

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

Student Affairs
COLLEGE

Counseling Services
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:

- Are proposed changes those of College or Department procedures? (check one)
 - Date that current proposed changes were sent forward April, 2009
 - Department or College initiating proposed changes Counseling Services
 - 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").
Existing RTP procedures document was out of date and out of compliance with Section 600 procedures.
5. The proposed changes have been approved by the faculty of the College or Department (check one)

FOR DEPARTMENT PERSONNEL PROCEDURES:

[Signature] Signature on File 5/6/09
Date
Chair, Department Personnel Committee

[Signature] Signature on File 5/6/09
Date
Department Chair

FOR DEPARTMENT PERSONNEL PROCEDURES & COLLEGE PERSONNEL PROCEDURES:

[Signature] Signature on File 5/7/09
Date
Chair, College Personnel Committee

[Signature] Signature on File 6-26-09
Date
College Dean

[Signature] Signature on File 6-26-09
Date
Chair, Personnel Planning and Review Committee

(for PP&R use only)		
<u>8/09</u> Approval Date	<u>F'09</u> Effective Date (see attached)	<u>F'13</u> Date of Next Review

University Counseling Services Policy on Unit 3 Personnel Matters
October 2008
(Addendum to Section 600)

Note: The Vice President for Student Affairs serves as the Dean of the College. The faculty counselor's Personnel Action File (PAF) shall be kept in the office of the VP for Student Affairs and shall be made available to all reviewers.

I. Criteria for Making Judgments

The primary goal of the SSP-AR faculty counselor is to assist students in learning skills to improve their overall mental health, academic performance and quality of life. University Counseling Services (UCS) SSP-AR faculty counselors are to provide intake assessment and diagnosis, individual, group and crisis counseling to students. SSP-AR faculty counselors provide outreach and consultation to students, staff and faculty; train graduate level students; and engage in scholarly activities that promote their own professional growth and contribute to the advancement of knowledge in their professional discipline.

In order to meet these goals, functions and needs of the university community, the SSP-AR faculty counselor should be judged for tenure and promotion according to the following special criteria:

A. Professional Preparation

1. A UCS faculty counselor meets professional preparation expectations when he or she:

- a. Works toward and/or maintains continued professional licensing;
- b. Completes continuing professional development (updating of knowledge and skills) via formal education or attendance at continuing education workshops and seminars;
- c. Attends professional meetings or conferences.

2. The sources of information relied upon for evaluating professional preparation may include but are not limited to:

- a. Copy of license renewal;
- b. Official transcripts of formal graduate level education completed;
- c. Certificates of completion from continuing education coursework or seminars;
- d. Certificate of attendance, or registration receipt and copy of program, from professional meeting(s) or conference(s);
- e. Copy of newly acquired licensures or certifications.

B. Effectiveness in Counseling

1. Counseling Competence entails effectively performing professional counseling duties, direct and indirect clinical services, including but not limited to:

- a. Clinical Assessment and Intake Evaluation;
- b. Individual, Couple, Family or Group Counseling;
- c. Experiencing Confidence and Enjoyment of Learning (ExCEL) counseling;
- d. Crisis Intervention, Hospitalization and other Emergency Response;
- e. Mental Health Consultation and Referrals;
- f. Case Management, Documentation & Record Keeping; and
- g. Administering, Interpreting and Reporting on Psychological Assessments/Testing (when applicable).

2. A UCS faculty counselor meets Counseling Competence expectations when he or she:

- a. Maintains and demonstrates a current command of knowledge in professional counseling theory, research, practice, legal and ethical guidelines, and UCS policies and procedures;
- b. Employs a variety of therapeutic methods to effectively counsel clients with a full range of psychological issues;
- c. Utilizes sound clinical judgment and applies methods appropriate to presenting problems and needs of clients;
- d. Demonstrates cultural sensitivity and competence addressing needs of a diverse client population;
- e. Is willingly accessible and available for crisis intervention and mental health consultation;
- f. Maintains (in a timely manner) a thorough record of counseling activities for each client;

- g. Applies legal and ethical standards of the profession in executing clinical services, programming and documentation;
- h. Utilizes consultation opportunities for treatment planning, and to ensure service quality and adherence to legal and ethical mandates

3. The sources of information relied upon for evaluating counseling competence may include but are not limited to:

- a. Video/audiotape work samples evaluated by UCS colleagues;
- b. Review of clinical charts, using uniform professional standards, by UCS colleagues;
- c. Intern's evaluation of the counselor as an instructor.
- d. Summary data and reports from student (client) evaluations

A written report of the peer evaluations shall be submitted to the faculty counselor, to the chair of the Department Personnel Committee, and to the Director. The faculty counselor shall be provided with the report at least ten (10) days prior to its placement in PAF. Upon request, a faculty counselor shall be provided the opportunity to meet with the appropriate administrator regarding material to be placed in the PAF to which the faculty counselor objects. The request to meet shall be made by the faculty counselor within ten (10) days of the receipt of the report. The meeting shall take place within ten (10) days of the request by the faculty counselor. A copy of the report shall be retained in the faculty counselor's PAF.

C. Contributions to the Field of Study

A successful faculty counselor has a well-defined and focused professional agenda and has produced counseling-related accomplishments.

1. Publications

The Department adheres to the definition of scholarly publication as outlined in Section 600.

2. Equivalencies to Publication

a. In addition to the definition of publication stated in Section 600, the University Counseling Services department recognizes as equivalencies to publication contributions in any format if the following two (2) conditions are met:

- (1) It is subject to external peer review.
- (2) It is a demonstration of professional expertise in counseling or a closely related field, including the faculty member's subject specialization or special assignment.

b. Evidence of activities as indicators of contributions to the field of study in the context of equivalencies to publications may take several forms and may include but are not limited to the following:

- (1) Presenting research or scholarly papers at professional conferences/meetings which involve a peer review process for acceptance;
- (2) Presenting workshops, poster or seminars at professional conferences/meetings which involve a peer review process for acceptance;
- (3) Receiving peer reviewed external grants, awards, honors or other professional recognitions;
- (4) Creating innovative mental health brochures, manuals, articles, videotapes, power point programs, web pages, or other media;

c. The sources of information relied upon for evaluating contributions made to the field of study in the context of equivalencies to publication may include but are not limited to:

- (1) Copy of professional conference or community event program or agenda listing faculty counselor as presenter and title page of research report, scholarly paper, or workshop/seminar materials;
- (2) Copy of presentation, paper, workshop, or seminar materials from professional conference or community event or agenda;
- (3) Copy of student scholarly work (e.g., doctoral dissertations, master's theses, senior projects, etc.) showing faculty counselor's authorship and percentage of contribution;
- (4) Copy of peer reviewed external grant;
- (5) Copy of the innovative brochures, manuals, articles, videotapes, power point programs, web pages, or other media along with external peer reviewed evaluations;
- (6) Copy of peer reviewed published works;

(7) Copy of letter enlisting faculty counselor to critique, edit/review manuscripts, articles or other works for professional or scholarly journals and confirmation that the request was completed.

3. Process of Peer Review for equivalencies to publication listed in 2b4 above, in the context of contribution to the field of study involve utilizing;

- a. Criteria by which documented equivalencies will be evaluated:
 - 1. clear goals and objectives
 - 2. use of multiple documented resources
 - 3. effective presentation
 - 4. usefulness to university population
 - 5. usefulness to the counseling profession
 - 6. dissemination of the product to appropriate audiences
- b. Procedures by which the equivalency will be evaluated. For external reviews of equivalencies, a mutually agreed upon reviewer by the candidate and the DPC will be determined. If agreement cannot be reached, the candidate and the DPC will each select one reviewer. The external reviewer shall be:
 - 1. counselors or academic faculty at other institutions of higher education
 - 2. recognized and qualified professionals from professional counseling organizations

4. Contributions to the field of study not considered a publication or equivalency to publication include but are not limited to the following:

- a. Producing critiques of, or editing/reviewing manuscripts, articles or other works for professional or scholarly journals in peer reviewed publications;
- b. Contributing to student scholarly works (e.g., doctoral dissertations, master's theses, senior projects, etc.);
- c. Presentation of professional work (via workshops or seminars) to trainees, faculty counselors or counseling professionals from CSUN or the community.

D. Contributions to the University and Community

1. A UCS faculty counselor meets the expectations for contributions made to the University and community when he or she is active in one or more of the following but not limited to:

- a. Developing new programs/procedures/forms for the UCS department or Student Affairs division;
- b. Developing informational brochures or psycho-educational materials;
- c. Conducting research or program evaluation that does not lead to publication but contributes to UCS program development or service improvements;
- d. Authoring documents, reports, grant proposals, or other materials pertinent to the UCS department mission or operation;
- e. Providing training and supervision to and clinical case management for graduate level interns;
- f. Administration and training of students within UCS Peer Education programs;
- g. Participating in and serving on Faculty Governance, UCS department, Student Affairs division or University committees or advisory groups;
- h. Developing workshop, training, and/or seminar materials for outreach purposes;
- i. Presenting workshops, trainings, and/or seminars for outreach purposes;
- j. Serving as advisor or sponsor for a student group on campus;
- k. Serving as liaison to other University departments, functions or activities;
- l. Providing consultation of a professional nature to off campus entities;
- m. Providing leadership or serving on committees in professional organizations/associations;
- n. Volunteering counseling-related services to community organizations;
- o. Providing lectures, seminars or workshops to community groups;
- p. Making presentations to media such as interviews or articles in newspapers, magazines, radio or television;
- q. Providing professional development seminars or training (peer-reviewed) to counselors and interns (inside UCS and outside) on clinical issues or treatment *innovations*;
- r. Conducting research, program evaluation, or accreditation report that does not lead to publication but contributes to UCS program development or service improvements;
- s. Receiving awards, honors or other professional recognitions;
- t. Receiving internal grants.

2. The sources of information relied upon for evaluating contributions to the University and community may include but are not limited to:

- a. Copies of program descriptions, procedures, forms, informational brochures or psycho-educational materials developed;
- b. Copies of documents, reports, grant proposals, or other materials pertinent to the UCS department mission or operation (or reference to such if documents are too large);
- c. Copies of documents identifying the counselor as actively participating in a University committee or advisory group;
- d. Summary data and report from ongoing evaluations of campus outreach presentations;
- e. Summary data and written discussion of supervisee evaluation(s) of supervision and training;
- f. Documentation of consultation or volunteer service (e.g., contract, letter of invitation or appreciation, etc.) from community entities or organizations; or
- g. Written letters of commendation, if available, from colleagues or community members (on or off campus).
- h. Documentation from professional organization/association of leadership appointment or committee minutes reflecting the faculty counselor's service.

E. Professional and Personal Responsibilities

A UCS faculty counselor meets professional and personal responsibility expectations as set forth in Section 600.

II Transmission of Evaluation and Recommendations

The procedure for transmission of evaluations and recommendations shall be as follows:

A. The Department Personnel Committee and the Director of University Counseling Services (UCS) shall conduct independent evaluations of the faculty counselor. As per Section 600, the faculty counselor shall have ten (10) days to respond to the evaluations and/or meet with the DPC and/or director. The Chair of the Department Personnel Committee shall then transmit the Committee's recommendations (including results of final balloting) to the Director. The UCS Director forwards to the Vice President for Student Affairs his/her recommendation, along with the Professional Information File (PIF), and the evaluation made by the department committee (including the results of final balloting).

B. The Vice President for Student Affairs shall transmit all recommendations (including results of final balloting), along with his/her own, along with the Professional Information File (PIF), to the Provost and Vice President for Academic Affairs.

June 10, 2009

TO: Mark Stevens, Chair
University Counseling Sciences

FROM: 
William C. Whiting, Chair
University Personnel Planning and Review Committee (PP&R)

SUBJECT: Department Personnel Procedure Approval

The Personnel Planning and Review Committee has approved your Department Personnel Procedure submitted this academic year. The new procedure is effective beginning with the 2009-10 academic year. Attached are copies of the signed cover sheet and the approved Department personnel procedure. Please distribute the newly approved procedure to all faculty.

Please email a clean copy of the newly approved procedure in MS WORD format to Rian Medlin at rian.medlin@csun.edu, so she can place it on the Faculty Affairs website. Thank you.

WW:rm
n:persl policies - dept:approval

cc: Chair, Department Personnel Committee (w/o attachment)
Chair, College Personnel Committee (w/o attachment)
College Dean (w/o attachment)
Penelope Jennings, Associate Vice President, Faculty Affairs (w/o attachment)