

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

Education  
COLLEGE

ELPS  
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.

**RECEIVED  
CSUN**

**BACKGROUND INFORMATION:**

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

DEC 15 2014

2. Date that current proposed changes were sent forward 11/12/14

Office of  
Faculty Affairs

3. Department or College initiating proposed changes ELPS

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").

The proposed changes were initiated by the Department faculty to strengthen the existing promotion criteria from assistant to associate professor and to full professor. Also, these changes support building a doctoral culture in the department.

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

**FOR DEPARTMENT PERSONNEL PROCEDURES:**

[Signature]  
Chair, Department Personnel Committee

11/12/14  
Date

[Signature]  
Department Chair

11/12/14  
Date

**FOR DEPARTMENT PERSONNEL PROCEDURES & COLLEGE PERSONNEL PROCEDURES:**

[Signature]  
Chair, College Personnel Committee

4/14/14  
Date

[Signature]  
College Dean

12/15/14  
Date

[Signature]  
Chair, Personnel Planning and Review Committee

8/19/15  
Date

(for PP&R use only)		
<u>SPIS</u>	<u>Fall 15</u>	<u>Fall 19</u>
Approval Date	Effective Date (see attached)	Date of Next Review

# ELPS Department

## PERSONNEL PROCEDURES

Adopted October 2014

DEPARTMENT OF EDUCATIONAL LEADERSHIP AND POLICY STUDIES

PERSONNEL PROCEDURES

I. DEPARTMENTAL PROCEDURES

300 PERSONNEL POLICIES AND PROCEDURES

300.1 Selection of Department Personnel Committee

300.1.1 Each year the Department shall elect three tenured faculty members of senior rank to serve on the Department Personnel Committee. In the event that an adequate number of eligible tenured faculty members of senior rank are not available within the Department, tenured faculty members from other departments may be elected to serve on the Committee.

300.1.2 Members of the Department Personnel Committee will coordinate Peer Review activities.

301 Consideration for Retention, Tenure, and Promotion

301.1 The Department Chair shall distribute a copy of approved procedures to all faculty members in the Department.

301.1.2 Class Visits

- A. Candidates for retention, tenure and/or promotion shall notify the Chair of the Department Personnel Committee of the class schedule, room and appropriate dates for the class visit. Notification shall be on or before October 15.
- B. Visits by the Department Chair or designee shall be scheduled by the Department Chair.
- C. Visits by Department Personnel Committee member shall be scheduled by the Chair of the Department Personnel Committee.
- D. Candidates will be notified at least five (5) days in advance of a mutually agreed upon date visit by a member of the Department Personnel Committee or by the Department Chair.
- E. Visitors shall observe. They shall not participate in class discussions.

- F. Written reports will consider the criteria encompassed by the teaching evaluation form currently accepted for use by the Department. Written reports need to be submitted to the visited candidate within 14 calendar days.
- G. Upon receipt of the written report from the Committee Member or designee, visited Candidates may request, within five days, an additional visit by a different Committee Member.
- H. Reports will be distributed as follows:

A written report of the class visit shall be placed in the candidate's campus mailbox and otherwise made available upon request within 14 calendar days after the peer class visit. The candidate may request a meeting to discuss the report, to be held within ten (10) calendar days after the written report is placed in the candidate's campus mailbox. The candidate may also submit a rebuttal statement or response in writing within the ten (10) calendar days. 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. A copy of the report shall be retained in the candidate's Personnel Action File for a period of five years.

- 301.2 Anonymous student evaluations of teaching effectiveness shall be collected at least twice each academic year. For probationary faculty members in their first year of service, such evaluations shall be administered in at least two classes for both Fall and Spring semesters..
- 301.3 Procedures for Providing Students with the Opportunity to Consult with the Department Personnel Committee
  - 301.3.1 The Department Chair will post a notice on the Department bulletin board advising students of faculty under consideration for retention, tenure, and promotion and the time and location when the Department Personnel Committee will be available for consultation.
  - 301.3.2 Students may consult with the Department Chair or with the Department Personnel Committee as follows:
    - A. Students may meet with the Department Chair and/or Personnel Committee at the scheduled time.
    - B. Students may request an opportunity to meet outside of scheduled times.
    - C. Students may submit a written, signed statement of their views to the Department Chair and/or to the Department Personnel Committee.

Written & signed information, with student ID number, submitted by students will be placed in the Personnel Action File and may be considered in the RTP process.

#### 301.4 Significant Scholarly and Creative Contributions

##### 301.4.1 Definition of Significant Scholarly and Creative Contributions.

###### Category A:

Peer-reviewed scholarly books and book chapters; Peer-reviewed Scholarly articles and reviews that appear in scholarly or nationally recognized journals: 1) devoted to candidate's academic discipline or closely related field; and 2) devoted to pedagogical K-12 or higher education research.

###### Category B:

The following are considered significant contributions to the field of study, subject to an external peer review process:

(a) Externally peer-reviewed funded proposals or reports of research, training, or development grants when such a proposal or report includes a substantive scholarly review of the literature and encompasses the extension of an existing, or development of an original scholarly model or theory.

(b) Documentation of scholarly activities in K-12 or higher education such as policy reports, curriculum reviews, or program evaluations that include a substantive scholarly review of the literature and encompasses the extension of an existing, or development of an original scholarly model or theory. This document must be accompanied with a letter of support from a recognized educational authority or organization indicating the impact of the work.

301.4.2 For tenure the expectation is a minimum of 3 significant contributions to the field of study, at least 2 of which are from Category A in 301.4.1. The remaining significant contribution may be from Category A or B of the list in 301.4.1.

For promotion to full professor the expectation is a minimum of two significant contributions to the field of study, at least 1 of which is of a type listed in Category A in 301.4.1. The remaining significant contribution to the field may be of the type listed in Category A or B of the list in 301.4.1.

301.4.3 Criteria by which significant scholarly and creative contributions in Category B will be evaluated.

- a) clear goals and objectives

- b) adequate preparation
- c) appropriate methods of inquiry
- d) use of multiple data sources
- e) important results
- f) effective presentation
- g) reflective critiques and recommendations for further study or application
- h) effective documentation in written or electronic format
- i) dissemination of the product to appropriate audiences by means such as the following: journals in the field, newsletters, ERIC, a web page, juried conference publications and/or proceedings, school district document such as handbooks or curriculum guides, newspaper columns, grant applications

#### 301.4.4

Contributions to the field of study which do not include an external peer review process must be subjected to peer review. At least three reviewers will be selected from the list below by the Department Chair in consultation with the Department Personnel Committee. At least one of the reviewers must be a tenure/tenure track faculty member in the field at a CSU(not including CSUN), or other accredited university. Each reviewer will submit a review of the work using the criteria in 301.4.3.

- a) external peer review by scholars at other accredited institutions of higher education and
- b) external peer review by members of the ELPS Advisory Committee(with earned doctorates), which is made up of practicing school administrators and policy makers from the community in our service area, and/or
- c) external peer review by professional administrators serving as mentors for the Professional Administrative Services Credential Program; these mentors are carefully screened and selected as required by the State Commission on Teacher Credentialing, and/or

- d) external peer review by recognized and qualified professionals from organizations such as the Association of California School Administrators, and/or
- e) external peer professional review by professional administrators of schools encompassing grades K-12 other than the recipients of the products of such scholarly work, but with similar characteristics as those who have directly benefited from such a project.