

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

CECS

COLLEGE

COMP SCI

DEPARTMENT

In order to facilitate a complete and expeditious review by the Personnel Planning and Review Committee (PP&R) of the change(s) 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 cover sheet for the written material you submit to PP&R. PP&R assumes that the initiating Department or College Committee has determined that the proposed new or revised procedures are consistent with Section 600 and with the Collective Bargaining Agreement.

FORMAT: Please use a complete copy of your existing procedures as the starting point for the proposed revisions that you submit to PP&R for approval. Strike over any text that you wish to have deleted from your written procedures, and/or underline any text that you wish to have added to your written procedures.

**RECEIVED
CSUN**

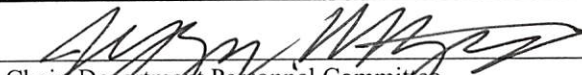
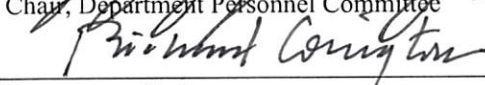
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Faculty Affairs


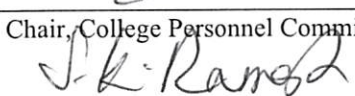
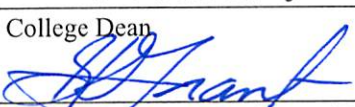
BACKGROUND INFORMATION:

1. Are proposed changes those of College or Department procedures? (check one)
2. Date that current proposed changes were sent forward 11/13/2015
3. Department or College initiating proposed changes Computer Science
4. Describe briefly the general reason(s) for your proposed change(s) (e.g., "proposed changes were initiated by the Department in response to a request from the College Personnel Committee, which felt that existing promotion criteria were too rigorous").
Changes/reapproval as periodically required by section 600.
Past policy expired due to rejection last approval cycle.
5. The proposed changes have been approved by the faculty of the College or Department . (check one)

FOR DEPARTMENT PERSONNEL PROCEDURES:

	<u>12/11/2015</u>
Chair, Department Personnel Committee	Date
	<u>12/11/2015</u>
Department Chair	Date

FOR DEPARTMENT PERSONNEL PROCEDURES & COLLEGE PERSONNEL PROCEDURES:

	<u>12/14/15</u>
Chair, College Personnel Committee	Date
	<u>12/14/15</u>
College Dean	Date
	<u>8/30/16</u>
Chair, Personnel Planning and Review Committee	Date

(for PP&R use only)		
<u>S10</u>	<u>F'10</u>	<u>F'20</u>
Approval Date	Effective Date (see attached)	Date of Next Review

COMPUTER SCIENCE DEPARTMENT PERSONNEL PROCEDURES

(Approved by the Department faculty November 13, 2015)

In accordance with the responsibilities set forth in Section 600 of the CSUN Administrative manual the Department of Computer Science adopts the following Personnel Policies and Procedures.

Each year the tenured and probationary faculty members of the Department shall elect a Department Personnel Committee consisting of 3, 5, or 7 members for a one-year term. No faculty member shall serve as a part of a recommending agency that would permit him or her to cast a second recommendation on any faculty member during an academic year. To stand for nomination and to serve, if elected, are obligations of all eligible persons. The Department Personnel Committee shall select its chair from among its members.

Consultation

The Department Personnel Committee shall invite all tenured faculty to comment on the work of the probationary faculty members at lower rank who are being considered for retention, tenure, and promotion. Members of the Department Personnel Committee may meet individually with any tenured faculty member who has submitted comments to seek clarification. The evaluation of comments and observations shall be consistent with the Professional Responsibility and Oral or Written Comments About Faculty sections of Section 600 of the Administrative Manual.

Teaching Effectiveness and Direct Instructional Contributions

The teaching effectiveness of a faculty member is evaluated by examination of the student evaluations of teaching effectiveness, class visits, written statements submitted by students, and review of materials submitted by the faculty member such as course outlines, descriptions of innovative teaching methods, creation of new courses, course handouts, and exams. Class visits, as required by Section 612.5.2.c.2.a, shall be made independently by at least one Department Personnel Committee member and by the Department Chair or their designees by mutually agreed upon arrangements made with the faculty member being evaluated.

An important factor used in the evaluation of teaching competence is classroom visits. In these visits the visitor considers organization of the material presented, student reaction to the material, appropriateness of the material to the course objectives, appropriate use of technology, and the level of student participation in the lecture discussion..

Student input on teaching effectiveness will include: (1) the regular student evaluation questionnaires for all courses for untenured faculty and all courses for one semester per year for tenured faculty; and (2) written statements submitted by past or present students of the faculty member under consideration. Written statements submitted by any student

outside of the regular student evaluation questionnaire process must include the student's name and signature.

Prior to the start of the faculty evaluations, notices seeking student input shall be posted in the Department Office and in other suitable locations where students can see the notices. These notices shall state:

1. which faculty members are being considered for the retention, tenure, and promotion during the academic year;
2. that students who feel they would like to provide information to the Department Chair or a member of the Department Personnel Committee are welcome to do so;
3. the text of Section 600 of the Administrative Manual on Oral or Written Comments About Faculty;
4. that the Department Chair and members of the Department Personnel Committee will be available for receiving student comments during the scheduled hours shown in the notice or by appointment.

Professional Preparation

For faculty who are being considered for tenure or for promotion to the rank of Associate or Full Professor, the possession of an earned doctorate degree is required.

Significant Scholarly and Creative Contributions to the Field of Study

Faculty being considered for retention, tenure, and promotion must meet the Department and University standards (Section 600) for Significant Contributions to the Field of Study.

Significant contributions are defined as peer-reviewed publications of any technical work, in any media, that a creative professional makes available to others, which has been formally reviewed and approved by external peers in the field. Such peer-reviewed contributions include, but are not limited to, the following: peer-reviewed scholarly books, journal or conference articles, peer-reviewed reports in the technical press. Consideration will be given for peer-reviewed work that has been accepted for publication or presentation, but has not yet been published or presented. It is the responsibility of the candidate to see that contributions are appropriately reviewed.

Contributions to the University and Community

The Department of Computer Science considers the following activities as examples of contributions to the University and Community.

- Department, College and University committee membership.
- Leadership in professional organizations.
- Professional activities.
- Professional consulting.

- Involvement in industry-academia collaborations such as design clinics and internship programs.
- Conducting research and scholarly activities in collaboration with students
- Sponsoring professional conferences, colloquia, workshops, and seminars
- Preparing and submitting external grant proposals.

Annual Distribution of the Personnel Procedures

The Department Chair shall distribute a copy of these procedures, when approved and annually thereafter, to all probationary and tenured faculty members in the Department.