

**COVER SHEET FOR PROPOSED CHANGES TO DEPARTMENT/COLLEGE  
PERSONNEL PROCEDURES  
SECTION 600 (RETENTION, TENURE, AND PROMOTION)**

Humanities  
COLLEGE

Chicana/o Studies  
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:**

- CHECK ONE:** Check the level the proposed personnel procedures are for:  College level  Department level
- Date that current proposed changes were sent forward 11/3/21
- For Department Personnel Procedures:**
  - Indicate the date the department faculty voted to approve the proposed changes: 10/29/21
  - Indicate the date the CPC voted to approve the proposed changes: \_\_\_\_\_
- For College Personnel Procedures:**
  - Indicate the date the college faculty voted to approve the proposed changes: \_\_\_\_\_
- (Optional) Briefly state the rationale for your proposed changes:** To align our wording with that of PP&R.

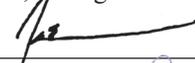
Please email the following to Faculty Affairs email at [faculty.affairs@csun.edu](mailto:faculty.affairs@csun.edu):

- WORD DOCUMENT WITH TRACKED CHANGES showing revisions to the personnel procedures**
- Signed cover sheet in PDF format.**

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

	<b>Fermín Herrera</b> 11/3/21
Chair, Department Personnel Committee	Date
<i>Rosa RiVera Furumoto</i>	<b>Rosa RiVera Furumoto</b>
	11/3/21
Department Chair	Date

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

	Danielle Spratt	12/13/21
Chair, College Personnel Committee		Date
	Jacklyn Stallcup	12/14/21
College Dean		Date
		<b>May 25, 2022</b>
Chair, Personnel Planning and Review Committee		Date

<i>(for PP&amp;R use only)</i>		
<u>SP 2022</u>	<u>FA 2022</u> <u>FA 2025 (for changes in criteria)</u>	<u>FA 2026</u>
<b>Approval Date</b>	<b>Effective Date (see attached)</b>	<b>Date of Next Review</b>

**Department of Chicana/o Studies**  
**Personnel Procedures**  
**October 29, 2021 (Date of Departmental Approval)**

**Section I – Introduction**

Chicana/o Studies is an area studies field that advances a critical understanding of the Chicana/o experience in the U.S. Courses reflect a multidisciplinary approach to the understanding of Chicana/o and Latina/o history, politics, culture, language, and education, and environmental justice. The Department embraces a broad view of teaching, scholarship, creative activity, and service. These policies and procedures should be read and applied with recognition of the diversity of who we are and what we do, and in the context of recognizing and rewarding the wide variety of work the faculty are called upon to do in furthering the mission and goals of the Department, College, and University.

The Department values excellence in teaching, scholarship, and creative activity in its many forms. It also places great value on active involvement in the Department, College, University, and, especially, in the community.

**Section II – Department Personnel Committee**

As defined in Section 600.

**Section III – Guidelines and Procedures for RTP Evaluation**

**A. Professional Preparation**

Normally, possession of a terminal degree is required in order to be hired for a tenure-track position. The Chicana/o Studies Department, however, recognizes that some candidates may be qualified for appointment, tenure, and promotion without the terminal degree. Equivalencies to the terminal degree shall be stated in the position description and advertisement for the tenure-track position as well as requirements, if any, for tenure and promotion beyond the degree at time of appointment.

## **B. Evaluation of Teaching Effectiveness and Direct Instructional Contributions**

### 1. Class visits

As defined in Section 600.

### 2. Collecting, processing and interpreting written student evaluations of teaching effectiveness.

As defined in Section 600.

### 3. Student Consultation

The Department will adhere to the guidelines defined in Section 600. In addition, students will be given the opportunity to provide written, identified, and dated statements to the Department Personnel Committee regarding the teaching performance of the faculty member.

## **C. Contributions to the Field of Study**

The Department of Chicano/a Studies recognizes publication as a standard measure of professional achievement but it is not the only measure of professional achievement in the field. The Department considers that the following professional activities constitute significant scholarly or creative contributions to the field of study. When necessary, evaluation of the significance of these contributions will be based on outside reviews by peers in the field, as defined below. In addition, candidates may include published reviews from appropriate journals or newspapers and awards of recognition in the PIF.

### 1. Significant Scholarly Activities

#### a) Peer-reviewed articles

Determining whether a journal is peer-reviewed and predatory/non-predatory is paramount to establishing the quality of scholarly work. Both must be clearly stated by the RTP candidate for each publication and significant scholarly and creative contribution included in the PIF. All journal publications will be scrutinized at the Department level (DPC and Department Chair) using the University Library's Predatory Publishing guide. See [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.

#### b) Peer-reviewed scholarly books

#### c) Book chapters in peer-reviewed scholarly books

#### d) Peer-reviewed translations of major scholarly or creative works, which include a published written introduction or explanation within the work that addresses its contextual and historical aspects, and encompasses a conceptual change,

- understanding, and expression from the original scholarly work
- e) Editorship of peer-reviewed scholarly books or journals when the candidate has an authored work in the edited volume
  - f) Editorship of peer-reviewed published conference proceedings when the candidate also has an authored work in the proceedings
  - g) Published peer-reviewed book reviews
  - h) Successful external grant proposals in amounts of \$10,000.00 or more
  - i) Public Scholarship or Community-Based Research Products. The Department of Chicana/o Studies also considers community-based research that results in public scholarship (work that is used by the community or community agencies) as contributions to scholarship. This may include peer-reviewed documentaries, exhibits, community publications and reports. The weight of the scholarship will be determined by the degree of breadth, depth, and positive impact the work has in the field of Chicana/o Studies and in the broader community. Evaluations will be based upon awards of recognition, reviews in newspapers or journal letters of recognition by community leaders, educators, or other acknowledged peers in the appropriate fields.

2. Other Scholarly Activities

- a) Peer-reviewed scholarly presentations at professional conferences
- b) Invited and peer-reviewed keynote and/or plenary speech
- c) Authorship of peer-reviewed instructional materials
- d) Primary author or principal investigator of peer-reviewed grant application

3. Creative Activities

- a) Literary compositions in any genre
- b) Musical compositions and /or arrangements
- c) Artistic creations
- d) Performances in CD or film
- e) Performances in concerts and venues of established prestige
- f) Performances in national and international festivals
- g) Exhibition of creative work in theaters, museums, galleries, art festivals of established prestige
- h) CD and film productions (as writer, director, or producer)

Special recognition will be given to venues and events of established prestige such as the L.A. Music Center, Los Angeles County Museum of Art, Getty Museum, National Museum of Mexican Art, UCLA Royce Hall, Lincoln Center, Smithsonian Institution, Mexico City's Palacio Nacional de Bellas Artes, International Festivals, and the Valley Performing Arts Center.

4. Scholarly and creative activities may be disseminated in various formats, including:

- |                  |                    |
|------------------|--------------------|
| a) Print         | e) Radio           |
| b) Recordings    | f) Television      |
| c) Films         | g) Internet        |
| d) Videotapes    | h) Curatorial work |
| e) Documentaries |                    |

#### 5. Peer Review of Scholarly and Creative Contributions

All scholarly and creative contributions that do not have an inherent peer-review process built-in will be subjected to the external review process as described in this section. The candidate, the Department Personnel Committee, and the Department Chair will each select an external peer reviewer who is an expert in the field of the work under review. Each of the three reviewers will be asked to comment in writing on the quality of the material with respect to the standards of the field, the material's originality, and its impact on the field. These reports will be placed in the candidate's Personnel Information File.

### **Section IV -Contributions to the University and Community**

#### **A. University Service**

As defined in Section 600.

#### **B. Community Service**

Evaluation of community service will be based upon evidence of involvement in community affairs, consistent with the mission of the Department and the discipline, especially the Chicana/o or broader Latina/o community. Emphasis will be placed upon leadership reflected in such involvement. Community service includes but is not restricted to:

1. Participation in community organizations, especially Chicana/o and/or broader Latina/o community organizations
2. Lectures, workshops, exhibits, performances, especially in the Chicana/o or broader Latina/o community
3. Participation in local, state, national, and global movements addressing social justice and/or environmental justice issues in the Chicana/o and/or broader Latina/o community

#### **C. Service to the Profession**

1. Reviews of journal articles and other scholarly work
2. Participation in and/or organization of professional workshops
3. Editorship of published conference proceedings
4. Digital scholarship including, but not limited to, blogs, digital zines, and other publically disseminated media.

### **Section V- Honoring Memoranda of Understanding**

The Department honors specific memoranda of understanding (MOU) that are made between the Dean and the candidate.