

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

Science and Mathematics

Chemistry and Biochemistry

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.

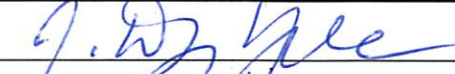

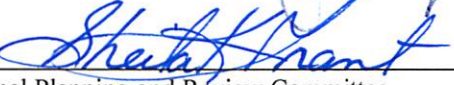
BACKGROUND INFORMATION:

- Are proposed changes those of College or Department procedures? (check one)
- Date that current proposed changes were sent forward _____
- Department or College initiating proposed changes Chemistry and Biochemistry
- 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"). Proposed changes were initiated by the Department in response to a request from Dean Stinner that the language of Department Personnel Procedures be made more specific, and add language addressing specific year-over-year milestones that are expected to be achieved by probationary faculty as they progress through to the tenure decision.
- For Department Personnel Procedures, list the date the department faculty voted to approve the proposed changes: 4 / 26 / 2017
- For College Personnel Procedures, list the date the college faculty voted to approve the proposed changes: 4 / 26 / 2017

FOR DEPARTMENT PERSONNEL PROCEDURES: (Sign & Print Name)

Paula Fischhaber		4-28-17
Chair, Department Personnel Committee		Date
Eric Kelson		4-28-17
Department Chair		Date

FOR DEPARTMENT PERSONNEL PROCEDURES & COLLEGE PERSONNEL PROCEDURES:

John Doug Yule		5-2-17
Chair, College Personnel Committee		Date
Jerry Stinner		5/1/17
College Dean		Date
Sheila Grant		6/5/17
Chair, Personnel Planning and Review Committee		Date

(for PP&R use only)	F17	F21
<u>S17</u>	F'20 Effective Date (change in criteria)	F'21
Approval Date	Effective Date (see attached)	Date of Next Review

PERSONNEL PROCEDURES
Department of Chemistry and Biochemistry
California State University, Northridge
SECTIONS 1-4

1. Department of Chemistry and Biochemistry Personnel Committee

- 1.1 One College Personnel Committee representative will be elected by a secret ballot at the beginning of every second academic year from a pool of all eligible full-time tenured Associate Professors and Professors in the Department. On the years this election is held, it will take place prior to the election of the Department Personnel Committee ("Personnel Committee" hereafter).
- 1.2 A Personnel Committee consisting of three tenured Associate Professors or Professors will be elected by a secret ballot at the beginning of each academic year from a pool of all eligible full-time faculty members in the Department except for the faculty member currently serving on, or just having been elected to, the College Personnel Committee. Immediately after election, the Personnel Committee will meet, elect a Chair and report the selection to the Chair of the Department.
- 1.3 Duties of the Personnel Committee:
1. The Committee will evaluate and recommend eligible faculty for retention, tenure, and promotion.
 2. Also, as necessary, the Committee will assess the future hiring needs and personnel procedures of the Department and make recommendations to the Department.

2. RTP General Policy Statement

2.1 Retention

Retention should be recommended unless the Committee feels certain that the candidate has no reasonable chance of being granted tenure according to the criteria stated below.

By the time of the second year review, it is recommended that the candidate have submitted applications for funding from major external agencies such as NIH, NSF, DoD, DoE and NASA as appropriate for the field of research. Additionally it is recommended to consider applications to other state, private, and corporate funding sources as appropriate. The candidate's research laboratory should be set up and fully operational unless on-going renovations prevent full operation.

By the time of the third year review, it is critical that the candidate be submitting and/or revising grant applications for resubmission to funding agencies if he/she was not funded during the initial submission(s). Applications to alternate funding sources such as Research Corporation should be attempted as appropriate. The momentum of the candidate's research program should be building as evidenced by preliminary

research results that are in hand and/or publications in preparation or submitted.

By the critically important fourth year, the candidate should have one or more scientific papers published in a recognized, peer-reviewed journal or hard evidence that submission is imminent. A clear upward trajectory in research productivity and progress are expected, and the candidate should have strong evidence that external funding is being vigorously sought.

By the fifth year it is expected that the candidate will have successful publication of at least one scientific paper in a recognized peer-reviewed journal and two more publications nearing submission or in the peer-review process. It is expected that extramural grant funding is still being vigorously sought if it is not yet in hand.

2.2 Tenure and Promotion to Associate Professor:

The tenure decision is the most important personnel decision. The candidate must meet the criteria cited in Section 3 and engender confidence within the Committee and the Chair that significant activity and growth in these areas will continue after tenure and promotion to Associate Professor is granted and that the candidate will continue to meet the criteria in Section 600 on Professional Responsibility. The overall recommendation for promotion will give more weight to scholarship and teaching than to service.

Normally the decisions to grant tenure and promote to Associate Professor are taken together during the sixth year. However, promotion with or without tenure can be recommended earlier if sufficient strength is demonstrated to the Committee in the areas cited in Section 3.

2.3 Promotion to Professor

The candidate must have continued to perform at a significant level in all areas of Section 3.

Candidates for promotion to Professor must demonstrate a record of excellence in teaching. The successful candidate for promotion to Professor will additionally have a proven program of scholarship that includes additional contributions to his/her field of study. Only those activities subsequent to the candidate's promotion to Associate Professor will be considered. Evidence of research productivity in the form of at least three publications in recognized peer-reviewed journals is required. The candidate is also expected to have vigorously sought significant external grant support for his/her research program at CSUN.

Additional evidence of scholarship includes, but is not limited to, published textbooks, presentations at professional meetings, review articles, book reviews, paper refereeing, obtaining research grants, research proposal refereeing for granting agencies, organizing or chairing

sessions at professional meetings, invited lectures before professional groups, invited participation in colloquia, election to fellowship in learned societies, editing journals, etc. It is not required that the candidate perform in all of these areas. This listing simply defines areas to be used by the Committee for evidence of scholarly achievement. The level of achievement should bring credit to the Department and engender respect for the candidate in the academic community.

For promotion to Professor the candidate must demonstrate leadership in service as well as contributing substantially more to service than is expected for promotion to Associate Professor. Examples of service at this level include chairing committees at the Department, College or University level, serving as an officer in a professional society and leadership or organizational roles in community outreach activities. Candidates are also expected to continue their routine service to the Department, College, University and community. A professorial candidate must demonstrate professionalism and fulfill all of his/her obligations in all service assignments during his/her time as an Associate Professor.

2.4 Accelerated (Early) Promotion

Promotion to Associate Professor, as well as to Professor, can be recommended early if significant strength in the areas of teaching, research and service is demonstrated. Consideration for promotion to Professor normally occurs during the fifth year after promotion to Associate Professor. Faculty who are candidates for promotion before the normal period must demonstrate that they meet or exceed, in a period of time shorter than that of normal promotion considerations, all of the criteria in Section 600 of the Administrative Manual as well as the Department criteria for advancement to the next rank. In order to establish sufficient evidence of significant accomplishments, the Department strongly recommends that the candidate:

1. demonstrate teaching effectiveness at all levels of instruction;
2. participate in curriculum development in the Department;
3. obtain major external grant support for his/her research program at CSUN;
4. request that the Personnel Committee or Department Chair gather outside evaluations from a minimum of two (2) peers in the area of expertise of the candidate that will objectively assess the quality and originality of the candidate's research and scholarly contributions to the field of study. In this case, the candidate can expect to be compared with other respected researchers who are at a similar point in their career and who may have obtained tenure at universities with a comparable teaching load.

3. Criteria and Procedures for Retention, Tenure and Promotion

3.1 Memorandum of Understanding

During the first academic year after appointment, the tenure-track faculty member, the Department Chair, and the Personnel Committee will develop a plan outlining the expectations that the faculty member will

have to meet in order to be recommended for tenure This plan, (the Memorandum of Understanding, MOU) will provide guidance, in as specific detail as practical, about what the faculty member needs to accomplish in teaching, research, and service to the Department, College, and University in order to be recommended for tenure and promotion to Associate Professor. The MOU must be consistent with Section 600 of the California State University, Northridge Administrative Manual, and the Unit 3 Collective Bargaining Agreement. A letter describing the MOU will be drafted and then signed by the Chair of the Department, the Chair of the Department Personnel Committee, the Dean of the College, and the tenure-track faculty member. This document will be filed in the faculty member's Personnel Action File. Upon the agreement of the candidate and the current Chair of the Department Personnel Committee, the Department Chair and the Dean, this document may be amended in the future.

3.2 Teaching Effectiveness and Direct Instructional Contributions:

1. Excellence in Teaching

The candidate must provide evidence, to the satisfaction of the Department Personnel Committee, of having achieved excellence in teaching, to be recommended for tenure and promotion to Associate Professor and having sustained excellence in teaching to be recommended for promotion to Professor. Demonstrations of excellence in teaching may include, but are not limited to:

- a. effective teaching at more than one level of instruction;
- b. development of innovative teaching methods or improved instructional material;
- c. participation in Departmental curriculum development;
- d. research and scholarly activity involving students.

2. The teaching effectiveness of a candidate will be assessed as follows:

a. Teaching Materials

The candidate will provide sample exams, syllabi, and other classroom materials for review in the candidate's Professional Information File ("PIF" hereafter).

b. Class Visits:

1) Probationary Tenure-Track Faculty in Their First Year at CSUN

The Department Chair will visit at least one class of each candidate, normally during the fall semester, and prepare a written report for each visit within 14 calendar days of the visit. At least one member of the Department Personnel Committee will visit at least one class of each candidate during the spring semester and prepare a written report for each visit. Written class visit reports will be sent to each candidate with copies to the Department Chair and the Chair of the Department Personnel Committee within 14 calendar days of the visit.

Following receipt of any classroom visit report, the candidate has ten (10) calendar days to submit a rebuttal statement or response in writing and/or request a meeting to be held to discuss the report. Any changes to the report that are an outgrowth of a meeting must be incorporated into a revised report within the ten (10) days. Following the ten (10) days, a copy of the report shall be placed in the candidate's Personnel Action File where it will be retained for a period of five years.

2) Other Probationary Tenure-Track Faculty

Barring schedule conflicts, two or three members of the Department Personnel Committee and the Department Chair, or a designee, will visit a representative class of each candidate during the fall semester. The teaching evaluations written by the two (or three) evaluators will be compiled into one letter for the candidate. The Personnel Committee may, at its discretion, confer with the candidate and/or other faculty in the Department regarding the candidate's teaching performance. Written class visit reports will be sent to the candidate with copies to the Department Chair, the Chair of the Department Personnel Committee within 14 calendar days of the Department Chair visit and within 14 calendar days of the last of the visits by Department Personnel Committee members. Following receipt of any classroom visit report, the candidate has ten (10) calendar days to submit a rebuttal statement or response in writing and/or request a meeting to be held to discuss the report. Any changes to the report must be incorporated into a revised report within the ten (10) days. Following the ten (10) days, a copy of the report shall be placed in the candidate's Personnel Action File.

3) Student Evaluations

During the fall and spring semesters, for a probationary faculty candidate, and during the fall semester for an Associate Professor candidate, the candidate's teaching will be evaluated using the Department's Student Evaluation of Faculty form. For comparison, departmental faculty members will be evaluated using the same Departmental forms during the fall semester. At the time of review for tenure and promotion to Associate Professor, or promotion to Professor, the candidate will be expected to have achieved an average of 3.0 or better on a scale of 1.0 to 5.0, when averaging all categories over all available evaluation forms since the prior promotion. In addition, the Committee/ Department Chair will provide students the opportunity to consult with the Committee/Department Chair regarding the candidate. An invitation to students to provide input on the candidate will be posted on the bulletin board outside of the department office in advance of the reviews.

3.3 Contributions to the Field of Study:

I. Publication

The Department requires that the candidate be active in research and demonstrate a knowledge of current developments in the candidate's field. The candidate is required to publish results based upon research carried out since the effective date of appointment at CSUN. The term "to publish results" is restricted to mean to report on the results of research in the form of a refereed article which has been published or accepted for publication.

For promotion to Associate Professor, the successful candidate will have at least three refereed publications in recognized peer-reviewed journals based on work carried out primarily during employment at CSUN. In the case of publications on which non-student collaborators are co-authors, probationary faculty must indicate their role in accomplishing the research and demonstrate that their contributions were significant; ideally the candidate is the corresponding author on the publication.

For candidates seeking promotion to Professor, the successful candidate will have a minimum of three refereed publications in recognized journals reporting research results from their laboratory since last promotion.

Other written works indicative of scholarly achievement, should be referred to by their specific names, e.g. textbook, review article, etc., and do not satisfy the 3 publication criterion set by the Department for tenure and promotion to Associate Professor or promotion to Professor. This publication requirement refers only to publications not used in evaluations for prior promotions or hiring. In the event that an individual was promoted to Associate Professor without tenure, then all publications since hiring will be considered for the tenure decision.

2. External Funding

A candidate for promotion to Associate Professor and tenure is expected to vigorously seek significant extramural funding to support his/her research. A candidate for promotion to Professor is expected to have continued vigorous efforts to obtain significant extramural funding to support his/her research. "Significant funding" can consist of a major grant or several smaller grants.

3. Outside Evaluators

Any candidate may independently solicit outside reviewers to provide positive input in the form of a letter to be added to the PIF when submitting the file for retention, tenure, or promotion considerations.

3.4 Contributions to the Department, College, University and Community:

The candidate is expected to have served on Department as well as College and/or University committees and to have fulfilled all of his/her obligations in all assignments.

4. Consultation with Faculty

There may be consultation between the Department Personnel Committee and the Department Chair. The Department Personnel Committee shall, whenever possible, consult with the tenured members of the Department.