

COVER SHEET FOR PROPOSED CHANGES TO DEPARTMENT/COLLEGE

PERSONNEL PROCEDURES

Eisner - Education

Ed Psych & Counseling

COLLEGE

(PLEASE CLICK "CLEAR FORM" BUTTON AFTER USE! THANK YOU!)

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. Separate signed coversheets are required for Tenure Track Procedures (Section 600) and Lecturer/Part-Time/Temporary Procedures (Section 700).

BACKGROUND INFORMATION:

- 1. CHECK ONE: Are proposed changes those of College [X] or Department [] procedures?
2. CHECK ONE: Are proposed procedures Tenure Track (Section 600) [X] or Lecturer/Part-Time/Temporary (Section 700) []
3. Date that current proposed changes were sent forward see below - today is 12/9/19
4. For Department Personnel Procedures:
a. Indicate the date the department faculty voted to approve the proposed changes: Nov 5, 2019
b. Indicate the date the CPC voted to approve the proposed changes: Nov 18, 2019
5. For College Personnel Procedures:
a. Indicate the date the college faculty voted to approve the proposed changes: Nov 18, 2019
6. (Optional) Briefly state the rationale for your proposed changes:

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

- 1. WORD DOCUMENT WITH TRACKED CHANGES showing revisions to the personnel procedures
2. Signed Cover Sheet in PDF format

FOR DEPARTMENT PERSONNEL PROCEDURES: (Sign & Print Name)

Carrie Potastepi - Jern 12/3/19
Chair, Department Personnel Committee Date

Albert West 12/3/2019
Department Chair Date

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

[Signature] 12-3-19
Chair, College Personnel Committee Date

[Signature] 12-3-19
College Dean Date

[Signature] 6/11/20
Chair, Personnel Planning and Review Committee Date

Table with 3 columns: Approval Date (Spring 2020), Effective Date (see attached) (Fall 2020, Fall 2023 For Changes in Criteria), Date of Next Review (Fall 2024)

DEPARTMENT OF EDUCATIONAL PSYCHOLOGY AND COUNSELING

PERSONNEL POLICIES AND PROCEDURES

All Department personnel policies and procedures are intended to be consistent with and supplemental to Section 600 of the Administrative Manual. Wherever an inconsistency may exist, the Section 600 requirements will apply.

200 DEPARTMENT PERSONNEL POLICIES AND PROCEDURES

200.1 DEPARTMENT PERSONNEL COMMITTEE (DPC)

The Department shall elect three or five tenured members to the DPC. If five or more full-time tenured faculty of senior rank are eligible to serve, then five members are to be elected to the committee. Each member shall serve two years. Terms will be staggered. Elections will take place at the first department meeting of the academic year. Nominations of eligible full-time faculty members shall be made at the department meeting at the beginning of the academic year.

200.1.1 Election of Chair of the DPC

Committee members shall elect the chair of the DPC. The chair shall provide leadership to the committee in accomplishing the responsibilities assigned.

200.1.2 Responsibilities of the DPC

- A. The DPC shall organize and implement procedures for the evaluation of faculty regarding professional preparation, teaching effectiveness and direct instructional contributions, contributions to the field of study, contributions to the university and the community, and professional responsibilities.
 1. The DPC shall arrange and/or coordinate class visits and recommendations on matters of retention, tenure, and/or promotion.
 2. The DPC shall establish timely dates for submission of the Professional Information File and inform all department faculty of the file submission date.
 3. Each year the DPC will interview faculty members eligible for retention, tenure, and/or promotion for the purpose of consultation.
 4. The DPC will organize and implement teaching evaluations of full and part-time faculty where required including the development and revision of teaching evaluation forms, class observation forms and the development and revision of policies and procedures for teaching evaluations.

5. The DPC will evaluate faculty members coming up for retention, tenure, and/or promotion through review of professional preparation, teaching effectiveness and instructional contributions, contributions to the field, the university and the community and professional and personal responsibility.
- B. Every five years, the DPC will submit to the department and subsequently to the College Personnel Committee and the University Personnel Planning and Review Committee, its policies and procedures that will include, but not be limited to:
1. Criteria for retention, tenure, and/or promotion
 2. Procedures for evaluating teaching effectiveness including:
 - (a) Conducting class visits
 - (b) Collecting, processing and interpreting written student evaluations

200.2 CONSIDERATION FOR RETENTION, TENURE, AND/OR PROMOTION

200.2.1 Distribution of Personnel Procedures

The Department Chair will provide a copy of the Department Personnel Procedures to all faculty members no later than 14 calendar days after the first day of instruction of the academic term.

200.2.2 Class Visits

- A. The Department Chair will notify the Chair of the DPC of faculty candidates for retention, tenure, and/or promotion who require teaching observation. Notification shall be no later than 14 calendar days after the first day of instruction of the academic term.
- B. Class visits shall be made by the Department Chair and at least one member of the Department Personnel Committee or their designees.
- C. Visits by the Department Chair or designee will be scheduled in consultation with the DPC.
- D. Scheduling of a class visit will be made by mutual agreement between faculty member and the observer. Faculty members will be notified at least 14 calendar days in advance of an observer visit.
- E. Visitors will observe. They will not participate in class discussions or activities.
- F. Written reports will consider the criteria included in the Teaching Evaluation Form and form currently accepted for use by the Department.
- G. Reports will be distributed as follows:

The Department Chair will be responsible for placing in the faculty mailbox and mailing to the home address by U.S. mail the original report to the candidate 14 calendar days after the initial observation, and, after allowing 10 calendar days for a written response by the faculty under observation, copies will be provided to the Chair of the DPC and to the College of Education for inclusion in the candidate's Personnel Action File.

- H. Upon distribution of the written report of the Department Chair or designee, visited candidates may provide a written response to the report within 10 calendar days.

200.2.3 Student Evaluations of Teaching Effectiveness

Anonymous student evaluations of teaching effectiveness for all faculty shall be collected for all classes taught during the fall, spring, and summer semesters. The evaluations are administered through the on-line system of Student Evaluation of Faculty (SEF) developed by the University (www.csun.edu/SEF). To maximize a high return rate, faculty are encouraged to provide time during their classes for students to complete the on-line evaluation during the window of time outlined by the University. The Department Chair will review SEFs and consult with the faculty member. All SEFs will be placed in the PAF of the faculty member.

200.2.4 Procedures for Student Consultation

1. The Department Chair will post, no later than the eighth week of the Fall semester, a notice on the Department's website, and a written notice in a prominent place inside the Department office, and in the hallway on the student bulletin board. Such notices will inform students of faculty members under consideration for retention, tenure, and/or promotion and procedures for providing information and/or consultation to the Department Chair and the DPC.

An example notice follows:

STUDENT INVOLVEMENT IN PERSONNEL MATTERS

The Personnel Committee of the Department of Educational Psychology and Counseling will be considering faculty for retention, tenure and/or promotion at its meeting in January/February. Any student who wishes to consult with the Personnel Committee may do so in written form or make an appointment by contacting the Department staff.

In cooperation with the Chair of the Department Personnel Committee, the Department Chair arranges the time and place of the committee meeting for the purpose of hearing students.

If a student wishes to provide information regarding a faculty member, the provisions of Section 600 of the Administrative Manual will be followed.

200.2.5 Contributions to the Field of Study

The EPC Department recognizes a variety of scholarship and creative scholarly activities as part of an overall comprehensive program of scholarship. Faculty should begin this process early in their career and allow ample time (years) for publications to be accepted. All co-authored work requires a description of the specific contributions by the faculty member. As part of establishing an ongoing program of scholarship, a minimum of three (3) contributions from the sections below to the field of study are required for tenure and promotion to the rank of Associate Professor. A minimum of two (2) publications are required from Section A, Peer-reviewed Publications. For promotion to the rank of Professor, candidates must demonstrate at least four (4) significant scholarly contributions (taken from A, B, and/or C below) through a consistent, coordinated program of scholarship, leadership, and pioneering works in the field that are externally recognized.

Candidates must disclose any fees required for publication. For example when publishers require authors to pay for the costs of printing up front as a condition of publication (as is common among open-source journals) it must be made known.

A. Peer-reviewed Publications: The following criteria clarify the definition of publication and shall be acceptable evidence of publication:

Scholarly articles published in a recognized peer-reviewed journal or a letter of acceptance from such a journal with a draft of the submitted article. Additionally, scholarly books or book chapters with documented peer review coordinated by the publisher. Peer review is defined as a review process that includes two or more external academic reviewers organized by the publisher/editor of the work.

B. Creative Scholarly Activities Not Requiring Additional External Peer Review:

The following are creative scholarly works and activities that are valued as forms of contributions to the field of study that do not require external peer review because peer-review is embedded within their contexts.

1. Primary author of National and State Accreditation self-study or reports.
2. Author of a funded or renewed grant proposal to either a government agency or an agency that advances the work of Educational Psychology and Counseling.
3. Author of a national association position statement or paper when officially accepted and published by a national professional organization requiring a justification in written format approved by DPC and Department Chair.

C. Creative Scholarly Activities Requiring Peer Review: The following are examples of creative scholarly works and activities that are valued as forms of contributions to the field of study. These creative, scholarly activities must be externally peer reviewed. To be considered as “peer reviewed,” the candidate must follow the peer review procedures in Section D.

1. Scholarly books or book chapters: A book, book chapter, or monograph published by a professional association or a recognized publisher of scholarly works.
2. A textbook or trade book published by a professional association or a recognized publisher of university-level textbooks.
3. Significant contributor to published anthologies, professional study reports, and Educational Resources Information Center (ERIC).
4. Author of materials or resources (e.g., videos, online modules) accepted for educational/commercial use.
5. Manuals, handbooks, workbooks, curriculum guides, or interventions with a target audience of youth, parents, families, teachers and other professions in the educational psychology, family therapy, or counseling field.
6. Educational media that are distributed through well-recognized scholarly or professional channels such as a computer software program, streaming internet videos, podcasts, or other audio-video media.
7. Translation of major work(s), which includes a published written introduction or explanation within the work that addresses the contextual and historical aspects, and encompasses a conceptual change, understanding, and expression from the original scholarly work(s).
8. Author of a published White Paper that facilitates the translation of research to practical applications that enhance the theories and practices associated with educational psychology, family therapy, and counseling.
9. Scholarly books or book chapters without documented peer review from publisher.

D. External Peer Review Procedures:

1. The candidate will begin the external review process 6-9 months before the PIF is due. Three to five potential external review members will be identified by the candidate. In consultation with the Department Chair and DPC, three reviewers will be selected based on a brief statement of that potential reviewers’ expertise and relevance to the specific

scholarly work, including contact information. The reviewers will be selected by mutual agreement of the candidate, DPC and Department Chair. In cases where mutual agreement cannot be reached, then the Department Chair, DPC member, and the candidate will each select one reviewer. External reviewers cannot be from the Department of Educational Psychology and Counseling. Qualifications include faculty and may include professionals in administrative roles or leaders in accredited agencies related to the topic.

2. The Department Chair will maintain and revise as needed (a) the standard letter of invitation and (b) External Review of Scholarly Work Rubric, which must be approved by the Department Faculty with each revision.
3. Preparation by Candidate: Candidates are required to submit the work to the Department Personnel Committee and Department Chair. Electronic copies are highly desirable when available. An abstract of the work is also required because it will be part of the invitation to review the work. The Department Chair will forward the work to the reviewers.

Procedures for peer review of scholarly and creative activities will be evaluated carefully by three external reviewers as specified below:

Each external reviewer will provide a written evaluation of the work, based on the criteria of the respective National Standards. Five main domains will be assessed: demonstrates a high level of scholarship, fills an important gap in the field, provides benefit to the intended audience, uses appropriate methodologies, and applies current literature.

At least two external reviewers must be from an institution of higher education. The other reviewer may be:

- A. A member of the Advisory Committee for a department program made up of practicing professionals in the pertinent field of study and policy makers from the community; or
- B. A professional counselor, educator, school counselor, school psychologist or administrator serving as mentors for the professional pupil personnel services credential programs; these mentors are carefully screened and selected as required by the State Commission on Teacher Credentialing; or
- C. A recognized and qualified professional counselor, school psychologist, program evaluator, and/or early childhood educator serving as fieldwork supervisors. This includes those with a Marriage and Family Therapist license, or the following national professional certifications:

EPC Personnel Policies

4-2-2020 FINAL DRAFT

Nationally Certified Counselor, Nationally Certified Career Counselor, Nationally Certified School Counselor, Nationally Certified Substance Abuse Counselor, Nationally Certified School Psychologist, Licensed Professional Clinical Counselor, Licensed Educational Psychologist or Master Career Counselor; or specialized Early Childhood Educator with demonstrated expertise in the field.

- D. A recognized and qualified professional from national organizations such as the American Counseling Association, American Psychological Association, American Association for Marriage and Family Therapy, National Career Development Association, National Association of School Psychologists, American Education Research Association, American School Counselor Association, American Association of Counselor Education and Supervision, the National Association for the Education of Young Children, and the Society for Research in Child Development, or equivalent national professional organization.
- E. A member of educational institutions who hold doctoral degrees other than the recipients of the products of such scholarly work, but with similar characteristics as those who have directly benefitted from such a project.

Responsibility to External Peer Reviewers

The Department Chair will provide the Department approved External review materials to the Reviewer. This includes (a) the invitation to review and (b) the abstract of the work provided by the Candidate. If the Reviewer agrees, (c) the material under review and (d) the External Review of Scholarly Work Rubric will be provided. Information gathered will be sent (via secure link) to the Department Chair to preserve the specific identity of the reviewer. Because an in-depth review is required for external peer review, faculty should allow 6-9 months for this process.