

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

CECS

COLLEGE

Computer Science

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.*

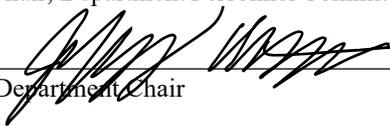
**BACKGROUND INFORMATION:**

- CHECK ONE:** Check the level the proposed personnel procedures are for:  College level  Department level
- Date that current proposed changes were sent forward 2/18/2021
- For Department Personnel Procedures:**
  - Indicate the date the department faculty voted to approve the proposed changes: 10/16/2020
  - Indicate the date the CPC voted to approve the proposed changes: 12/11/2020
- 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:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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)**

	Digitally signed by Adam Kaplan Date: 2021.02.15 12:44:15 -08'00'
Chair, Department Personnel Committee	Date
	<u>02/15/2021</u>
Department Chair	Date

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

John Noga	Digitally signed by John Noga Date: 2021.02.15 13:24:12 -08'00'
Chair, College Personnel Committee	Date
Houssam Toutanji	
College Dean	Date
	<u>06/10/2021</u>
Chair, Personnel Planning and Review Committee	Date

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

# **COMPUTER SCIENCE DEPARTMENT PERSONNEL PROCEDURES**

(Approved by the Department faculty October 16, 2020)

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.

## **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, 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.

An important factor used in the evaluation of teaching competence is class 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 be comprised of the regular student evaluation questionnaires for all courses for untenured faculty and all courses for one semester per year for tenured faculty.

## **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, and funded grant proposals. Consideration will be given for peer-reviewed work that has been accepted for publication or presentation, but has not yet been published or presented.

Non-traditional publications will count as significant contributions to the field of study for the Department if they have successfully undergone a peer-review process. This contribution must be reviewed by a panel of three peer reviewers external to CSUN. One reviewer to be selected by the candidate, a second reviewer selected by the Department Personnel Committee and a third selected by the Department chair. The peer-review process is successful if the peer-review panel evaluates the work to be a significant contribution to the field of study.

### **Contributions to the University and Community**

The Department of Computer Science considers the following activities as non-exhaustive 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.