

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

MDECOE

COLLEGE

DEAF STUDIES

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 underline any text that you wish to have added to your written procedures.

**RECEIVED
CSUN**

BACKGROUND INFORMATION:

DEC 12 2013

1. Are proposed changes those of College or Department procedures? (check one)
2. Date that current proposed changes were sent forward November 19, 2013
3. Department or College initiating proposed changes Deaf Studies
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 are to ensure that the current handbook is revised to be more clear and concise.
5. The proposed changes have been approved by the faculty of the College or Department . (check one)

Office of
Faculty Affairs

FOR DEPARTMENT PERSONNEL PROCEDURES:

Ellen Schneiderman 11-20-13
Chair, Department Personnel Committee Date
Barbara S. [Signature] November 19, 2013
Department Chair Date

FOR DEPARTMENT PERSONNEL PROCEDURES & COLLEGE PERSONNEL PROCEDURES:

Merrill A. Pomeroy 11/21/13
Chair, College Personnel Committee Date
Michael E. [Signature] 12/15/13
College Dean Date
Sheila [Signature] 8/26/14
Chair, Personnel Planning and Review Committee Date

(for PP&R use only)	F'14	F'18
<u>S114</u>	<u>F'17 (For changes in criteria)</u>	
Approval Date	Effective Date (see attached)	Date of Next Review

Department of Deaf Studies

POLICY HANDBOOK
Personnel Policies and Procedures

PERSONNEL POLICIES AND PROCEDURES

1. Consideration for Retention, Tenure, and Promotion

1.1. The Department Chair will provide a copy of the departmental personnel procedures to all faculty members every year within 14 days of the beginning of the academic year.

1.2. Class Visits

- A. Candidates for retention, tenure, or promotion shall notify the Department Chair and the Chair of the Personnel Committee of the class schedule, room, and appropriate dates for visit.
- B. Visits by the Department Chair or designee shall be scheduled by the Department Chair.
- C. Visits by Personnel Committee member(s) shall be scheduled by the Chair of the Personnel Committee.
- D. Class visits shall be scheduled by mutual agreement between the faculty member and the reviewer at least five working days in advance of the visit.

If the visitor is not fluent in ASL, an ASL/English interpreter who is pre-approved by the candidate shall be arranged for in advance.

- E. Visitors shall be allowed to observe but may not participate in class discussions.
- F. The visitor will write a report documenting the teaching effectiveness of the candidate.
- G. Upon receipt of the written report of the Committee member, visited candidates may request, within five days, an additional visit by a different Committee member.
- H. Reports will be distributed as follows:

Original report will be placed in the candidate's campus mailbox and otherwise made available upon request within 14 calendar days after the peer class visit. At the conclusion of the ten (10) calendar days, the report, and any response or rebuttal statement, will be placed in

the Personnel Action File and be sent to the Chair of the Department Personnel Committee and to the Department Chair.

1.3. Anonymous Student Evaluations.

- A. Anonymous student evaluations of teaching effectiveness shall be required each academic year. For probationary faculty members in their first year of service, student evaluations of at least two classes shall be administered in both fall and spring semesters. For all other faculty members, formal student evaluations shall be administered in a minimum of two classes annually.
- B. When the faculty member is not present in the room, student proctors will distribute and collect forms, seal envelope, and sign across the seal and return the envelope to the Department Office.
- C. After grades have been submitted, evaluation results are provided to the faculty member.
- D. Both the quantitative and qualitative results shall be provided to the faculty member, and copies of both shall be retained in the faculty member's Personnel Action File in the Dean's office for a minimum of five years.

1.4. Procedures for Providing Students with the Opportunity to Consult with the Department Personnel Committee

- A. The Department Chair will post the notice on the Department bulletin board advising students of the following procedures. In addition, in time for student input to be used in the review process, faculty will inform all of their classes of the procedures and provide the names of all faculty under consideration for retention, tenure, and promotion.
- B. Students may consult with the Department Personnel Committee as follows:
 - a) Schedule a date and time for meeting with the Department Personnel Committee, and meet with the Personnel Committee at the scheduled time.
 - b) Submit a written, signed statement to the Chair of the Department Personnel Committee.
 - c) The student shall be informed of the right to a hearing before the Academic Grievance and Grade Appeal Board should the student

feel that any later discriminatory action is taken because of having given the statement (see Section 600: Oral or Written Comments about Faculty).

1.5. Significant Scholarly and Creative Contributions to the Field of Study

- A. The Department recognizes as significant scholarly contributions to the field of study, peer-reviewed scholarly books and peer-reviewed articles that are published by recognized presses and journals (including peer reviewed e-journals) field of Deaf Studies within the humanities and social sciences but also within the arts, science and medicine.
- B. Peer-reviewed scholarly books and peer-reviewed articles that have been accepted for publication will count as publications for the purpose of retention, tenure, and promotion.
- C. Other Significant Scholarly and Creative contributions to the Field of Study.
 - a) All significant scholarly and creative contributions to the field of study must be subject to external peer review. When an appropriate peer review process is not inherent in the creation and/or distribution of the contribution, then the work must be subjected to a peer review process. A minimum of two external reviewers shall be appointed by mutual agreement among the faculty member, the Chair of the Department Personnel Committee, and the Department Chair after careful review of potential specialists in the field qualified to serve as reviewers. If no agreement can be reached, three reviewers shall be appointed: one chosen by the faculty member, one by the Department Personnel Committee, and one by the Department Chair. For purposes of retention, tenure and promotion, significant scholarly and creative contributions to the field of study will include any form of research that is made public through a) print, b) artistic performance, c) the media, d) externally funded proposals, e) web-based presentations, and f) digital means in signed languages. These include:
 - i. Creative Contribution: Formal artistic performance or exhibition of creative work in theaters, museums, and festivals. Special recognition will be given to venues and events of established prestige in the Deaf Community. Evaluation of creative contribution will be based on published reviews in appropriate journals or newspapers. If the contribution is not peer-reviewed, then external reviewers shall be appointed as noted above.

ii. **Media Publication:** This category includes but is not limited to professional recordings, films, videotapes, computer software, and on-line instructional packages. Evaluation of media publication will be based on published reviews in appropriate journals or newspapers. If the contribution is not peer-reviewed, then external reviewers shall be appointed as noted above.

iii. **Externally Funded Proposals:** This category considers externally funded proposals for research, training, or development grants in the field of Deaf Studies when such a proposal includes a scholarly review of the literature and encompasses the extension of an existing, or development of an original scholarly model or theory. The original proposal and the external reviews should be submitted by the candidate for consideration in the personnel process. Included are reports to external funding agencies giving results of research, training, or development work, provided that such reports are publicly available.

iv. **Web-based Presentations:** Scholarly works that have been widely disseminated and subject to peer review as noted above.

v. **Digital Means in Signed Languages:** This peer reviewed category includes, but is not limited to, critical essays in Deaf Cultural Studies, original work of signed literature, visual arts, interviews, historical sources, and documentaries

1.6. Procedures for Evaluating Contributions to the University and Community

Evaluation of contributions to the University will be based upon evidence of:

- A. Effective participation in University and College committees.
- B. Effective participation in Department committees (e.g. Personnel, Curriculum).
- C. Evaluation of community service will be based upon evidence of consistent involvement in community affairs, specifically the Deaf Community. Emphasis will be placed upon leadership and originality reflected in such involvement. Community service includes but is not restricted to:
 - a) Participation in community organizations, specifically Deaf Community organizations.

- b) Lectures delivered to parent groups, teacher groups, and other groups.
- c) Participation in Deaf-related social justice movements.
- d) Involvement and leadership within the Deaf Community for transmittal of Deaf-related knowledge and information.