

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

University Library  
COLLEGE

CAMS  
DEPARTMENT

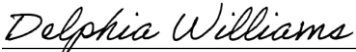

In order to facilitate a complete and expeditious review by the Personnel Planning and Review Committee (PP&R) of the changes you propose to your personnel procedures, please adhere to the format described below, and also fill out the Background Information. Attach this memo as a coversheet for the written 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.*



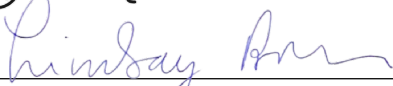
**BACKGROUND INFORMATION:**

1. **CHECK ONE:** Are proposed changes those of College  or Department  procedures?
2. Date that current proposed changes were sent forward November 4, 2022
3. **For Department Personnel Procedures:**
  - a. Indicate the date the department faculty voted to approve the proposed changes: November 3, 2022
  - b. Indicate the date the CPC voted to approve the proposed changes: December 8, 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:** Policies and procedures were updated to reflect changes to the Collective Bargaining Agreement and section 600. Policies and procedures were reorganized to reflect the format of section 600.
6. 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)**

|   |                  |                  |
|---|------------------|------------------|
|  | Delphia Williams | November 4, 2022 |
| Chair, Department Personnel Committee   |                  | Date             |
|  | Chris Bulock     | December 8, 2022 |
| Department Chair  |                  | Date             |

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

|   |                      |                  |
|---|----------------------|------------------|
|  | Luiz Henrique Mendes | December 8, 2022 |
| Chair, College Personnel Committee  |                      | Date             |
|  | Mark Stover          | December 8, 2022 |
| College Dean  |                      | Date             |
|  |                      | May 31, 2023     |
| Chair, Personnel Planning and Review Committee                                      |                      | Date             |

|                     |                                 |                     |
|---------------------|---------------------------------|---------------------|
| (for PP&R use only) |                                 |                     |
| SP 2023             | FA 2023                         | FA 2027             |
| Approval Date       | FA 2026 for changes in criteria | Date of Next Review |
|                     | Effective Date (see attached)   |                     |

## **Collection Access and Management Services (CAMS) Personnel Policies and Procedures**

*Library Science's core is its theory and practice of the organization, management and delivery of knowledge resources and services to people with information needs.*

### I. CAMS Criteria for Evaluation

#### A. Effectiveness in Librarianship

CAMS department faculty members:

1. Demonstrate a pattern of increasing levels of expertise and breadth of knowledge of librarianship as they progress through the ranks.
2. Support the educational mission of the University and the rules of the Library in supporting that mission.
3. Translate the mission into effective library service.
4. Support the strategic objectives of the Department, the Library and contribute to the formulation and advancement of these objectives.

#### B. Contributions to the Field of Study

1. In addition to the definition of publication stated in Section 600, the CAMS department will consider scholarly and creative contributions in any format if all the following conditions are met:
  - a) The work is subject to external peer review or reviewed by an editor(s) of a recognized professional publication.
  - b) The work is produced by a recognized professional or commercial organization engaged in the production and distribution of such materials, including trade and academic presses, professional societies, governmental agencies, or non-governmental organizations.

- c) The work is a demonstration of professional expertise in librarianship or a closely related field, including the faculty member's subject specialization or special assignment.
2. Publicly-published scholarly and creative work items that are not peer-reviewed as part of the publication process such as self-published articles, books, other digitally disseminated resources, originally developed and professionally recognized web-based or multi-media resources, development of curricular materials (i.e., development of curricular resources which others adopt for their teaching purposes), physical or digital exhibitions requiring scholarly curatorial work, trade and academic presses, professional societies, government agencies, or non-governmental organizations or other demonstrations of professional expertise in librarianship or a closely related field.
3. A successfully funded grant proposal/application is a peer-reviewed scholarly or creative contribution if all the following conditions are met:
  - a) The grant involved is an institutional grant benefiting the Library of California State University, Northridge.
  - b) The grant is funded by an agency external to California State University, Northridge, which incorporates peer, scholarly, or expert review as part of the decision-making process on funding.
  - c) The grant proposal includes a dissemination process whereby the results/output of the grant's project(s) or other grant reports will be available to others in the field.
  - d) The grant proposal includes a statement regarding the significance of the proposed work to the field of study/profession and/or the proposal includes a review of applicable literature, research, or theory.

#### C. Professional Responsibilities

CAMS Criteria for the evaluation by the Department Chair and DPC is based on the following:

1. Demonstrate expertise in the areas of selection, organization, and the provision of access to materials in library collections.
2. Demonstrate an in-depth knowledge of assigned areas within CAMS as evidenced by the work and accomplishments in their assigned areas.
3. Demonstrate an increasing knowledge of the organization and management of information and the resources required to enhance the growth of the Library in both digital and traditional formats.

## II. CAMS Procedures for Evaluation

### A. Department Evaluation Procedures

1. The DPC and the Department Chair will solicit written comments from anyone outside the Department (including faculty, students, administrators, staff or others) who has direct knowledge of the faculty member's academic or professional activities by using the "Request for External Comment" letter template (Attachment A). The Department Chair and the DPC may consult with the faculty member concerning names of individuals or agencies external to the Department from whom comments may be sought.
2. Publicly-published scholarly and creative work items that are not peer-reviewed as part of the publication process must be externally evaluated by the following procedure:
  - a) The work has been peer-reviewed by at least two outside peer reviewers with recognized expertise in the area of study.
  - b) The outside peer reviewers will be determined by mutual consultation and agreement with the faculty member, Department Chair and DPC.
  - c) The reviewers' curricula vitae are required by the DPC to confirm the reviewers' expertise. Upon approval by DPC and the Chair or the Chair's designee, they will notify the candidate via email.
  - d) The Department Chair or DPC will contact each reviewer with instructions to provide a thorough evaluation of the work that speaks

to its quality and scholarly significance based on department, college, and the University Retention, Tenure, and Promotion (RTP) criteria.

- e) Each external reviewer will provide a written evaluation of the work to the Department Chair or DPC.
  - f) A copy of the evaluation will be sent to the faculty member with instructions to place the following in their Professional Information File (PIF):
    - i. Each reviewer's written evaluation
    - ii. Each reviewer's curricula vitae
    - iii. Emails of approval for each reviewer from the Department Chair and DPC
3. The Department Personnel Committee (DPC) and the Department Chair will specify in writing that the work/output of the grant is a contribution to the field of study and/or profession.
  4. Co-authored publications must be documented using the Co-Authorship Disclosure Form (Attachment B) specifying individual contributions.
  5. The DPC will solicit a written evaluation from the Department Chair of the faculty member's minor department in advance of the DPC review. The letter from the Chair of the minor department and any response or rebuttal from the faculty member will be placed in the candidate's PAF prior to the date when the major department completes its RTP deliberations.
  6. For faculty members with a minor assignment in the CAMS Department, the CAMS Department Chair will provide a written evaluation of the faculty member's performance based on the PIF and PAF and will include consultation with the DPC and tenured faculty in the Department. A copy of the written evaluation will be forwarded to the Dean for inclusion in the faculty member's PAF at least ten days prior to the time when the Chair and DPC of the major department must complete their deliberations. The faculty member may submit a written response to the written evaluation.
  7. The minor Chair and the DPC will have simultaneous access to faculty candidate files for concurring review, in order to ensure timely review of all files.

Attachment A



Date

Name

Title

Institution

Address

Dear:

**REQUEST FOR EXTERNAL COMMENT**

(Name) is being considered for (personnel action). In accordance with this Library's personnel evaluation policy, I am requesting comments from individuals who have first-hand knowledge of (name)'s effectiveness in committee work, in team activities in specific independent or cooperative projects, etc. and/or professional activities, publication, scholarly achievements and contributions to the profession. Please comment as appropriate. Receipt of your response by (date) \_\_\_\_\_ would be greatly appreciated. The library faculty member will receive a copy of your response. Please send your written comments, including your name, signature, and the date to:

(Name), Chair  
(Department/DPC)  
University Library  
California State University, Northridge  
18111 Nordhoff St.  
Northridge, CA 91330-8328

Sincerely,

(Signature)

Print Name/Title

## Attachment B



### Co-Authorship Disclosure Form

There were \_\_\_\_\_ co-authors responsible for the final preparation of

---

*(Citation of article, book, book chapter etc.)*

The following chart indicates the responsibility of co-authors (please list co-authors in the order in which they appear on the work). For works with four or fewer authors, list each author. For works with more than four co-authors, list the four authors with the most significant contributions. If this format does not provide a suitable mechanism for explanation, use an additional sheet to expand further.

| Signature/Name | Percentage & Description of Responsibility |
|----------------|--|
| Type Name      |  |
| Signature      |  |
| Type Name      |  |
| Signature      |  |
| Type Name      |  |
| Signature      |  |
| Type Name      |  |
| Signature      |  |

Note: *Adapted from an HHD form*

California State University, Northridge

Revised: November 15, 2022