

COVER SHEET FOR PROPOSED CHANGES TO DEPARTMENT/COLLEGE
PERSONNEL PROCEDURES

MCCAMC
COLLEGE

CTVA
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 November 11, 2014
- Department or College initiating proposed changes CTVA
- 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 proposed changes were initiated by the Department as part of the regular five-year review cycle.

RECEIVED
CSUN
DEC 16 2014
Office of
Faculty Affairs
- The proposed changes have been approved by the faculty of the College ☐ or Department ☒ (check one)

FOR DEPARTMENT PERSONNEL PROCEDURES:

JOHN SCHULTHEISS Date
Chair, Department Personnel Committee
JON STAHL  11/11/14
Department Chair Date

FOR DEPARTMENT PERSONNEL PROCEDURES & COLLEGE PERSONNEL PROCEDURES:

 12-2/14
Chair, College Personnel Committee Date
 12-16-14
College Dean Date
 8/19/15
Chair, Personnel Planning and Review Committee Date

(for PP&R use only)

SP15
Approval Date

Fall 15
Effective Date (see attached)

Fall 19
Date of Next Review

California State University **Northridge**

Department of Cinema and Television Arts

Personnel Procedures (Revised April 2015)

INTRODUCTION AND OVERVIEW

The Department of Cinema and Television Arts values excellence in teaching, scholarship in its many forms, and creative activity in its many forms. We also value active involvement in the Department, College, University and community. We view the personnel process as an opportunity for dialogue within the Department and University that will enable each faculty member to achieve success in each of the aforementioned areas.

All Department of Cinema and Television Arts personnel evaluations will conform to the Mike Curb College of Arts, Media, and Communication Personnel Handbook and to the Academic Personnel Policies and Procedures detailed in Section 600 of the CSUN Administrative Manual. The following procedures spell out the application of the provisions of the College Personnel Handbook and of Section 600 that are specific to the Department of Cinema and Television Arts.

SECTION I: PROFESSIONAL PREPARATION

- I. A. **Degree Requirements:** A terminal degree (M.F.A. or Doctorate) is normally required for tenure and advancement to the ranks of Associate Professor or Professor.
- I. B. **Degree Equivalencies:** In special cases, the Department will consider equivalencies to the professional preparation requirement, per Section 600 of the Administrative Manual. Any faculty member hired in such a case will have the terms of the degree equivalency spelled out in a Memorandum of Understanding (see Section VI).

SECTION II: EVALUATION PROCEDURES FOR TEACHING EFFECTIVENESS

- II. A. Faculty Evaluations: Selected classes taught by all faculty members being considered for retention, tenure and/or promotion are visited by the Department Chair or a tenured designee. The classes are also visited by at least one member of the Department Personnel Committee and by the Option Head of the faculty member's academic discipline, if the Option Head is tenured. All class visits are scheduled in consultation with the instructor. Visits to first-year probationary instructors are made each semester. Visits to the classes of other full-time faculty members being considered for retention, tenure and/or promotion are made once each year, normally in the fall semester, so that deadlines for evaluation may be met. After each visit, a written report is given to the instructor, within 14 calendar days of the visit. A discussion between an evaluator and the instructor will ensue should either party request such a meeting.

Each visit report will address the following areas of evaluation:

1. Organization, quality and appropriateness of the course syllabus
2. Organization of the lesson
3. Presentation of the lesson
4. Communication abilities
5. Command of the subject matter
6. Interaction with students
7. Professional demeanor

Per section 612.5 of the CSUN Administrative manual, the candidate may request a meeting to discuss the class visit report within ten (10) calendar days after the report is placed in her/his campus mailbox. The candidate may also submit a rebuttal statement or response in writing within the ten (10) calendar days. At the conclusion of the ten (10) calendar days, the report, and any response or rebuttal statement, will be placed in the candidate's Personnel Action File (PAF) and be sent to the Chair of the Department Personnel Committee and to the Department Chair.

- II. B. Student Evaluations: The Department-approved form and comment sheet for evaluation of faculty by students are used for at least one section of each course taught by each faculty member (except for first-year tenure-track faculty), at least once each academic year. For first-year tenure-track faculty, student evaluation forms and comment sheets are used for at least two courses in the fall semester and at least two in the spring semester. Faculty members may request that such evaluation take place every semester. When the results are returned to the Department, the Chair may meet individually with each faculty member being considered for retention, tenure and/or promotion, to discuss the strengths and weaknesses revealed by the student evaluations, and to seek ways of augmenting and/or

addressing these as may be needed.

II. C. Announcement of Faculty to be Considered for Retention, Tenure and/or Promotion:

Each year, the Department Chair publicizes the names of all faculty who will be considered for retention, tenure and/or promotion. A specific time and place are announced, and all students are invited to come to that session with the Chair and the Committee members to discuss the teaching performance(s) of any or all faculty who are under consideration for retention, tenure and/or promotion. Notices announcing the session are posted on Department bulletin boards visible to students, and all faculty are asked to read the announcement to their classes. At the session, each student meets individually with the Department Chair and the Personnel Committee, and appropriate action follows if necessary, such as the provision of a written, signed statement by the student. The oral comments are informational only. Student comments that are not provided in writing and accompanied by the student's signature and I.D. number may not be cited in any formal personnel action. All written and signed statements will be handled in accordance with Section 600 of the Administrative Manual.

SECTION III: CONTRIBUTIONS TO THE FIELD OF STUDY

- III. A. Publication: The Department conforms to the publication standard as spelled out in Section 632.4 of the Administrative Manual. More specifically, any candidate-authored or co-authored book or book chapter published by an established academic or commercial press and germane to the candidate's field of study, or any article germane to the candidate's field of study that has been peer reviewed and published, is considered to be a publication. An Editorial contribution to an anthology-type book that includes some scholarly writing also is considered to be a publication. Publications of these types are considered to be scholarly contributions to the field of study.

In terms of relative value, one book published by an established academic or commercial press is sufficient for a candidate to satisfy the Contributions to the Field of Study requirement when being considered for tenure and/or promotion. In the absence of a book, three of the shorter forms of publication (book chapter or article) are necessary in order for a candidate to satisfy the Contributions to the Field of Study requirement when being considered for tenure and/or promotion. For a list of representative, discipline-appropriate journals, see V. C., below.

A candidate-authored or co-authored book, book chapter, or article that has not been published by an established academic or commercial press or a peer-reviewed journal may be considered to be a scholarly contribution to the field of study if it undergoes the same jury-review process as may be applied to

creative works, which is detailed in III. B. 2. b., below. A faculty member's scholarly work (book, book chapter or article) shall be considered to be a scholarly contribution to the field of study if it merits positive evaluations from the majority of the jurors engaged specifically for the consideration of said work. The Department also will consider the writing of a grant proposal to be a publication if it meets the following criteria: the grant must be approved and funded (fully or partially) from an external (neither CSUN nor CSU), nationally or internationally competitive source; the candidate must be the sole or a primary author of the grant proposal; the candidate must be designated as a Principal Investigator of the funded project. Such a grant proposal would be weighted the same as would a peer-reviewed journal article.

III. B. Creative Works: The Department considers a creative work that is germane to a candidate's area of curricular expertise and that meets one of the criteria below to be a contribution to the field of study.

1. An audiovisual work (e.g., film, video, audio, digital/computer production) presented publicly under the auspices of a nationally or internationally recognized professional organization is considered to be a creative contribution to the field of study. A creative work in the print medium (e.g., screenplay) that has been sold to a professional production entity is considered to be a creative contribution to the field of study.
2. An audiovisual work (e.g., film, video, audio, digital/computer production) refereed by a panel is considered to be a creative contribution to the field of study. A creative work in the print medium (e.g., screenplay) refereed by a panel is considered to be a creative contribution to the field of study. There are two acceptable types of panels.
 - a. One type of panel may be comprised of the judges or jurors of a competition sponsored by a nationally or internationally recognized professional and/or academic organization. The faculty member's creative work (see above) shall be considered to be a creative contribution to the field of study if selected for award or commendation in such a competition by such a panel of judges or jurors.
 - b. The second type of panel is one convened specifically for the consideration of a particular piece of work. Such a panel would consist of three jurors, professional peers of substantial reputation in the television, electronic media and/or film industries, and/or academic peers from other campuses with acknowledged expertise in the subject matter to be refereed, and external to

CSUN. One panelist would be nominated by the faculty member whose work is to be assessed, one by the Department Chair, and one by the Cinema and Television Arts full-time faculty. The Personnel Committee and the Department Chair should receive an up-to-date curriculum vitae of each proposed juror; verification of the proposed juror's qualifications will be made and forwarded to the candidate. Each juror must be approved by the Cinema and Television Arts full-time faculty; subsequently, a formal letter of request will be sent to the juror by the Chair on behalf of the candidate.

When materials are sent to a juror for review, explicit instructions are to be provided to the juror to return the critique and/or material to the candidate. The candidate then has the choice of adding this information to her/his Professional Information File (PIF), just as a candidate has the choice of whether or not to include a scholarly article that was submitted but not accepted for publication by an academic journal.

Such a panel would determine the merit of the material to be refereed in light of standards parallel to those applied to works published or exhibited in a traditional manner, and each juror would render a written statement of evaluation according to specific guidelines communicated by the department. If the candidate chooses to include the jurors' statements in her/his Professional Information File (PIF), all jurors' statements must be included. The faculty member's creative work (see above) shall be considered to be a creative contribution to the field of study if it merits positive evaluations from the majority of the jurors.

- c. Candidates using either panel approach shall include in their Professional Information Files (PIFs) a written description of the refereeing process, an identification of the panel doing the refereeing, and pertinent support documentation.
- d. Candidates are required to contact the Department Chair and the Department Personnel Committee in writing within sixty (60) days of the start of the Academic Year in which such a referee process is to be considered.

III. C. Contracts, letters of intent and memoranda of understanding from publishers to publish scholarly works, or from production or distribution entities to produce and/or exhibit audiovisual creative works are not considered to be publications or creative works per III. A. and III. B. (with the exception of a creative work in the print medium [e.g., screenplay] that has been sold to a professional production entity). However, these items (contracts, letters of intent

and memoranda of understanding) may be considered proof of a candidate's intent to publish or complete a creative work and may be included in her/his Professional Information File (PIF) as an indication of scholarly or creative progress.

SECTION IV: SERVICE AND RESPONSIBILITIES

- IV. A. Community and University Service: The Department's criteria for evaluation are the same as those stated in the College Personnel Handbook and in Section 600 of the Administrative Manual.
- IV. B. Professional Responsibilities: The Department's criteria for evaluation are the same as those stated in the College Personnel Handbook and in Section 600 of the Administrative Manual.

SECTION V: TENURE AND PROMOTION REQUIREMENTS AND EXPECTATIONS

- V. A. Criteria for Evaluation: The Department's criteria for evaluation include those stated in the College Personnel Handbook, Section 600 of the Administrative Manual, the Department's more specific criteria and definitions (see above), and any applicable Memorandum of Understanding (see below).
- V. B. Participation in Professional Societies: Participation is defined as any of a variety of activities, ranked here in order of significance, from least to most significant:
 - 1. Attending a conference/convention/symposium/meeting
 - 2. Serving as a panelist at a conference/convention/symposium/meeting
 - 3. Presenting a paper at a conference/convention/symposium/meeting
 - 4. Organizing/moderating a panel and/or serving as an officer of a professional society

For promotion to Associate Professor, participation in professional societies is desirable at the state or regional levels. For promotion to Professor, participation is expected at the state and regional levels and desirable at the national or international levels.

- V. C. Balance Between Scholarly and Creative Efforts: Those who teach in creative disciplines such as production and screenwriting are expected to create work in their fields. All probationary faculty, however, are expected additionally to pursue more traditional scholarly endeavors such as the writing of articles intended for publication in discipline-appropriate journals, e.g., *Journal of Film and Video*, *Journal of Broadcasting & Electronic Media*, *Journal of Screenwriting*, *Cineaste*, *Sight & Sound*, *Script*, and *Journal of Media Education* (note that the latter four are not refereed journals). Consequently, for promotion to

Associate Professor, the pursuit of such publication is expected. For promotion to Professor, such accomplishment is expected for those in the Media Theory & Criticism and Electronic Media Management options; it is desirable for those in the Film Production, Television Production, Multimedia Production, and Screenwriting options, so long as they maintain a high degree of creative activity.

SECTION VI: MEMORANDUM OF UNDERSTANDING

- VI. A. Purpose of Memorandum of Understanding: The purpose of this document is to ensure, in writing, agreements made that will be in force for a tenure-track faculty member's probationary period, should the faculty member so choose during any time in the RTP process. A Memorandum of Understanding (MOU) is prepared to guarantee consistency in the personnel review process, particularly since there are yearly changes in the membership of the Department Personnel Committee. The intention of this document is not to limit a faculty member, but to assist the faculty member through the personnel process, and to provide direction, protection and flexibility to the faculty member with regard to the various responsibilities and expectations specific to him/her. Should the faculty member choose not to negotiate a Memorandum of Understanding, the approved Departmental Personnel Procedures stated above and the criteria stated in the College Personnel Handbook and in Section 600 of the Administrative Manual will provide the guidelines for the candidate's progress through the RTP process.
- VI. B. Process and Application: During the first semester after appointment, a new probationary faculty member will consult with the Department Chair, the Department Personnel Committee, and the probationary faculty member's Option Head in order to develop a plan outlining the expectations that the faculty member will need to meet, as described in the AA-1 position description and specific to his/her area(s) of expertise and academic discipline(s) and in addition to the provisions of the College Personnel Handbook and Section 600 of the Administrative Manual, in order to be recommended for retention, tenure and/or promotion.

A letter describing the plan – the MOU – will be drafted and signed by the Chair, the Department Personnel Committee, the probationary faculty member's Option Head and the probationary faculty member. This document then will be forwarded for approval by the Dean and, upon the Dean's approval, will be included in the faculty member's Personnel Action File (PAF).

The MOU will provide detailed guidance for both the probationary faculty member and those involved in the personnel review process. It will be expected that the probationary faculty member will demonstrate satisfactory progress toward the goals stated in the MOU during his/her first three years of service. Consequently, these criteria will be considered along with the

provisions of the College Personnel Handbook, the requirements of Section 600 of the Administrative Manual, and the Departmental Personnel Procedures stated above, during the faculty member's first two personnel reviews (in his/her second and third years of service).

VI. C. Contents of the MOU: The MOU is likely to include, but is not limited to, responsibilities concerning the following:

1. Area of specialization
2. Teaching assignments
3. Special non-teaching activities
4. Additional education and/or degrees required
5. The definition of a terminal degree equivalency
6. The definitions of creative work and scholarly activity

VI. D. Amending the MOU: The MOU may be amended each year, and extended, upon the agreement of the faculty member and the current Chair of the Department Personnel Committee, the Department Chair and the Dean. In such a case, the first MOU would constitute the plan of action for the first year and would serve as the template for the second-year review. Any second-year modification to the MOU agreed upon after the completion of the second-year review would apply to the next review, and any subsequent modifications would apply to each subsequent year's review.

VI. E. Lack of Agreement: If the various parties cannot reach an agreement on a Memorandum of Understanding, the probationary faculty member and his/her evaluators will follow the approved Departmental Personnel Procedures stated above and the criteria stated in the College Personnel Handbook and in Section 600 of the Administrative Manual.

VI. F. Post-Promotion Application of the MOU: Upon the agreement of the faculty member and the current Chair of the Department Personnel Committee, the Department Chair and the Dean, a new MOU may be agreed upon once the faculty member has been promoted to Associate Professor. This new MOU would constitute the plan of action for the work and responsibilities expected of the faculty member in anticipation of the review toward promotion to Full Professor. If all parties agree, the MOU may be amended and the new MOU(s) employed, per the mechanism articulated above, in paragraph VI. D. In the absence of agreement, the Associate Professor and his/her evaluators will follow the approved Departmental Personnel Procedures stated above and the criteria stated in the College Personnel Handbook and in Section 600 of the Administrative Manual when working toward and considering the faculty member's promotion to Full Professor.