

**PART I: PERSONNEL PROCEDURES**

**A. PERSONNEL FILES**

1. Candidates for retention, tenure and promotion, shall prepare a Professional Information File as described by Section 600.
2. Additionally, candidates for retention, tenure and promotion shall provide a cover letter to their Professional Information File summarizing their achievements since their last personnel review. A comprehensive and up-to-date outline of the contents of the Professional Information File is required.
1. Faculty are encouraged to remove outdated or superseded material and ensure that their files remain manageable in size (no more than two volumes). Close adherence to guidelines set forth in Section 600 is recommended to ensure that reviewers can easily find evidence of performance in appropriate areas.

**B. FACULTY COMMITTEES**

1. College and Department Personnel Committees advise and recommend to both the Dean and Department Chairs on all personnel matters. These recommendations shall be based upon evaluative comparison of each faculty member's qualifications against the standards outlined in the *Administrative Manual* for retention, tenure, and promotion.
2. The composition of, and the criteria for serving on, the College and Department Personnel Committees are described in Section 600.
3. The College Personnel Committee shall consist of five tenured faculty of senior Rank., Each Department shall elect one representative for two-year, staggered terms.
2. The College Personnel Committee shall:
  - a. elect its own Chair and establish its procedures. All personnel recommendations shall be acted upon by secret ballots;
  - b. have responsibility for the development of criteria appropriate to the College and for such other personnel matters as are prescribed by the faculty of the College, consistent with the personnel policies and procedures of the University;
  - c. advise the Department Personnel Committees regarding their duties and procedures;

- d. evaluate the retention, tenure and promotion recommendations of Department Committees and Department Chairs, and ensure that uniformly equitable standards are applied in all departments;
  - e. make its own recommendations on retention, tenure and promotion. Evaluation should discuss a candidate strengths and weaknesses, and provide advice for improvement where appropriate;
  - f. prior to submitting its final recommendations on retention, tenure and promotion, consult with the Chairs of the Department Personnel Committees and Department Chairs concerning judgments which are at variance with any at the department level;
  - g. report in writing all matters pertaining to retention, tenure, and promotion (including the results of balloting) to the Dean of the College of Science and Mathematics;
  - h. through its Chair, file with the Personnel Planning and Review Committee the personnel policies and procedures adopted for the organization and operation of the Committee. The Chair of the College Personnel Committee shall also note changes, if any, that are proposed for departmental policies and procedures. These policies and procedures shall be subject to the approval of the Personnel Planning and Review Committee;
  - i. make the Chair or designee available to discuss the Committee's recommendations with the University Personnel Planning and Review Committee.
3. Each Department shall elect a committee of three, five or seven tenured faculty of senior rank of that Department (except the Chair) to serve as the Department Personnel Committee. If a Department does not have at least three eligible tenured faculty of senior rank, the regular committee shall be completed by election from among the eligible tenured faculty of senior rank of other Departments of the University in a manner approved by the College Personnel Committee.
  4. The Department Personnel Committee shall:
    - a. establish its own procedures. All personnel recommendations shall be acted upon by secret ballot.
    - b. evaluate all probationary faculty members of the Department and make recommendations in matters of retention and tenure. This evaluation shall be made in consultation with all tenured faculty. In the event that a tenured faculty member is not present on campus, an effort should be made to obtain that person's advice. Prior to submitting its recommendations, the Department Committee shall invite each faculty member under consideration to meet with it to elaborate upon material in the candidate's personnel file or to answer questions that may exist;

- c. exercise due diligence to evaluate the teaching effectiveness of the candidates for retention, tenure, or promotion. In this endeavor, the committee is to make use of class visit reports and of student evaluation forms. Each Department may choose its own questionnaire. The Committee may use other evaluation procedures as well;
  - d. make retention, tenure and promotion recommendations on eligible faculty members. Evaluation should discuss a candidate strengths and weaknesses, and provide advice for improvement where appropriate;
  - e. Report in writing on all personnel recommendations (including the results of the final balloting) to the Department Chair with a copy to the Dean except in the case of retention, tenure, or promotion recommendation of a Department Chair, in which case the committee recommendation shall be sent directly to the Dean;
  - f. file with the College Personnel Committee the personnel policies and procedures adopted for the organization and operation of the committee. These policies will be subject to approval by the College Personnel Committee and the University Personnel Planning and Review Committee.
7. Vacancies on the College Personnel Committee shall be filled by an election in the Department of the departing member.
8. Records of Student and Faculty Evaluation of Teaching:
- a. Summary sheets and comments of student evaluations of teaching on each faculty member shall be placed in the faculty member's Personnel Action File along with departmental averages.
- Raw data and individual questionnaires from student evaluations where available shall be returned to the faculty member. Use of results for other than personnel considerations shall be regulated so as to preserve anonymity of the individual.
- b. An evaluation by Department Personnel Committee members or their designees, based on the observation of classroom (or laboratory) performance, shall become a part of the Personnel Action File.
9. All controversies and matters of interpretation shall be submitted to the Personnel Planning and Review Committee of the University for clarification on policy.
10. All appeals shall follow normal University procedures. (See Section 600 of the *CSUN Administrative Manual*).
11. All other procedures applying to personnel matters not referred to in this document shall follow the regulations in the *Administrative Manual*.
12. The Department Chairs and the Chairs of all Department Personnel

Committees shall be responsible for carrying out all communications and notifications mandated by the *Administrative Manual*.

## **PART II: CRITERIA FOR RETENTION, TENURE AND PROMOTION**

Inasmuch as one is to try to ensure consistency of the functions of this Committee and uniformity of standards and criteria among the Departments, it seems advisable to make known to the faculty, in general, and to the departmental committees and Chairs, in particular, the interpretations of Section 600 under which this Committee will operate.

An effort has been made to make these interpretations parallel, insofar as possible, to those already in use within the Departments of the College. In developing these interpretations, we have also tried to make them explicit, short of violating the individual differences inherent in the various disciplines.

Because mere time in rank is not sufficient justification for promotion, two very general principles can be articulated: (1) the pattern of qualifications necessary for recommendation for promotion to each rank must differ from one rank to the next and (2) in considering a given candidate, only those activities subsequent to the candidate's last promotion (or appointment) shall be considered. Prior activities may be considered only insofar as they serve to establish a pattern.

A. Reappointment without tenure.

As long as a candidate, during the first two years, displays professional development in his/her teaching and scholarship, and demonstrates progress towards publishing original research in peer-reviewed journals/books within a candidate's own discipline, reappointment is recommended. For the third and subsequent reappointments, the candidate's eventual tenurability becomes a consideration of increasing importance.

B. Reappointment with tenure.

No faculty member shall be approved for tenure who has not demonstrated potential promotability. Interpretations of criteria for promotion recommendations are discussed below. The final consideration for recommending tenure is the expectation of continued growth.

C. Promotion to Associate Professor

1. Teaching Effectiveness and Direct Instructional Contributions

The candidate must provide evidence to the satisfaction of the Committee of a strong commitment to effective teaching. Evidence of this commitment may include, but is not limited to (1) positive reports from faculty and/or students regarding the candidate's performance in the classroom, (2) research and scholarly activity involving students, (3) participation in curriculum development, and (4) development of innovative teaching methods or improved instructional materials.

2. Research/Scholarship and Publication.

Research/Scholarship and publication are required. The College of Science and Mathematics Personnel Committee recognizes that original research in a science or mathematics specialty is the standard form of scholarly activity. This requirement will be satisfied by publishing at least three original research papers in peer-reviewed

journals/books within a candidate's own discipline. Other scholarly publications may supplement, but cannot substitute for, publications of original research/scholarly activity in peer-reviewed journals. Candidates are expected to seek external funding to support their research.

3. **Departmental, College, and University Commitment.**  
The candidate should make an effort to effectively participate in Departmental, College, and University tasks and should demonstrate initiative and concern for improving and furthering the welfare of the students and of the department.

**D. Promotion to Professor**

1. **Teaching Effectiveness and Direct Instructional Contributions**  
The pertinent consideration here is whether the candidate has continued to develop as an effective teacher since appointment or most recent evaluation. The same critical evaluation of performance given a candidate for Associate Professor must be made. Moreover, a careful estimate of the likelihood for continued growth must be made.
2. **Research/Scholarship and Publication.**  
Research/Scholarship and publication since the candidate's last promotion (or appointment if the candidate's appointment was an Associate Professor) are required. It is required that candidates will exhibit a pattern of continued growth and contribution to their field of study, as evidenced by the publication of original research in peer-reviewed journals. Other scholarly publications may supplement, but cannot substitute for, publications of original research/scholarly activity in peer-reviewed journals. The original research publications that are expected at the rank of Professor are expected to be substantial contributions. Candidates are encouraged to seek supporting letters from academic or professional colleagues of stature in their field at other institutions that can speak to the quality and impact of the candidate's research publications. Candidates are expected to seek external funding to support their research programs.
3. **Service and Leadership.**  
A candidate for Professor is expected to have served on Department, College and University committees. In addition, some other activities may be regarded as service such as (1) paper and textbook refereeing, (2) book reviews, (3) K-12 involvement, (4) chairing sessions at professional societies, (5) invited lectures, (6) editing professional journals, and (7) election to offices in professional societies. Activities 1-7 are some examples of possible service. A candidate for full Professor must demonstrate leadership roles in Departmental, College and University affairs. The significance of the candidate's service is to be evaluated.