

COVER SHEET FOR PROPOSED CHANGES TO DEPARTMENT/COLLEGE PERSONNEL PROCEDURES

CTVA

COLLEGE

(PLEASE CLICK "CLEAR FORM" BUTTON AFTER USE! THANK YOU!)

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. Separate signed coversheets are required for Tenure Track Procedures (Section 600) and Lecturer/Part-Time/Temporary Procedures (Section 700).

BACKGROUND INFORMATION:

- 1. CHECK ONE: Are proposed changes those of College [] or Department [x] procedures?
2. CHECK ONE: Are proposed procedures Tenure Track (Section 600) [x] or Lecturer/Part-Time/Temporary (Section 700) []
3. Date that current proposed changes were sent forward 9-27-2019
4. For Department Personnel Procedures:
a. Indicate the date the department faculty voted to approve the proposed changes: 9-23-2019
b. Indicate the date the CPC voted to approve the proposed changes:
5. For College Personnel Procedures:
a. Indicate the date the college faculty voted to approve the proposed changes: 11/15/2019
6. (Optional) Briefly state the rationale for your proposed changes:

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Office of Faculty Affairs

Please email the following to Faculty Affairs email at faculty.affairs@csun.edu:

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

FOR DEPARTMENT PERSONNEL PROCEDURES: (Sign & Print Name)

Jared Rappaport Jared Rappaport 9-27-19
Chair, Department Personnel Committee Date
Thelma Vickroy Thelma Vickroy 9-27-19
Department Chair Date

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

[Signature] 12/16/2019
Chair, College Personnel Committee Date
Daniel W. Ashen 12/17/19
College Dean Date
G. Schmidt-Ly 7/27/20
Chair, Personnel Planning and Review Committee Date

Table with 3 columns: Approval Date (Spring 2020), Effective Date (Fall 2020), Date of Next Review (Fall 2024). Includes note: (for PP&R use only)

California State University **Northridge**

Department of Cinema and Television Arts

Personnel Procedures

(Revised March 2020)

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: 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.

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.

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

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, per Section 600. 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.

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 or appropriately peer-reviewed scholarly article published by an established academic or commercial press and germane to the candidate's field of study shall be

considered a publication. New editions of previously published work shall not count as a new publication, unless substantially revised.

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 evaluation from the majority of the jurors engaged specifically for the consideration of said work.

The Department also will consider the writing of a research grant proposal, for a scholarly or creative work, to be a publication , if it meets the following criteria:

- a) ~~the grant must be approved and funded~~ (fully or partially) from an external (neither CSUN nor CSU), nationally or internationally competitive source;
- b) the candidate must show evidence of the project's substantial impact to the field of study;
- c) the candidate must be the sole or a primary author of the grant proposal;
- d) the candidate must be designated as a Principal Investigator of the funded project. Such a grant 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 peer-reviewed 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 peer-reviewed 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. When the peer review is difficult to discern, a 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 repute 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. 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 an appropriately peer-reviewed 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. Organizing/moderating a panel and/or serving as an officer of a professional society.
 4. Presenting a paper at a conference/convention/symposium/meeting

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, as stated in Section 600.

- 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, 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.