

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

Michael D. Eisner College of Education

Department of Deaf Studies

COLLEGE

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

DEC 17 2018

BACKGROUND INFORMATION:

Office of
Faculty Affairs

- Are proposed changes those of College or Department procedures? (check one)
- Date that current proposed changes were sent forward November 16, 2018
- Department or College initiating proposed changes Department of Deaf Studies
- 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 is to update the procedures to reflect best practices in our field.
Section 600, Tenure track
- For Department Personnel Procedures, list the date the department faculty voted to approve the proposed changes: 10 / 05 / 2018
- For College Personnel Procedures, list the date the college faculty voted to approve the proposed changes: 10 / 05 / 2018

FOR DEPARTMENT PERSONNEL PROCEDURES: (Sign & Print Name)

Jordan Eickman [Signature] November 16, 2018
Chair, Department Personnel Committee Date

Flavia Fleischer [Signature] November 16, 2018
Department Chair Date

FOR DEPARTMENT PERSONNEL PROCEDURES & COLLEGE PERSONNEL PROCEDURES:

[Signature] 11/16/18
Chair, College Personnel Committee Date

[Signature] 12-17-18
College Dean Date

[Signature] 08/21/2019
Chair, Personnel Planning and Review Committee Date

(for PP&R use only)		
<u>08/21/2019</u>	<u>07/01/2019</u>	<u>Fall 2023</u>
Approval Date	Effective Date (see attached)	Date of Next Review

Revised 10.16

Fall 22 for changes in criteria

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 Department Personnel Committee of the class schedule, room, and appropriate dates for visit.
- B. Each candidate will be visited by the Department Chair or designee, and a member of the Department Personnel Committee. The visits by the Department Chair or designee and the Department Personnel Committee can overlap in that they can occur during the same class at the same time.
- C. Visits by the Department Chair and the Department Personnel Committee member for each candidate shall be scheduled by mutual agreement between the candidate and the visitor 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. Interpreting services will be arranged through the department.

- 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. The report will follow the department class visit template.
- G. Reports will be distributed as follows:

A copy of the report will be placed in the candidate's campus mailbox by the visitor and otherwise made available upon request within 14 calendar days after the peer class visit. Ten calendar days later, 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. Student evaluations will follow the university's procedures for administering on-line evaluations.
- C. After grades have been submitted, evaluation results are provided to the faculty member through the university's procedures for administering on-line evaluations.
- D. Both the quantitative and qualitative results shall be electronically 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 or the Chair of the Department Personnel Committee, working with the Department's Administrative Support Coordinator, will post a notice on the Department bulletin board advising students of the following procedures.

The Department's Administrative Support Coordinator shall e-mail all students the procedures and provide the names of all faculty members under consideration for retention, tenure, and promotion.

- B. Students may consult with the Department Personnel Committee as follows:
 - a) Electronically submit a written or signed (video) statement to the Chair of the Department Personnel Committee.
 - b) The Department Personnel Committee will follow Sections 613.2-613.5 (regarding Oral and Written Comments about Faculty) in determining whether any statements are deemed sufficiently substantive to affect personnel action and then handling such statements.

This includes informing the student 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 613.5).

- c) The time window for such statements to be submitted shall be no more than five working days after the notice is posted and emailed. When a campus holiday occurs, the time window is extended accordingly to ensure including five working days.

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) in the 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 peer review to be accepted as a peer-reviewed contribution to the field of study for the purposes of retention, tenure, and promotion. When an appropriate peer review process is not inherent in the creation or distribution of the contribution, then the work must be subjected to a peer review process. In this event, the faculty member will e-mail the Chair of the Department Personnel Committee and the Department Chair to request peer-review of a specific scholarly or creative contribution.

A minimum of two peer-reviewers external to CSUN 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, two reviewers shall be appointed: one chosen by the faculty member and one by the Chair of the Department Personnel Committee with consultation from the Department Chair.

Due to the wide and specialized experience of deaf community members in a variety of situations, qualified evaluators can be expected to be selected from a diverse pool of qualifications. Candidates can be expected from academic, industrial, community environments and other areas of expertise.

The Chair of the Department Personnel Committee or the Department Chair will contact the agreed upon peer reviewers to arrange for their reviews to take place. When each review is complete, the reviewer shall provide two signed copies of the review electronically or via mail, one to the candidate and the other to either the Chair of the Department Personnel Committee or the

Department Chair, whoever is the Department's point of contact with that particular reviewer.

Candidates have the right to rebut reviews within 10 calendar days of receiving the review. This allows time for any error or misunderstanding within the review to be corrected, with the awareness and agreement of the candidate, the reviewer, and either the Chair of the Department Personnel Committee or the Department Chair, whoever is the Department's point of contact with the reviewer. If necessary, a corrected review will be sent to the appropriate parties. At the conclusion of 10 calendar days, the review, and any response or rebuttal statement, will be placed in the Personnel Action File.

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 or artistic performance, b) media publication, and c) conference presentations, and d) web-based presentations and digital means in signed languages. These include:

i. Print or Artistic Performances: Formal artistic performance or exhibition of creative work in theaters, museums, and festivals. This category also includes curating an exhibition of artifacts (art, historical items, photography, etc.) related to the field of Deaf Studies.

Evaluation of creative contribution can be based on published reviews in appropriate journals or newspapers, or peer-reviewed following the procedures outlined above, with the understanding that the peer-reviewers will be chosen from among those present at a performance or visiting the exhibition.

ii. Media Publication: This category includes but is not limited to professional recordings, films, DVDs, videotapes, computer software, and on-line instructional packages. Evaluation of media publication can be based on published reviews in appropriate journals or newspapers, or peer-reviewed following the procedures outlined above.

iii. Conference Presentations: Presentations given at academic and professional conferences is one of the major forms of dissemination of research in the field and is extremely important to our field as visual means of disseminating research is primary.

iiii. Web-based Presentations and Digital Means in Signed Languages: The Department greatly values the dissemination of research, scholarly work, creative contributions and other information through signed languages to the Deaf community. This greatly increases the Deaf community's access to these works. Thus, delivering these types of works in a signed language is particularly encouraged.

Scholarly works (i.e., live, live-streamed, or on-line presentations, academic research articles in signed language, etc.) in this category include those that have been filmed and made publicly available on-line.

This category also includes, but is not limited to, critical essays in Deaf Cultural Studies, original work of signed literature, visual arts, interviews, historical sources, documentaries, and DVDs.

The contributions outlined in this section shall be peer-reviewed following the procedures outlined above.

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 committees. Other University-level contributions that can be recognized as effective participation on the appropriate level include, but are not limited to:
 - Cross-college or cross-unit collaboration
 - Work on projects providing service to the University or supporting University goals
 - Advisement of university-affiliated student organizations and groups

- B. Effective participation in College and Department committees (e.g. Personnel, Curriculum). Other College-level or Department-level contributions that can be recognized as effective participation on the appropriate level include, but are not limited to:
 - Organizing conferences, lecture series, and other College or Department events
 - Advisement of college or department-affiliated student organizations and groups
 - Cross-department collaboration
 - Work on projects providing service to the College or Department or supporting College or Department goals

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.