

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

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

HHD

CADV

COLLEGE

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 11/2/2020
- For Department Personnel Procedures:**
  - Indicate the date the department faculty voted to approve the proposed changes: 10/30/2020
  - 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:** This is our standard 5-year review  
The Department elects to use section 645 of the administrative manual for periodic (post-tenure) review of tenured faculty.




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)**

Emily Russell		11/2/2020
Chair, Department Personnel Committee		Date
David Wakefield		11/2/2020
Department Chair		Date

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

Chris Bolsmann		12/10/2020
Chair, College Personnel Committee		Date
Farrell J. Webb		14-DEC-2020
College Dean		Date
Mary-Patricia Stein		06/10/2021
Chair, Personnel Planning and Review Committee		Date

(for PP&R use only)	Fall 2021	
<u>Spring 2021</u>	<u>Fall 2024 (for changes in criteria)</u>	<u>Fall 2025</u>
Approval Date	Effective Date (see attached)	Date of Next Review