

**COVER SHEET FOR PROPOSED CHANGES TO DEPARTMENT PERIODIC REVIEW OF
TENURED FACULTY (POST-TENURE REVIEW) PROCEDURES**

Chemistry and Biochemistry

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 Post-Tenure Review 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 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.*

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Faculty Affairs

BACKGROUND INFORMATION:

1. Date that current proposed changes were sent forward 4/6/2016
2. Describe briefly the general reason(s) for your proposed change(s) (e.g., "proposed changes were initiated by the Department to be in compliance with the current Faculty Contract and Section 600").
Proposed changes were initiated by the Department to allow faculty being reviewed to choose their Post-Tenure Review Committee from an elected panel of five and to be in compliance with the current Faculty Contract and Section 600.
3. The proposed changes have been approved by the tenured and probationary faculty of the Department:

DEPARTMENT APPROVAL: (Sign & Print Name)

Eri 4/6/16
Department Chair or Chair, Department Personnel Committee Date

COLLEGE APPROVAL: (Sign & Print Name)

Jerry Stinner 4/7/16
College Dean Date

PP&R APPROVAL:

[Signature] 8/30/16
Chair, Personnel Planning and Review Committee Date

(for PP&R use only)		
<u>S114</u>	<u>F114</u>	<u>F'20</u>
Approval Date	Effective Date	Date of Next Review

Procedures for Post-Tenure Review
Department of Chemistry & Biochemistry
California State University, Northridge
Revised and approved by the Department of Chemistry & Biochemistry, April 2016

I. Post-Tenure Review:

- A. The purpose of post tenure review is to evaluate tenured faculty members in their teaching effectiveness, scholarship, and service.
- B. Each tenured faculty member in the Department shall be evaluated at least once every five years. A normal evaluation for promotion or tenure will be considered an evaluation under these procedures. Pursuant to Section 600, faculty will not be reviewed while on sabbatical leave or leave of absence. Further, and pursuant to that same section, participants in the Faculty Early Retirement Program (FERP) will not be required to undergo evaluation unless an evaluation is requested by either the FERP participant or the appropriate administrator.
- C. Each academic year a post-tenure review panel of five members will be elected from all tenured faculty at the rank of Professor except for:
 - 1. those scheduled for post-tenure review;
 - 2. members of the current Department Personnel Committee;
 - 3. any faculty member who has served on four or more Peer Review Committees for Post-Tenure Review during the past two years;

Exceptions to rules 2 and 3 may be granted in years when there are not enough eligible faculty members to create a pool for an election to the post-tenure review panel. The Department Chair is also eligible to serve on this panel. If there are still five or fewer eligible faculty members, tenured Professors from other departments in the College can be asked by the Department Chair to participate.

An individual scheduled for review then must select three of the five members of the elected panel to serve as their Peer Review Committee for Post-Tenure Review.

- D. Faculty scheduled for review will submit:
 - 1. an up-to-date curriculum vitae or a summary of accomplishments since the last review;
 - 2. evidence of instructional performance (for example, student evaluations, course materials, curriculum developments, etc.) of representative courses taught during the current and previous four years;
 - 3. evidence of scholarly activity, including those involving students, since the last review;
 - 4. a list of service-related activities since the last review.
- E. Teaching visit.

One member of the Peer Review Committee will visit a representative class taught by the faculty member under review and will prepare a report that will be incorporated into the written evaluation (see section F) prepared by the Peer Review Committee. There will be an opportunity after the visit for consultation between the faculty member being evaluated and the faculty member visiting the class at the request of either party within fourteen (14) calendar days of the class visit. The consultation itself shall take place within ten (10) calendar days of the request.

F. Evaluation Conference and Written Summary

Following the review and consideration of available materials (Section D) including the class visit report, the Peer Review Committee will meet with the faculty member to discuss its evaluation. Subsequently, the Committee will provide a written report to the faculty and Department Chair that will be forwarded ten (10) calendar days later to the Dean and placed in the faculty Personnel Action File. During these ten days, the reviewed faculty may request a meeting with the Committee and may submit a written rebuttal to accompany the evaluation placed in the Personnel Action File.

After the Dean receives the written report, the Chair of the Peer Review Committee, or designee, will meet jointly with the Dean and the reviewed faculty member to discuss the evaluation. During this conference, the faculty member will be informed of any opportunities for professional development that may be helpful and appropriate in light of the evaluation results.