

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

HHD  
COLLEGE

CADV  
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.*


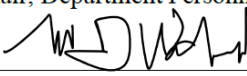
**BACKGROUND INFORMATION:**

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 11/4/2022
3. **For Department Personnel Procedures:**
  - a. Indicate the date the department faculty voted to approve the proposed changes: 11/3/2022
  - b. Indicate the date the CPC voted to approve the proposed changes: 12/13/2022
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:** Our standard 5-year review



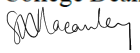
Please email the following to Faculty Affairs email at [faculty.affairs@csun.edu](mailto:faculty.affairs@csun.edu):

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)**

	Emily Russell	11/4/2022
Chair, Department Personnel Committee		Date
	David Wakefield	11/4/2022
Department Chair		Date

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

	Jimmy Xie	12/13/2022
Chair, College Personnel Committee		Date
	Mechelle Best	12/14/2022
College Dean		Date
	Sylvia Macauley	09/25/2023
Chair, Personnel Planning and Review Committee		Date

<i>(for PP&amp;R use only)</i>		
SP 2023	FA 2023 – retroactively FA 2026 for changes in criteria	FA 2027
<i>Approval Date</i>	<i>Effective Date (see attached)</i>	<i>Date of Next Review</i>

**Department of Child & Adolescent Development Tenure-Track Personnel Policies  
& Procedures  
(Approved by CADV Faculty 11/3/2022)**

**I. Introduction**

**A. Overview**

The Department of Child and Adolescent Development strives to present the CSUN community (students and colleagues alike) with the most effective faculty professionals. As a large undergraduate and interdisciplinary department, our work extends across a broad range of interconnected fields, topics, and expertise; thus our work is varied and dynamic in regards to our research, teaching, and service.

**B. Acceptable Terminal Degree**

The Department requires a Doctorate degree from an accredited Carnegie-classified Research University (RU). The Doctorate degree may be in child development, adolescent development, emerging adulthood, applied developmental science, human development, human ecology, developmental psychology, educational psychology or a closely related discipline as agreed upon by the Department tenure-track faculty to meet Department and curricular needs at the time of appointment.

**II. Department Personnel Committee**

- A.** The Personnel Committee shall consist of three or five tenured professors of senior rank nominated and elected by all Department tenure-track faculty members. The focus of the Department Personnel Committee will be to provide candidates under review for retention, tenure, and/or promotion with specific feedback and judgements regarding their progress within the domains of university-level teaching effectiveness, contributions to the field of study, and service to the university & greater community. Candidates are encouraged to consult with the Personnel Committee and/or Department Chair at any time regarding questions about the Professional Information File, peer class visit reports, in addition to any other questions or concerns regarding the retention, tenure and promotion process.

**III. Teaching Effectiveness Procedures and Evaluation**

Each candidate for retention, tenure, and promotion shall be reviewed in accordance with the provisions in Section 600 of the Administrative Manual.

## **A. Factors to Determine Teaching Effectiveness**

The department of CADV values when faculty engage in dynamic learning-centered teaching practices that contribute to student success. Any one of the following could be considered an important variable or significant contribution of teaching effectiveness:

1. Developing evidence-based equity-minded teaching practices (e.g., learning-centered syllabus, transparent assignments, active learning techniques, formative assessments)
2. Evidence of implementing pedagogical practices gained from participation in professional development activities/workshops (i.e., campus- and system-wide faculty development programs, scholarly association teaching institutes, etc.)
3. Evidence of effective integration of relevant instructional technologies.
4. Meeting department curricular needs via the development of coursework or academic programs.
5. Effectively teaching a range of both upper division and lower division courses
6. Effectively teaching core upper division CADV courses
7. Co-teaching or teaching collaborations with other departments
8. Teaching large lecture courses effectively
9. Integrating high impact practices (e.g., service learning or internships; learning communities/cohorts; capstone courses; first-year seminars)
10. Training and mentoring students in the university classroom setting (e.g., peer mentors; peer academic leaders)

## **B. Sources of Evidence to Demonstrate Teaching Effectiveness**

1. Required PIF materials:
  - a. Curriculum Vitae
  - b. Narrative. In evaluating teaching effectiveness, it is the responsibility of the faculty member to explain the significance of their accomplishments and growth in teaching by reflecting on the following materials.
    - i. Summaries of student evaluation forms and student comments [included in the Personnel Action File (PAF)]
    - ii. Peer Class Visit Evaluations [included in the PAF]
  - c. Select course syllabi
  - d. Select supplemental materials. Other materials that may be used by the candidate to document teaching effectiveness. Topic areas may include, but are not limited to:
    - i. Assignments and evidence of student learning (anonymized)
    - ii. Direct supervision of internships, fieldwork, or service-learning

- iii. Development of quality instructional technology techniques
- iv. Professional development teaching activities
- v. New course/curriculum/program development
- vi. Student advising activities
- vii. Supervision of student projects/theses/independent studies
- viii. Other contributions to student achievement and success (e.g. pursuit of doctoral work, awards, scholarship, research)

### **C. Class Observation Procedures**

A member of the Personnel Committee, a designee of the Committee, and the Department Chair, in separate consultation with the candidates, will determine mutually agreeable dates for their class visits. Candidates may request an additional visit(s) by the Personnel Committee or another tenured faculty member in the Department. The observer(s) will provide a written report using the standard Department Class Observation Form. The Class Observation Form is available upon request from the Department Chair or the Chair of the Department Personnel Committee.

1. Probationary Faculty (Assistant or Associate Professors without Tenure)  
Each probationary faculty member and faculty under consideration for retention, promotion, and tenure, shall be visited in their class twice each academic year (i.e., Fall Semester and/or Spring Semester), once by the Department Chair and once by a member of the Personnel Committee, or designee, per Section 600 of the Administrative Manual.
2. Associate Professors with Tenure  
Associate Professors with tenure shall be visited in their class once each academic year (i.e., in Fall semester or Spring semester) by the Department Chair or the Personnel Committee or designee. In the Fall Semester that faculty are under consideration for promotion, they shall be visited in their class twice, once by the Department Chair and once by a member of the Personnel Committee or designee per Section 600 of the Administrative Manual.

### **D. Student Evaluations of Teaching Effectiveness**

1. The student evaluation of instruction instrument adopted by the Department will be administered in all classes, with the exception of independent study courses (e.g., CADV 499A-C), taught by each tenure-track faculty member during the academic year (i.e., Fall Semester and Spring Semester).

2. Student evaluation of instruction summaries are provided to the faculty member and reviewed by members of the Personnel Committee and Department Chair. Copies of these summaries are placed into the candidate's Personnel Action File (PAF) by the Dean's Office staff.
3. Probationary Faculty (Assistant and Associate without Tenure)
  - a. Probationary faculty will have the student evaluation of instruction instrument administered in all courses, with the exception of independent study courses (e.g., CADV 499A-C), taught during the academic year (i.e., Fall Semester and Spring Semester). In the case that a faculty member is teaching more than one section of the same course (e.g., 2 sections of CADV 150) student evaluations will be administered in all sections of the course.
4. Associate Professors with Tenure
  - a. Associate professors with tenure will have the student evaluation of instruction instrument administered in all courses, with the exception of independent study courses (e.g., CADV 499A-C), taught during the academic year (i.e., Fall Semester and Spring Semester). In the case that a faculty member is teaching more than one section of the same course (e.g., 2 sections of CADV 150) student evaluations will be administered in all sections of the course.
5. Full Professors
  - a. Full professors will have the student evaluation of instruction instrument administered in all courses, with the exception of independent study courses (e.g., CADV 499A-C), taught during the academic year (i.e., Fall Semester and Spring Semester). In the case that a faculty member is teaching more than one section of the same course (e.g., 2 sections of CADV 150) student evaluations will be administered in all sections of the course.

## **E. Student Consultation of Teaching Effectiveness**

1. Notices will be distributed via electronic mail, and by other appropriate methods of communication, advising students that they may submit written feedback to the Department Personnel Committee about faculty members being considered in the retention, tenure and promotion process. Students will be advised that the feedback will not be anonymous.

2. The Department Personnel Committee will determine if feedback is *substantive* and *pertinent* and initiate the consultation process in accordance with Section 600 of the administrative manual.
3. If the College Dean also determines that the student feedback is *substantive* and *pertinent*, the faculty member will be given 5 days to meet with the Dean and submit a rebuttal, if desired.
4. The feedback and rebuttal will be added to the faculty member's PAF.

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

A candidate must have a minimum of two publications in their area of hired expertise, as determined by the Department Personnel Committee, for promotion to associate professor and tenure. Additionally, a candidate must have a minimum of two additional publications in their hired area of expertise, as determined by the Department Personnel Committee, for promotion to full professor. Each candidate for retention, tenure, and promotion shall be reviewed in accordance with the provisions in Section 600 of the Administrative Manual.

##### **A. Publications**

The following criteria clarify the definition of publication and shall be acceptable evidence of publication:

1. A scholarly article published in a non-predatory, peer-reviewed professional or other scholarly journal or a letter of acceptance from such a journal with a draft of the submitted article.
2. Scholarly books or monographs published by a professional association or a recognized publisher of scholarly works.
3. A scholarly article in the teaching/pedagogy of child and adolescent development published in a refereed, non-predatory professional or other scholarly journal.

##### **B. Creative Scholarly Activities**

Although the following do not count towards publication requirements for tenure and promotion, they will be considered as evidence of a pattern of scholarly activities:

1. Author of national association position statement or paper when officially accepted and published by a national professional organization.
2. Significant contributor to published anthologies, professional study reports, and Education Resources Information Center (ERIC).
3. Author of a media presentation (e.g., videos, online modules) accepted for education/commercial use.

4. Instruction manual designed to complement a text when the manual is accepted for publication.
5. A comprehensive electronic ancillary (e.g., website) designed to complement a text and subjected to an external peer review.
6. Youth-oriented literature and related supplemental materials.
7. Manuals, handbooks, workbooks, curriculum guides, or interventions with a target audience of youth, caregivers, parents, or professionals.
8. Author of an Opposite the Editorial Page (Op-ed) appearing in a newspaper or online news forum which facilitates the translation of research to practical applications that enhance human health, development, education, or well-being.
9. Author of a funded or renewed grant proposal from an external agency.
10. Government sponsored reports or technical reports.

### **C. Criteria for Evaluation of Creative Scholarly Activities**

1. Any scholarly work that does not have an inherent peer review process must be submitted for external peer review with these guidelines.
  - a. The external peer review process must be initiated/requested in time to be included in the PIF, and to meet the submission date set by the department.
  - b. The term "peer" refers to individuals outside of CSUN who have competence in the subject area of the material to be reviewed.
  - c. Normally the reviewers would be from academic backgrounds consistent with the subject matter.
  - d. The peer review will be conducted by three peers, one selected by the faculty member, one selected by the Department Chair, and one selected by the Department Personnel Committee.
  - e. Each external reviewer will provide a written evaluation of the work and its impact in the field of study.
2. Other considerations for contributions to the field of study
  - a. There should be a pattern of scholarly productivity evidenced by publications or creative scholarly work for advancement in rank.
  - b. As an interdisciplinary field, collaboration is common and valued in all areas of scholarship, service, and teaching. First-authored and single-authored publications are valued; equally valued are publications and scholarly outcomes in which an author is identified as other than a first or sole author.
  - c. Reviews of books, monographs, or professional/scholarly journal articles, or editorship of professional proceedings of

conferences should be listed in candidates' narrative and under Professional Contributions in their CV.

- d. Revision of previously published materials may be counted as a publication providing the Department Personnel Committee has established that substantial new material has been included.

## V. Contributions to the University and Community Procedures and Evaluation

All faculty members are expected to participate in service at the University, College, and Department level. Candidates for retention, tenure, or promotion are expected to meet the requirements of Section 600 with regard to contributions to the University and Community. Special consideration shall be given to service that promotes the mission and goals of the Department, College, and University.

### A. Probationary Faculty (Assistant or Associated without Tenure)

1. All faculty, after their first probationary year, are expected to contribute to the department.
2. Significant contributions at the department level are expected (e.g., Curriculum, Assessment, Search committee).

### B. Associate Professors with Tenure

1. CADV departmental level leadership is required (e.g., chair of essential committees such as assessment, curriculum, search committee, personnel, program review, internship coordinator, honors coordinator, department chair).
2. Significant contributions to faculty and student affairs at various levels (University, College, and Department).
3. Contributions to the peer observation of part-time faculty if deemed necessary by the Department Personnel Committee,
4. Identification as being effective in student advisement, mentoring, and retention activities is highly desirable.
5. Community service is desirable, but not required.

### C. Additional criteria for promotion

1. Clarification of the term "Community Service": Community Service involves contribution of unpaid or underpaid "services" to community agencies and organizations which draw upon the academic expertise and professional competence of the candidate.
2. Clarification of the term "Effective Participation"  
"Effective participation" should be documented by the candidate to reflect elements such as the nature of the committee assignment, the



expenditure of time, the nature of the contribution made by the candidate, and the significance of this involvement as it contributes to the mission of the University.

3. Exceptional service in administrative roles that are integral to the functioning of the Department (e.g., Department Chair, Coordinator of Advisement Services, Internship Coordinator, Assessment Coordinator) will be valued as significant evidence of "effective participation." Evidence of exceptional service in such administrative roles will be documented in the form of a letter from the Department Personnel Committee or College Dean that the candidate may place in the Professional Information File.