COVER SHEET FOR PROPOSED CHANGES TO DEPARTMENT/COLLEGE PERSONNEL PROCEDURES

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.

BACKGROUND INFORMATION:

1. Are proposed changes those of College □ or Department □ procedures? (check one)

2. Date that current proposed changes were sent forward 5-8-2009

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").

   Proposed changes were initiated by the department to clarify the existing promotion criteria.
   Changes requested by PP&R

5. The proposed changes have been approved by the faculty of the College □ or Department □ (check one)

   FOR DEPARTMENT PERSONNEL PROCEDURES:

   Chair, Department Personnel Committee
   Date 5-8-09
   Department Chair
   Date 5-11-09

   FOR DEPARTMENT PERSONNEL PROCEDURES & COLLEGE PERSONNEL PROCEDURES:

   Chair, College Personnel Committee
   Date 5-11-09
   College Dean
   Date 5-12-09
   Chair, Personnel Planning and Review Committee
   Date 6-26-09

   (for PP&R use only)
   Approval Date 8-09
   Effective Date (see attached ) F’09
   Date of Next Review F’13
COMPUTER SCIENCE DEPARTMENT PERSONNEL PROCEDURES
Approved by the Department faculty of May 8, 2009

The Personnel Committee of the Department of Computer Science follows the retention, tenure, and promotion criteria outlined in Section 600 of the CSUN Administrative Manual; the following policies and procedures are supplemental to those described in that manual.

Each year the tenured and probationary faculty members shall elect a Department Personnel Committee of 3, 5, or 7 members for a one-year term. The Committee will elect a chair from among its members. The tenured teaching faculty members of senior rank are eligible for election, except that no faculty member shall serve as a part of a recommending agency that would permit him/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.

Consultation

There shall be formal consultation between the Department Chair and the Department Personnel Committee on all matters of the retention, tenure, and promotion prior to written recommendations.

The Department Personnel Committee shall invite all tenured faculty who are not members of the Department’s Personnel Committee to comment on the work of the probationary faculty at lower rank who are being considered for the retention, tenure, and promotion. Members of the Department Personnel Committee may meet with any tenured faculty member individually who has submitted comments to seek clarification. The evaluation of comments and observations shall be consistent with Professional Responsibility and with Oral or Written Comments About Faculty outlined in 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, by class visits, by grade distribution, by written statements submitted by students, and by 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 shall be made independently by at least one Department Personnel Committee member and by the Department Chair by mutually agreed upon arrangements made with the faculty member being evaluated.

An important factor used in the evaluation of teaching competence is the 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 discussions. Written reports shall be prepared for each class visit. These written reports shall be submitted to

May 2009

Page 1 of 3
the faculty member being evaluated, and 10 days later to the Chair of the Department Personnel Committee, and to the Department Chair. A copy shall be retained in the candidate’s Personnel Action File for a period of five years.

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 that 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 Professor or Full Professor, the possession of an earned doctorate degree is normally required.

**Contributions to the Field of Study**

Faculty being considered for the retention, tenure, and promotion must meet the University standards for Contributions to the Field of Study as outlined in the Administrative Manual. The Computer Science Department Personnel Committee counts as contributions to the field of study both publications and results from other scholarly activities including equivalences to publications as described below:

**Equivalences to Publication: Department of Computer Science**

Equivalence to publication is defined as a description 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 equivalences to publication may include, but are not limited to, the following: conference proceedings,
reports in the technical press, and US and international patents. Considerations will be
given for work that is in the process of being peer reviewed for equivalences to
publication or presentation; however, work that has not been subject to formal,
independent and impartial peer reviews (such as blogs, white papers, or position papers
that were not formally peer reviewed) shall not be deemed as equivalences to publication.

Scholarly achievements made prior to the initial tenure-track appointment or previous
promotion shall be considered as establishing a pattern of scholarly activities. However,
additional significant contributions to the field since appointment are expected for tenure
and initial promotion. Additional contributions since previous promotion are also
expected for subsequent promotion as indicated in Section 600 of the Administrative
Manual.

Other Scholarly Activity

Any scholarly activity that results in a significant contribution to the field, even if it does
not result in a publication, may be considered in the retention, tenure, and promotion of
faculty. However, excellence in one or more of these additional areas alone without
publications, as described in Section 600 of the Administrative Manual, or Equivalences
to Publication, will not be sufficient for promotion considerations. Examples of such
scholarly activities include, but are not limited to, the following:

1. Leadership in professional organizations
2. Significant results from professional activities
3. Significant results from professional consulting
4. Design and/or development of software products of significant merit
5. Involvement in industry-academia collaborations such as design clinics and
   internship programs
6. Conducting research and scholarly activities in collaboration with students.
7. Sponsoring professional conferences, colloquia, workshops, and seminars
8. Preparing and submitting external grant proposals
9. Professional editorial responsibilities

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

ECS

COLLEGE

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 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.

BACKGROUND INFORMATION:

1. Are proposed changes those of College ☐ or Department ☑ procedures? (check one)

2. Date that current proposed changes were sent forward ____________________________

3. Department or College initiating proposed changes ____________________________

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").

5. The proposed changes have been approved by the faculty of the College ☐ or Department ☑. (check one)

FOR DEPARTMENT PERSONNEL PROCEDURES:

Chair, Department Personnel Committee

Signature on file. ____________________________ Date 1/29/2010

Department Chair

Signature on file. ____________________________ Date 1/29/2010

FOR DEPARTMENT PERSONNEL PROCEDURES & COLLEGE PERSONNEL PROCEDURES:

Chair, College Personnel Committee

Signature on file. ____________________________ Date 1/29/10

College Dean

Signature on file. ____________________________ Date 5-11-10

Chair, Personnel Planning and Review Committee

Date ____________________________

(for PP&R use only)

Approval Date S'10

Effective Date (see attached) F'10

Date of Next Review 2013-2014
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
Computer Science Department
Faculty Teaching Evaluation

Name of Instructor evaluated (FT) (PT): ________________________________
Date/time: ________________________________ No. of students: ___________
Class ________________________________

Rating code: 1- low: 2-needs improvement: 3-good: 4-very good: 5-exceptional
Notes:
• Please feel free to use decimal rates such as 4.5 for rating between very good and exceptional.
• If the rating code is not applicable, please make a note.

<table>
<thead>
<tr>
<th>Rating</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Covers the class material at the appropriate level</td>
<td></td>
</tr>
<tr>
<td>Presents material clearly</td>
<td></td>
</tr>
<tr>
<td>Presentation was technically sound</td>
<td></td>
</tr>
<tr>
<td>Appropriate classroom interaction and ability to communicate to students</td>
<td></td>
</tr>
<tr>
<td>Creates interest in the subject.</td>
<td></td>
</tr>
<tr>
<td>Control of class session</td>
<td></td>
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<tr>
<td>Well-organized lecture</td>
<td></td>
</tr>
<tr>
<td>Paces lecture appropriately</td>
<td></td>
</tr>
<tr>
<td>Ability to use visual aids to students</td>
<td></td>
</tr>
</tbody>
</table>
Was the instructor aware of your visit in advance? YES [ ] NO [ ]

Where did the instructor excel? What were their strong points?

Where were they weak or in need of improvement?

Evaluator (print): ________________________  Chair (print name): ________________________
(sign): ________________________  (sign): ________________________
(date): ________________________  (date): ________________________

Date
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: 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.

BACKGROUND INFORMATION:

1. Date that current proposed changes were sent forward: November 13, 2009.

2. 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").

   proposed changes were initiated by the Department to be in compliance with the current Faculty Contract and Section 600.

3. The proposed changes have been approved by the tenured and probationary faculty of the Department: ☑

DEPARTMENT APPROVAL: (Sign & Print Name)  

Signature on file.  

Department Chair or Chair, Department Personnel Committee  

Date: Jan 22, 2010

COLLEGE APPROVAL: (Sign & Print Name)  

Signature on file.  

College Dean  

Date: 01/27/10

PP&R APPROVAL: Signature on file.  

Chair, Personnel Planning and Review Committee  

Date: 5-5-10

(for PP&R use only)  

Approval Date: S'10  

Effective Date: F'10  

Date of Next Review: 2014-2015
May 4, 2010 – Final Version

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

1. The Department intends to follow all of the criteria and policies for post-tenure review found in Section 600 of the Academic Personnel Policies and Procedures.

2. The following additional policies and criteria will be used in the review of tenured faculty:

   a. Tenured faculty under review must submit a short statement of activities since their last post-tenure 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 and University or profession. This document should be submitted to the Department Peer Review Committee by March 1, and it will be eventually filed in the faculty member’s Personnel Action File (PAF).

   b. The Department Peer Review Committee shall meet with each tenured faculty member under review to discuss the faculty member’s activities since their last post-tenure review and to discuss the written statement submitted by the faculty member.

   c. The Department shall elect each year three (3) tenured full professors to the Department Peer Review Committee.
COVER SHEET FOR REVIEW OF DEPARTMENT/COLLEGE PERSONNEL PROCEDURES
RELATED TO STUDENT EVALUATIONS OF TEACHING EFFECTIVENESS

CECS

COLLEGE

Computer Science

DEPARTMENT

In order to facilitate a complete and expeditious review by the Personnel Planning and Review Committee (PP&R) of your current or proposed changes to personnel procedures related to evaluation of teaching effectiveness, please adhere to the format described below. Attach this memo as a cover sheet for any written material you submit to PP&R. Be sure to review your current procedures to assure they are consistent with Section 612.5.2.c.(2)(b) of the Administrative Manual.

BACKGROUND INFORMATION:

1. The submitted policies are those of the College □ or the Department □ (check one)
2. Is the Department/College proposing changes to the current policies related to student evaluations of teaching effectiveness? Yes □ No □
2A. If not, simply state, “The Department will follow its current procedures related to student evaluations of teaching effectiveness.”
2B. If you are changing your current policy, state the proposed new policy in the space provided. 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. If you wish to follow Section 600, you may simply state, “The Department/College will follow Section 600 policies related to student evaluations of teaching effectiveness.”

Attach extra pages if needed.

The Computer Science Department voted to continue to follow its current procedures related to student evaluations of teaching effectiveness.

__________________________________________________________________________

3. If there are changes, the proposed changes have been approved by the faculty of the College □ Department □ (check one)

FOR DEPARTMENT PERSONNEL PROCEDURES: [Sign & Print Name]

[Signature]
Chair, Department Personnel Committee

[Signature]
Department Chair

Date

FOR DEPARTMENT PERSONNEL PROCEDURES & COLLEGE PERSONNEL PROCEDURES:

[Signature]
Chair, College Personnel Committee

Date

[Signature]
College Dean

Date

[Signature]
Chair, Personnel Planning and Review Committee

Date

RECEIVED
DEC 06, 2012
Calif. State University Northridge
Office of Faculty Affairs