

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

Nazarian College
COLLEGE

Economics
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:

1. **CHECK ONE:** Check the level the proposed personnel procedures are for: College level Department level
2. Date that current proposed changes were sent forward 11/5/2020
3. **For Department Personnel Procedures:**
 - a. Indicate the date the department faculty voted to approve the proposed changes: 11/4/2020
 - b. Indicate the date the CPC voted to approve the proposed changes: 11/10/2020
4. **For College Personnel Procedures:**
 - a. Indicate the date the college faculty voted to approve the proposed changes: _____
5. **(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)

<u>Glen Whitman</u>	<u>[Signature]</u>	<u>6/24/2021</u>
Chair, Department Personnel Committee		Date
<u>Anton D. Lowenberg</u>	Digitally signed by Anton D. Lowenberg Date: 2021.06.23 17:42:38 -07'00'	<u>6/23/2021</u>
Department Chair		Date

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

<u>Rafael Efrat</u>	<u>Rafael Efrat</u>	<u>6/24/2021</u>
Chair, College Personnel Committee		Date
<u>[Signature]</u>	<u>Chandra Subramaniam</u>	<u>29-Jun-2021</u>
College Dean		Date
<u>Mary-Pat Stein</u>	<u>Mary-Patricia Stein</u>	<u>07/15/2021</u>
Chair, Personnel Planning and Review Committee		Date

<small>(for PP&R use only)</small>	Fall 2021	
<u>Spring 2021</u>	<u>Fall 2024 (for changes in criteria)</u>	<u>Fall 2025</u>
Approval Date	Effective Date (see attached)	Date of Next Review

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 uses 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 uses Section 600 of the University Administrative Manual and the David Nazarian College of Business and Economics Faculty Handbook.