

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

**SECTION 600 (RETENTION, TENURE, AND PROMOTION)**

Science and Math  
COLLEGE

Chemistry & Biochem  
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. The personnel procedures and a cover sheet are required to be submitted even if there are no proposed changes.*

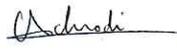
**BACKGROUND INFORMATION:**

1. **CHECK ONE:** Check the level the proposed personnel procedures are for:  College level  Department level
2. Date that current proposed changes were sent forward December 14, 2021
3. **For Department Personnel Procedures:**
  - a. Indicate the date the department faculty voted to approve the proposed changes: December 4, 2021
  - b. Indicate the date the CPC voted to approve the proposed changes: December 14, 2021
4. **For College Personnel Procedures:**
  - a. Indicate the date the college faculty voted to approve the proposed changes: \_\_\_\_\_
5. **(Optional) Briefly state the rationale for your proposed changes:** Reduce inconsistencies and provide more explicit guidance to candidates and review committees.

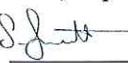
Please email the following to Faculty Affairs email at [faculty.affairs@csun.edu](mailto:faculty.affairs@csun.edu):

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)**

 Yann Schrodi 12/14/2021

Chair, Department Personnel Committee Date

 12/14/21

Department Chair Date

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

 Matthew d'Alessio \_\_\_\_\_

Chair, College Personnel Committee Date

 \_\_\_\_\_

College Dean Date

 May 25, 2022

Chair, Personnel Planning and Review Committee Date

(for PP&R use only)		
SP 2022	FA 2022 FA 2025 (for changes in criteria)	FA 2026
Approval Date	Effective Date (see attached)	Date of Next Review

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

**1. Department of Chemistry and Biochemistry Personnel Committee**

1.1. One College Personnel Committee (CPC hereafter) 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 (DPC hereafter).

1.2. A DPC 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 Chair of the Department and the faculty member currently serving on, or just having been elected to, the CPC or the University Personnel Planning and Procedures Committee. Immediately after election, the DPC will meet, elect a Chair and report the selection to the Chair of the Department.

1.3. Duties of the DPC:

- a. The DPC will evaluate and recommend eligible faculty for retention, tenure, and promotion.
- b. As necessary, the DPC 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 anticipates 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 the candidate apply for funding to other sources such as state, private, and corporate funding sources as appropriate. The candidate's research laboratory should be fully operational unless ongoing renovations prevent full operation.

By the time of the third-year review, it is expected that the candidate has submitted at least one external grant application and/or is revising grant applications for resubmission to funding agencies if he/she was not funded during the initial submission(s). Applications to alternative funding sources, such as CSUPERB, Research Corporation and the American Chemical Society Petroleum Research Fund, should be attempted as appropriate. The candidate's research program should be building up momentum as evidenced by preliminary research results that are in hand and/or publications in preparation or submitted.

By the time of the critically important fourth-year review, 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 is expected, and the candidate should have secured external funding or show strong evidence that external funding is being vigorously sought.

By the time of the fifth-year review, it is expected that the candidate will have published at least one scientific paper in a recognized peer-reviewed journal and have two more publications nearing submission or in the peer-review process. It is expected that extramural grant funding is secured or 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 DPC and the Chair of the Department 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 promotion 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 DPC in the areas cited in Section 3. While early promotion to Associate Professor may occur with or without tenure, early tenure without promotion to Associate Professor may not occur.

## 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 original research productivity in the form of at least three publications on which the candidate is corresponding author in recognized peer-reviewed journals is required. The candidate is also expected to have secured or vigorously sought significant external grant support for his/her research program at CSUN through multiple proposals.

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. The candidates should have evidence of service at the Department, College, University, and community levels. Examples of service include chairing Department committees, serving on College and/or University committees, 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. Other types of service, such as manuscript or grant reviews, amplify a candidate's service record but do not substitute for service at the Department, College and University level. A professional candidate must demonstrate professionalism and fulfill all 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 all three 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 strength, the Department strongly recommends that the candidate:

- a. Demonstrate teaching effectiveness at lower-division, upper-division and graduate levels of instruction;
- b. Participate in curriculum development in the Department;
- c. Obtain major external grant support for his/her research program at CSUN;
- d. Request that the DPC or Department Chair gather outside evaluations from a minimum of two 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 respective 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 Chair of the Department, and the DPC 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 DPC, the Dean of the College, and the tenure-track faculty member. This document will be filed in the faculty member's Personnel Action File (PAF hereafter). Upon the agreement of the candidate, the Chair of the DPC, the Chair of the Department and the Dean, this document may be amended in the future.

#### **3.2. Teaching Effectiveness and Direct Instructional Contributions**

##### **3.2.1. Excellence in Teaching**

The candidate must provide evidence, to the satisfaction of the DPC, 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;
- e. advancement of mentored students to graduate-degree programs and employment.

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

3.2.2.1. Teaching Materials

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

3.2.2.2. Class visits:

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

The Chair of the Department 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 DPC 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 DPC within 14 calendar days of the visit.

Following receipt of a classroom visit report, the candidate has ten 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 days. Following the ten days, a copy of the report shall be placed in the candidates PAF where it will be retained for a period according to Section 600.

2. Other Probationary Tenure-Track Faculty

Barring schedule conflicts, two or three members of the DPC and the Chair of the Department, or a designee, will visit a representative class of each candidate during the fall semester. The teaching evaluations written by the two (or three) DPC evaluators will be compiled into one letter for the candidate. Written class-visit reports will be sent to the candidate with copies to the Chair of the Department, the Chair of the DPC within 14 calendar days of the Department Chair visit and within 14 calendar days of the last of the visits by the DPC members. Following receipt of any classroom visit report the candidate has ten 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 days. Following the ten days, a copy of the report shall be placed in the candidate's PAF.

#### 3.2.2.3. Student Evaluations

During the fall and spring semesters for a probationary faculty candidate, and during the fall semester of a tenured faculty member, the candidate's teaching will be evaluated using the Department's Student Evaluation of Faculty form. For comparison, Department 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 (highest) to 5.0 (lowest), when averaging all categories on all available evaluation forms since the prior promotion.

### 3.3. Contributions to the Field of Study:

#### 3.3.1. 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.

All journal publications will be scrutinized at the Department level (DPC and Department Chair) using the University Library's Predatory Publishing guide [https://libguides.csun.edu/predatory\\_publishing](https://libguides.csun.edu/predatory_publishing) to determine whether an article has been published in a peer-reviewed and non-predatory journal.

For promotion to Associate Professor, the successful candidate will have at least three refereed publications, with CSUN student co-author(s) on at least two of the three publications in recognized peer-reviewed journals based on original research conducted since the candidate's tenure-track appointment at CSUN. Ideally the candidate is the corresponding author on the publication. In the case of collaborative publications (i.e., publications on which non-student collaborators are co-authors), the candidate must indicate their role and level of contribution to the published research by specifying a percentage of contribution to the work. In such cases, the publications will be counted on a pro rata basis. For example, a publication, to which the candidate and his/her CSUN research group contributed 50% of the work, will be counted as one half of a publication toward the minimum requirement of three publications. Thus, as a further example, six publications at the 50% contribution level would meet the minimum of three refereed publications.

For candidates seeking promotion to Professor, the successful candidate will have a minimum of three refereed publications in recognized journals reporting original research results from their laboratory since last promotion. Each of the three minimum required publications must have the candidate as the corresponding author (with 100% contribution by the candidate's research group). In the case of collaborative publications (i.e., publications on which non-student collaborators are co-authors), the candidate must indicate their role and level of contribution to the published research by specifying a percentage of contribution to the work. In such cases, the publications will be counted on a pro rata basis, as described above.

Other written works indicative of scholarly achievement, should be referred to by their specific category name, e.g. textbook, review article, etc., and do not satisfy the three 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 publication since hiring will be considered for the tenure decision.

### 3.3.2. External Funding

A candidate for promotion to Associate Professor and tenure is expected to have secured or vigorously sought 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 through multiple proposals to support his/her research. "Significant funding" can consist of a major grant or several smaller grants.

### 3.3.3. 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:

A candidate for promotion to Associate Professor is expected to have served on Department committees and to have fulfilled all of his/her obligations in all assignments.

A candidate for promotion to Professor is expected to have served on Department, College and University committees, and to have fulfilled all of his/her obligations in all assignments.

**4. Consultation**

There may be consultation between the Department Personnel Committee and the Chair of the Department.