

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

Science & Math
COLLEGE

CHEMISTRY & 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 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.

RECEIVED

MAY 18 2007

BACKGROUND INFORMATION:

- Are proposed changes those of College or Department procedures? (check one) Calif. State University, Northridge
Office of Faculty Affairs
- Date that current proposed changes were sent forward SPRING 2007
- Department or College initiating proposed changes CHEMISTRY & 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").

REVISIONS WERE MADE AS PART OF 5-YR REVIEW CYCLE.

- The proposed changes have been approved by the faculty of the College or Department . (check one)

FOR DEPARTMENT PERSONNEL PROCEDURES:

Signature on file.

Chair, Department Personnel Committee

5/16/07

Date

Signature on file.

Department Chair

5/16/07

Date

FOR DEPARTMENT PERSONNEL PROCEDURES & COLLEGE PERSONNEL PROCEDURES:

Signature on file.

Chair, College Personnel Committee

5/25/07

Date

Signature on file.

College Dean

5/24/07

Date

Signature on file.

Chair, Personnel Planning and Review Committee

8-07-07

Date

(for PP&R use only)

S'07
Approval Date

F'07
Effective Date (see attached)

F'11
Date of Next Review

PERSONNEL PROCEDURES
Department of Chemistry and Biochemistry
California State University, Northridge
(Final Revision, April 2007, Approved August 2007)

I. Department of Chemistry and Biochemistry Personnel Committee

- A. A Personnel Committee consisting of three or five tenured associate or full 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. Immediately after election, the Personnel Committee will meet, elect a Chair and report the selection to the Chair of the Department.
- B. Duties of the Personnel Committee:
 - 1. The Committee will evaluate and recommend eligible faculty for retention, tenure and promotion. Also, as necessary, the Committee will assess the future hiring needs and personnel procedures of the Department and make recommendations to the Department.
 - 2. All other procedures applying to personnel matters not referred to in this document shall follow the regulations in Section 600 of the *Administrative Manual*.

II. Criteria for retention, tenure and promotion in the Department of Chemistry and Biochemistry (interpretation of the Administrative Manual, Section 600)

- A. Retention (tenure track):

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.

B. Evaluation of Tenure-Track Faculty

- 1. Memorandum of Understanding (MOU):

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 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. A letter describing the plan 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, Department Chair and the Dean, this document may be amended in the future.
- 2. Teaching Effectiveness and Direct Instructional Contributions:

The candidate must provide evidence, to the satisfaction of the Department Personnel Committee, of a strong commitment to good teaching, for tenure and promotion to associate professor to be recommended. Demonstrations of this commitment may include, but are not limited to:

 - 1) effective teaching at more than one level of instruction;
 - 2) development of innovative teaching methods or improved instructional material;
 - 3) participation in Departmental curriculum development;
 - 4) research and scholarly activity involving students.

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 Personnel Information File.

b. Class Visits:

1) First-Year Probationary Tenure-Track Faculty

The Department Chair will visit at least one class of each candidate during the fall semester and prepare a written report for each 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 visit reports will be sent to each candidate with copies to the Department Chair and the Chair of the Department Personnel Committee.

(2) Probationary Tenure-Track Faculty with at Least One Year of Service

Barring schedule conflicts, each member of the Department Personnel Committee and the Department Chair, or his/her designee, will visit a representative class of each candidate during the fall semester. The Personnel Committee may, at its discretion, confer with the candidate and/or other chemistry faculty regarding the candidate's teaching performance. Written visitation reports will be sent to the candidate with copies to the Department Chair, the Chair of the Department Personnel Committee and the candidate's Personnel Action File.

c. Student Evaluations

Each semester, evaluation of the candidate's teaching will be obtained using the Department's Student Evaluation of Faculty form. For comparison purposes, all Departmental faculty members who are not candidates for personnel action will be expected to obtain student evaluations using the Departmental forms during the fall semester. In addition, the Committee/Department Chair will provide students the opportunity to consult with the Committee/Department Chair regarding the candidate.

3. Contributions to the Field of Study:

It is required that the candidate be active in research and demonstrate a knowledge of current developments in his/her field. The candidate is required to publish results based upon research carried out since he/she was hired at CSUN, and is required to seek extramural funding to support his/her research program at CSUN. When appropriate, the Personnel Committee will solicit outside evaluation from peers in the area of expertise of the candidate in order to assess objectively the quality and originality of his/her scholarly contribution to the field of study.

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. A written work indicative of scholarly achievement, on the other hand, is referred to by its specific name, e.g. textbook, review article, etc. 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.

4. Contributions to the Department, College, University and Community:

The candidate is also expected to work diligently and effectively on Department, College and University assignments, and demonstrate initiative and concern for improving the academic welfare of the students and of the Department.

5. Consultation with Faculty

a) Decisions on Tenure and Promotion to Associate Professor

The Department Personnel Committee will convene a meeting with the Department Chair and all tenured, associate and full professors in the Department to gather input on the tenure and/or promotion decision.

b) Decisions on Promotion to Professor

The Department Personnel Committee will convene a meeting with the Department Chair and all full professors in the Department to gather input on the promotion decision.

C. Granting of Tenure and Promotion to Associate Professor:

The tenure decision is the most important personnel decision. The candidate must meet the criteria cited in Section IIB and engender confidence within the Committee and 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.

Normally, promotion to associate professor will be granted at the same time when the decision on tenure will be made which usually involves the assessment of a faculty member's performance over a period of six successive years. However, promotion with or without tenure can be granted earlier if sufficient strength is demonstrated to the Committee in the areas cited in Section IIB .

D. Promotion to Professor:

The candidate must have continued to perform at a significant level in all areas of Section IIB above and engender confidence within the Committee that this activity will continue after promotion.

Teaching excellence, continued research and scholarship, and service are the primary criteria for promotion. Only those activities subsequent to the candidate's promotion to associate professor will be considered.

Evidence of research in the form of refereed publications is required. The candidate is also expected to seek extramural grant support for his/her research program at CSUN. The number of such publications and grant applications is subsidiary to the quality of the contributions, which may be determined through evaluation by authorities in the field and through references to the candidate's work in the literature. If authorities are suggested by the candidate, they must not be former collaborators. Additional evidence of scholarship may include 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 must be such as to bring credit to the Department and to engender respect for the candidate in the academic community.

Candidates are also expected to continue their service to the Department, College, University and community. A professorial candidate must, in view of the likelihood of his/her being called upon to serve in various administrative capacities, demonstrate mature judgment and leadership qualities.

E. Accelerated (Early) Promotion

Promotion to associate professor with or without tenure, as well as to professor, can be recommended early if significant strength in the areas of teaching and research is demonstrated to the Department Personnel Committee and the Department Chair. Faculty who are candidates for promotion before the normal period must demonstrate that they meet and exceed, in a period of time shorter than that required for 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 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.