

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

DN COBAE
COLLEGE

Economics
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.

BACKGROUND INFORMATION:

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

2. Date that current proposed changes were sent forward 4/5/16

3. Department or College initiating proposed changes Economics

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").

Changes initiated by Department to be in compliance with current Faculty Contract, section 600, and Nazarian College procedures and policies.

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

FOR DEPARTMENT PERSONNEL PROCEDURES:

Glen Whitman 4/5/16
Chair, Department Personnel Committee Date

Nancy V. As 4/14/16
Department Chair Date

FOR DEPARTMENT PERSONNEL PROCEDURES & COLLEGE PERSONNEL PROCEDURES:

Jon Nadenichek 4/18/16
Chair, College Personnel Committee Date

Kenneth Lord 4/15/16
College Dean Date

[Signature] 8/30/16
Chair, Personnel Planning and Review Committee Date

(for PP&R use only)	F'16	
<u>S'16</u>	<u>F'19 (For changes in criteria)</u>	<u>F'20</u>
Approval Date	Effective Date (see attached)	Date of Next Review

RECEIVED
CSUN
APR 20 2016
Office of
Faculty Affairs

Handwritten scribbles and lines at the top left of the page.

Handwritten scribbles at the top right of the page.

Handwritten scribbles in the upper middle section.

Handwritten scribbles in the middle left section.

Handwritten scribbles in the middle left section, below the previous one.

Handwritten scribbles in the middle right section.

Handwritten scribbles in the middle right section.

Handwritten scribbles in the middle right section.

Handwritten text in the lower middle section, appearing as a single line.

Handwritten text in the lower middle section, appearing as a single line.

Handwritten text in the lower middle section, appearing as a single line.

Handwritten text in the lower middle section, appearing as a single line.

Handwritten text in the lower middle section, appearing as a single line.

Handwritten text at the bottom left corner.

Handwritten text at the bottom right corner.

DEPARTMENT OF ECONOMICS
Personnel Policies and Procedures
Retention, Tenure and Promotion

1. Professional Preparation

Promotion to the rank of Associate Professor or Full Professor requires the possession of a Doctorate in Economics from an accredited institution of higher learning.

2. Teaching Effectiveness

The University considers teaching effectiveness as a primary criterion for retention, tenure, and promotion. Consequently, the following materials will be used to assess the teaching effectiveness of a candidate:

- i. Tabulated results of the annual student evaluation questionnaire conducted by the David Nazarian College of Business and Economics in accordance with Section 600 of the University Administrative Manual.
- ii. Sample materials, such as syllabi, exams, handouts, and class-related websites, which shall be included in the candidate's Professional Information File.
- iii. Written reports of class visits by the Department Chair and the Department Personnel Committee (or their respective designees) at pre-announced times as described in Section 600 of the University Administrative Manual. Copies of the written reports shall be placed in the candidate's mailbox within 14 calendar days. The candidate has 10 calendar days to respond prior to placement of the report in the candidate's Personnel Action File.
- iv. Student Consultation: A notice shall be posted on the Department bulletin and web page advising that students may consult with the Department Chair and the Department Personnel Committee concerning members of the Economics Faculty being considered for retention, tenure, or promotion. Students shall be informed that comments made about a member of the faculty of the Department of Economics are treated in strict conformity with the procedures specified in Section 600 of the University Administrative Manual.

3. Contribution to the Field of Study

Evidence of substantial achievement and continued growth as a scholar is required for both promotion and tenure. Promotion from the rank of

Assistant Professor to Associate Professor requires at least three peer-reviewed publications (from the date of appointment for a regular tenure-track position). Promotion from the rank of Associate Professor to Full Professor requires at least three peer-reviewed publications (from the date of appointment to Associate Professor). In each case, two of the three required publications must contribute to the literature of the discipline of economics and must develop, apply, or test economic or econometric theory. A third publication may be in economics, a related field, or a contribution to enhance pedagogy in the field of economics. Promotion from the rank of Assistant Professor to Associate Professor and from the rank of Associate Professor to Full Professor also requires that the candidate satisfy the requirements for qualification as a Scholarly Academic as specified in the David Nazarian College of Business and Economics Faculty Handbook.

4. Contributions to the University and the Community

The Department's criteria are consistent with Section 600 of the University Administrative Manual and the David Nazarian College of Business and Economics Faculty Handbook.

5. Professional and Personal Responsibilities

The Department's criteria are consistent with Section 600 of the University Administrative Manual and the David Nazarian College of Business and Economics Faculty Handbook.