

**COVER SHEET FOR PROPOSED CHANGES TO DEPARTMENT PERIODIC REVIEW OF
TENURED FACULTY (POST-TENURE REVIEW) PROCEDURES**

Computer Science
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 Post-Tenure Review 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 has determined that the proposed new or revised procedures are consistent with Section 600 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:

- Date that current proposed changes were sent forward 2/18/2021
- Describe briefly the general reason(s) for your proposed change(s) (e.g., "proposed changes were initiated by the Department to be in compliance with the current Faculty Contract and Section 600").
Meeting with the Department Peer Review Committee is now an option
given to tenured faculty under review. Department Peer Review Committee
will only be elected during years in which tenured faculty are undergoing review.

- List the date the tenured and probationary faculty of the Department voted to approve the proposed changes:

10 / 28 / 2020

Please email the following to Faculty Affairs email at faculty.affairs@csun.edu:

- WORD DOCUMENT WITH TRACKED CHANGES showing revisions to the personnel procedures**
- Signed cover sheet in PDF format**

DEPARTMENT APPROVAL: (Sign & Print Name)

 Jeffrey Wiegley 02/15/2021
Department Chair or Chair, Department Personnel Committee Date

COLLEGE APPROVAL: (Sign & Print Name)

Houssam Toutanji Digitally signed by Houssam Toutanji
DN: cn=Houssam Toutanji, o, ou, email=houssam.toutanji@csun.edu, c=US
Date: 2021.02.18 15:37:20 -05'00'
College Dean Date

PP&R APPROVAL:

 Mary Pat Stein 06/10/2021
Chair, Personnel Planning and Review Committee Date

(for PP&R use only)	Fall 2021	
Spring 2021	Fall 2024 (for changes in criteria)	Fall 2025
Approval Date	Effective Date	Date of Next Review

Revised 3.30.20

Computer Science Department Criteria for Periodic Review of Tenured Faculty ("Post-tenure Review")

1. The Department intends to follow all the criteria and policies for post-tenure review found in Section 645 of the CSUN Administrative Manual.
2. The following additional policies and criteria will be used in the review of tenured faculty:
 - a) A tenured faculty member under review must submit a short statement of activities since his/her last review which may include, but is not limited to, activities related to teaching and teaching effectiveness, to scholarship and research, and to service to the Department, College, University, and profession. This document should be submitted to the Department Peer Review Committee by March 1, and it will be filed in the faculty member's Personnel Action File (PAF).
 - b) Each tenured faculty member under review shall be given the option to meet with the Department Peer Review Committee to discuss the faculty member's activities since their last review and to discuss the written statement submitted by the faculty.
 - c) For each academic year during which one or more tenured faculty members are under review, the Department shall elect three tenured full professors to the Department Peer Review Committee.