

**COVER SHEET FOR PROPOSED CHANGES TO DEPARTMENT/COLLEGE
PERSONNEL PROCEDURES
SECTION 600 (RETENTION, TENURE, AND PROMOTION)**

CHHD
COLLEGE

Env/Occup Health
DEPARTMENT

In order to facilitate a complete and expeditious review by the Personnel Planning and Review Committee (PP&R) of the changes 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 coversheet for the written material you submit to PP&R. The Department and College Committees are responsible for ensuring that the proposed procedures are consistent with Section 600 or Section 700, and with the Collective Bargaining Agreement.

FORMAT: *A complete Word version of your existing procedures is required as the starting point for the proposed revisions. Any proposed changes to your existing procedures must be indicated using the Track Changes feature of Word. The personnel procedures and a cover sheet are required to be submitted even if there are no proposed changes.*



BACKGROUND INFORMATION:

- CHECK ONE:** Check the level the proposed personnel procedures are for: College level Department level
- Date that current proposed changes were sent forward November 5, 2021
- For Department Personnel Procedures:**
 - Indicate the date the department faculty voted to approve the proposed changes: November 4, 2021
 - Indicate the date the CPC voted to approve the proposed changes: November 11, 2021
- For College Personnel Procedures:**
 - Indicate the date the college faculty voted to approve the proposed changes: _____
- (Optional) Briefly state the rationale for your proposed changes:** _____



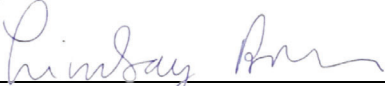
Please email the following to Faculty Affairs email at faculty.affairs@csun.edu:

- WORD DOCUMENT WITH TRACKED CHANGES showing revisions to the personnel procedures**
- Signed cover sheet in PDF format.**

FOR DEPARTMENT PERSONNEL PROCEDURES: (Sign & Print Name)

	November 5, 2021
Chair, Department Personnel Committee	Date
	November 5, 2021
Department Chair	Date

FOR DEPARTMENT PERSONNEL PROCEDURES OR COLLEGE PERSONNEL PROCEDURES: (Sign & Print Name)

	Chris Bolsmann December 10, 2021
Chair, College Personnel Committee	Date
	<u>December 10, 2021</u>
College Dean	Date
	May 25, 2022
Chair, Personnel Planning and Review Committee	Date

<i>(for PP&R use only)</i>		
SP 2022	FA 2022 FA 2025 (for changes in criteria)	FA 2026
Approval Date	Effective Date (see attached)	Date of Next Review

DEPARTMENT of ENVIRONMENTAL and OCCUPATIONAL HEALTH
PERSONNEL POLICIES and PROCEDURES

Revised April 8, 2022

I. Teaching Effectiveness and Direct Instructional Contributions

A. Procedures for Class Visits

1. Class visits. The Department Personnel Committee (DPC) and Department Chair (Chair), in consultation with the candidates, will determine mutually agreeable dates for class visits at least five calendar days in advance. Two members of the DPC (or designees) and the Chair (or designee) shall visit a class and/or review all course materials (e.g. the course syllabus and the learning management system or its equivalent), as appropriate for the course modality, for all tenure-track faculty members under consideration for retention, tenure and/or promotion at least once during the academic year.
2. Candidates may request an additional visit by a representative from the DPC. An additional visit/evaluation will be in addition to, not a replacement for, an original visit/evaluation.
3. The evaluator, working with the candidate, will schedule a meeting to discuss the evaluation of teaching prior to delivering a written report of the evaluation and within ten calendar days after the class visit. The written report of the evaluation will use the approved department form and will be delivered by email and to the campus mailbox of the evaluated faculty member no later than fourteen calendar days after the class visit. The candidate may request a meeting to discuss the report, to be held within ten calendar days after the written report is delivered to the candidate. The candidate may also submit a rebuttal statement or response in writing within the ten calendar days. At the conclusion of the ten 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 DPC and to the Department Chair. A copy of the report shall be retained in the candidate's Personnel Action File for a minimum of five years.

B. Procedures for collecting, processing, and interpreting written student evaluations of teaching effectiveness.

The student evaluation of instruction instrument (SEI) adopted by the Department is to be administered to at least two classes (except internship, seminars, and Graduate Comprehensive Exam) of all tenure-track faculty members during the academic year.

For probationary tenure-track faculty members, SEFs shall be administered for a minimum of two classes (except internship, seminars, and Graduate Comprehensive Exam) in the Fall semester and two classes in the Spring semester. Evaluations will be anonymous and will be identified by course and by section only. The department chair will provide each faculty member a copy of the student evaluations and place a copy in the faculty member's PAF.

C. Procedures for student consultation.

1. This process shall be handled in accordance with Section 600 of the CSUN Administrative Manual.
2. Faculty members have the right to review and respond to written statements in accordance with Section 600 of the CSUN Administrative Manual.

II. Contributions to the Field of Study

A. The DPC shall review the candidate's portfolio of publications and research activity to determine a pattern of scholarship that indicates the potential for continued scholarly and creative contribution.

B. Definition of Publication

1. All publications must be scrutinized using the University Library's Predatory Publishing guide https://libguides.csun.edu/predatory_publishing to determine whether an article has been published in a peer-reviewed and non-predatory journal.
2. Each candidate must clearly state the percent and nature of their contribution to any piece of scholarly work with multiple authors (3+). Candidates may use the "PIF Co-authorship Disclosure Form" that is posted on the HHD website for this purpose. <https://www.csun.edu/sites/default/files/2020%20HHD%20PIF%20PAF%20Authorship%20Disclosure%20Form.docx>.
3. A peer-reviewed published scholarly book or monograph.

C. Definition of Other Significant Scholarly and Creative Contributions

While the Department emphasizes the preference for peer-reviewed journal articles, the following Significant Scholarly and Creative Contributions may be considered on a case-by-case basis:

1. A chapter in a peer-reviewed published book or monograph

2. Principal Investigator or Co-Principal Investigator on an external funded grant application.
3. Professional Symposia or Workshops. While the Department emphasizes the preference for peer-reviewed journal articles, in addition to the other acceptable contributions listed in 11.C, the Department recognizes the scholarly work required to organize and direct academic symposia or workshops. Significant scholarly and creative contributions will therefore include the work as Director or organizer of no less than four (4) separate one-day (or more) academic/professional symposia or workshops including the publication of proceedings of the symposia or workshop.
4. A scholarly white paper published by a professional organization.

D. Publication and Scholarly Achievement Requirements

1. The candidate should demonstrate continued growth as a recognized scholar and contributor to their field of study.
2. The requirement of one publication (or Significant Scholarly and Creative Contribution) for advancement to the rank of Associate Professor refers to publication since appointment to the rank of Assistant Professor whether the candidate is also being considered for tenure.
3. At least two publications (or Significant Scholarly and Creative Contributions) are required for advancement to the rank of Professor whether the candidate is also being considered for tenure. This requirement refers to publications (or Significant Scholarly and Creative Contribution) accepted since appointment or promotion to Associate Professor. A given publication cannot be counted for promotion to both Associate Professor and Professor.
4. Reviews of books and monographs, and editorial service for a professional/scholarly journal are not considered publications or significant scholarly creative contributions. These activities should be listed under professional contributions.
5. A co-author of a two-author publication shall receive the same credit for a publication of a two-author publication as a single author does. When citing co-authored or multi-authored publications, include a statement that explains the level and nature of the candidate's contribution to that publication. Appropriate documentation of the contribution statement will be determined by the DPC with input from the candidate.

6. The candidate shall describe the peer review process by which material was evaluated and accepted for each significant scholarly or creative contribution.
7. Publications should relate to the author's field of professional expertise and competence.
8. Revision of previously published materials shall not be counted as a publication.

III. Contributions to the University and Community

A. Clarification of the term "Community Service"

Community Service involves contributions of unpaid "services" to community agencies and organizations that draw upon the academic expertise and professional competence of the candidate.

IV. Miscellaneous Policies and Procedures

- A. Each candidate for retention, tenure and promotion shall be reviewed in accordance with the Provisions in Section 600 of the Administrative Manual.
- B. The DPC shall consist of three faculty members of senior rank, elected by all department tenured and tenure-track faculty with a ballot which contains the names of all eligible tenured Associate Professors and Professors. If there is not a sufficient number of faculty members of senior rank available within the EOH Department, then faculty from closely related departments will be elected to serve, in accordance with Section 600.
- C. In addition to the peer review evaluation process, the focus of the DPC will be one of mentoring probationary faculty. This mentoring will include but not be limited to the development of the faculty's PIF (Professional Information File), class visit reviews, selection of pertinent materials for review and general information about the process of peer review.
- D. Preparation
 1. The DPC shall adopt a calendar by which the retention, tenure and promotion process can be implemented in order to meet the dates set by Section 600.
 2. The Department shall provide these personnel procedures to all Department faculty members for their information as provided for in section 600.
- E. Evaluation of academic responsibility areas: Professional Preparation; Teaching Effectiveness and Direct Instructional Contributions; Contributions to the Field of Study; Contributions to the University and Community; and Professional Responsibilities.

1. The Chair and DPC members shall review the candidate's Personnel Action File (PAF) as well as supportive materials provided by the candidate in the Professional Information File (PIF).
2. Consultation with tenured colleagues within the Department will take place whenever possible.
3. Prior to submitting its recommendation, the DPC will invite each candidate under consideration to meet with the Committee to elaborate upon material in the candidate's Personnel Action File and Professional Information File, or to answer questions that may exist. The focus of the presentation and questions shall be the criteria as outlined in Section 600.