

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

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

MCCAMC

COMS

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:**

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 October 28, 2020
3. **For Department Personnel Procedures:**
  - a. Indicate the date the department faculty voted to approve the proposed changes: October 7, 2020
  - b. Indicate the date the CPC voted to approve the proposed changes: \_\_\_\_\_
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:** The changes align with the direction and changes made in Section 600.

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)**

Sakile K. Camara	 Digitally signed by Sakile K. Camara Date: 2020.10.29 16:30:25 -04'00'	October 29, 2020
Chair, Department Personnel Committee		Date
Aimee Carillo-Rowe	 Digitally signed by Aimee Carillo-Rowe Date: 2020.12.02 09:35:50 -08'00'	October 29, 2020
Department Chair		Date

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

Lawrence F Stoffel	 Digitally signed by Lawrence F Stoffel Date: 2020.12.10 14:41:48 -08'00'	12/4/20
Chair, College Personnel Committee		Date
 Daniel Hosken	Daniel Hosken	14-Dec-2020
College Dean		Date
Mary-Patricia Stein		06/10/2021
Chair, Personnel Planning and Review Committee		Date

<i>(for PP&amp;R use only)</i>	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

CALIFORNIA STATE UNIVERSITY NORTHRIDGE  
DEPARTMENT OF COMMUNICATION STUDIES

DEPARTMENT PERSONNEL PROCEDURES

INTRODUCTION AND OVERVIEW

The Department of Communication Studies values excellence in teaching, scholarship in its many forms, and active involvement in the department, college, university and community. We view the personnel process as an opportunity for dialogue within the department and university. We acknowledge that in a comprehensive university there are many—and sometimes conflicting—priorities and we hope that in collaboration with their colleagues, faculty will develop in a climate that fosters meaningful and rewarding work over the course of their professional careers.

We believe the advanced study and practice of communication have much to offer our students, the university and the community at large. We encourage our faculty to be active in improving the quality of student learning, engaging in scholarship at a high level, participating in institutional leadership and serving the larger community.

The department believes that central to our mission is a demonstrated commitment to advancing the educational equity and diversity goals of our university.

A. TEACHING EFFECTIVENESS AND INSTRUCTIONAL CONTRIBUTIONS

The Communication Studies Department Personnel Committee (hereafter referred to as the Committee), in its evaluation of teaching excellence, takes into account data gathered from annual teaching evaluations, and observations of teaching through classroom visits. The Committee will consider any other evidence of teaching excellence that candidates provide, such as syllabi, sample assignments, and online teaching platforms and resources. The Committee encourages submission of course materials such as syllabi, class assignments and examinations. The Committee will conduct class visits. Student consultations shall be conducted in accordance with Section 600.

1. Procedures for Class Visits.
  - a. The Committee shall be responsible for arranging class visits. Class visits, not excluding online, distance learning, service-learning, and laboratory classes, shall be made at least once each academic year on all probationary faculty and faculty under consideration for promotion. Class visits shall be conducted early enough in the academic year for use during the annual personnel cycle.
  - b. Class visits shall be made by the Department Chair and at least one representative of the Committee or their designees. An untenured Department Chair shall appoint a designee to make class visits. Designees shall be senior, tenured faculty normally from within the department.

- c. Scheduling of a class visit shall be made by mutual agreement between the faculty member and the observer. The date of the class visit must be arranged at least five days before the class visit occurs.
  - d. A written report of the class visit shall be submitted to the candidate within 14 calendar days of the visit, to the Chair of the Department Personnel Committee, and to the Department Chair. The candidate has ten calendar days to seek changes in the class visit evaluation before it is put in the Personnel Action File, and the candidate has the right to submit a rejoinder for inclusion in the Personnel Action File along with the evaluation. Following this ten-day period, a copy of the report shall be placed in the candidate's Personnel Action File and retained for a period of five years.
2. Criteria for evaluation of Class Visit.
- a. Communication abilities (for example, analytic-synthetic qualities and dynamism-enthusiasm qualities).
  - b. Command of the subject matter (for example, demonstration of communication theories and their application as appropriate for the observed class activity).
  - c. Interaction with students (for example, encouraging class discussion, perceiving levels of student understanding, respecting students as individuals, respecting diverse populations).
  - d. Professional attitude (for example, appropriate behavior and management of the class).
  - e. Other criteria may be applied as appropriate to the mode of instruction.
3. Additional Instructional Contributions
- In accordance with *Administrative Manual* Section 600, recognition will also be given to faculty who engage in activities that contribute to instruction beyond the limit of their classes, e.g., serving on thesis and comprehensive exam committees, working with students on research presentations. In addition to the examples in *Administrative Manual* Section 600, the department will give positive recognition for contributions to the department's and university's commitment to educational equity and diversity. These may include: recruitment, retention, and mentoring of undergraduate and graduate students and involving students in campus activities that address issues of equity and diversity.

## B. CONTRIBUTIONS TO THE FIELD OF STUDY

In addition to policies outlined in *Administrative Manual* Section 600, the Communication Studies Department has defined the standards listed below for assessing a candidate's continuing contribution to the field of study. The guiding philosophy behind these standards is that the Communication Studies Department wishes to grant tenure and promotion to Associate Professor to those candidates who demonstrate that their research, scholarship, professional development and activities have made sustained, quality contributions to the field of study and that there is

promise that the candidate will meet the requirements for promotion to Professor. For promotion to Professor, candidates must show continued sustained, quality contributions and must demonstrate that the stature of their research, scholarship, and professional development activities have grown since promotion to Associate Professor.

The Department of Communication Studies recognizes the multiple and varied ways scholars engage in their discipline, as well as the diverse means by which scholars create knowledge and document their scholarship. Scholarship is assumed to be rooted in one's expertise, sustained at a high level, disseminated and open to public critique and evaluation.

1. The department acknowledges the university standard for Contribution to the Field of Study as publication or significant scholarly and creative contributions and has established the following procedures to determine significant scholarly and creative contributions.
  - a. Any creative and/or scholarly activity that a candidate wishes to be judged as a significant contribution must be shown by the candidate to be a worthwhile product of scholarship. It must be publicly disseminated in a manner appropriate to the type of creative or scholarly activity.
  - b. In order to develop an evaluation process analogous to that used for a refereed publication, and appropriate for the contribution under consideration, the candidate will arrange a meeting with the Department Chair and the Department Personnel Committee to determine the nature of the evaluation process.
    - i) This evaluation must include, at minimum, three independent referees from outside the University who will judge the work and respond in writing to the Chair of the Committee, the Department Chair, and the candidate.
    - ii) The referees will be selected by mutual agreement from a list compiled by the chair in consultation with the candidate and the Committee. The Department Chair shall be responsible for making the arrangements for the evaluation.
    - iii) The judgments must include, but are not limited to, an overall estimate of the work's strengths and weaknesses, the degree of achievement represented by the work and the contribution the work makes to the field.
  - c. Based on the judgments of the referee, letters from the Department Chair and the Committee will indicate whether a significant scholarly and creative contribution has been established.

### C. TENURE AND PROMOTION TO ASSOCIATE PROFESSOR AND PROFESSOR

Additionally, for tenure and promotion to Associate Professor, the recommending agencies will base their decisions on the following criteria:

1. The candidate should be able to show a pattern of attendance at professional development activities, including scholarly conferences, related to the candidate's assignment in the department.

2. The candidate should be able to show the development of one or more well-defined areas of scholarship related to the candidate's assignment in the department.
3. The candidate's scholarship should be of such quality as to warrant acceptance for presentation at meetings of regional and/or national associations related to the candidate's assignment in the department.
4. The candidate's scholarship should be of sufficient quality to earn positive regional, national and/or international recognition for the candidate among peers in the candidate's area of expertise, including, but not limited to: awards, appointment to editorial or other review boards (e.g.: as editor or reviewer for a journal), appointment to commissions, invitations to publish manuscripts, contributions to edited volumes or encyclopedias, invitations to speak, present, or perform on topics in their area(s) of expertise, republication in anthologies, extensive citation, and/or prominent reviews of performance work.

Additionally, for promotion to Professor, the recommending agencies will base their decisions on the following criteria:

1. The candidate should be able to show a continuing pattern of attendance at professional activities, including scholarly conferences related to the candidate's assignment in the department.
2. The candidate should demonstrate continued significant scholarly or creative contributions to the field of study as defined in Section 632.4.2. Recognition of this nature may include being a respondent to research presented at professional meetings, being invited to review manuscripts submitted to scholarly journals, serving on the editorial board of a scholarly journal, being invited to review the works of others for purposes of personnel action, and being invited to make presentations of one's scholarship to professional groups, planning programs or professional development events and holding offices in national and/or regional associations related to the candidate's assignment in the department. This list is not exhaustive, and the candidate may submit other information to meet this criterion.
3. The candidate's scholarship should continue to be of such quality as to warrant acceptance for presentation at meetings of regional, national and/or international associations related to the candidate's assignment in the department.
4. The candidate's scholarship should be of sufficient quality to earn positive regional, national and/or international recognition for the candidate among peers in the candidate's areas of expertise, including, but not limited to: awards, appointment to editorial or other review boards (e.g.: as editor or reviewer for a journal), appointment to commissions, invitations to publish manuscripts, contributions to edited volumes or encyclopedias, invitations to speak, present, or perform on topics in their area(s) of expertise, republication in anthologies, extensive citation, and/or prominent reviews of performance work. The candidate should demonstrate growth in recognition, supplemental to what was evident when promoted to Associate Professor.
  - a. Candidates who collaborate with one other individual will be recognized by the reviewing bodies as if the work were solely authored.

Collaborations between more than two individuals shall be evaluated by the Department Personnel Committee and the Department Chair to determine what credit to award the candidate for the work.

- b. The candidate must submit as part of the Professional Information File review histories and/or documentation pertaining to significant scholarly and creative contributions for all published or similarly significant scholarship. Candidates seeking promotion and/or tenure must submit as part of the Profession Information File a statement indicating how the criteria in Section B. 2 or B. 3 have been met.
- c. The candidate may, at their initiation, seek independent assessments of the candidate's contributions to the field of study at the time the candidate is evaluated for tenure and/or promotion.

#### D. POLICY ON CONTRIBUTIONS TO THE UNIVERSITY AND COMMUNITY

In addition to the policies outlined in section *Administrative Manual* Section 600, the Department of Communication Studies values a wide range of contributions to the university and community.

1. The department encourages faculty to participate in advising and mentoring activities. Documentation of these activities may include: letters from students, advisement materials, evidence of participation in mentoring programs outside the department, and other similar documentation.
2. The department recognizes faculty members who contribute to the intellectual climate of the university by assisting colleagues with their research, presenting their work on campus, etc.
3. The department values community service and acknowledges the importance of service learning, volunteerism, service on community boards, participation in community forums, and similar activities.
4. The department wishes to promote and reward departmental services that fall outside the rubric of committee work (e.g., creating and maintaining the department's web page, administering the department library, conducting technology sessions, etc.).
5. The candidate may make the case that some activities identified here as "Contributions to the University and Community" are more appropriately considered as "Teaching Effectiveness and Instructional Contributions."