

**COVER SHEET FOR PROPOSED CHANGES TO DEPARTMENT PERIODIC REVIEW OF
TENURED FACULTY (POST-TENURE REVIEW) PROCEDURES**

EPC

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 Post-Tenure Review 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 has determined that the proposed new or revised procedures are consistent with Section 600 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. Date that current proposed changes were sent forward 2-16-2021
2. Describe briefly the general reason(s) for your proposed change(s) (e.g., "proposed changes were initiated by the Department to be in compliance with the current Faculty Contract and Section 600").
The faculty desired explicit components for Post-tenure review
3. List the date the tenured and probationary faculty of the Department voted to approve the proposed changes:
12/1/2020

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**

DEPARTMENT APPROVAL: (Sign & Print Name)

Cavie Rotstein-Jwick 2/14/21
 Department Chair or Chair, Department Personnel Committee Date

COLLEGE APPROVAL: (Sign & Print Name)

[Signature] 2/18/2021
 College Dean Date

PP&R APPROVAL:

[Signature] 06/10/2021
 Chair, Personnel Planning and Review Committee Date

(for PP&R use only)		
<u>Spring 2021</u>	<u>Fall 2021</u>	<u>Fall 2025</u>
Approval Date	Effective Date	Date of Next Review

Department Reviewed/Approved

Every program in Educational Psychology and Counseling trains students whose intent is to affect the well-being of others. Faculty should continue to demonstrate effective teaching and scholarship that provides students with the best opportunities for success. Licensing, associated with current evidence-based practices of the field, can provide guidance for effective teaching practices. Therefore, teaching and scholarship must reflect up-to-date skills and knowledge that are effectively utilized to provide students with the knowledge, skills, and abilities to pursue their intended careers. Current requirements for licensing, credentialing, and certification, where applicable, can form the basis for Post Tenure reviews

Performance Review Plan

1. The Peer Review Committee will be comprised of three (3) full Professors. The composition of the Committee will include the Department Chair, a member of the DPC, and one faculty member selected by the faculty under review
2. Criteria for review must include the following items which will be submitted to the Peer Review Committee
 - a. **Updated CV** – highlighting current accomplishments and professional development (such as publications, conferences, faculty development, webinars, etc.)
 - b. **A current course syllabus for each course taught during the five-year period under review** demonstrating current trends and issues in the field as indicated by readings, discussion topics, or other activities
 - c. **Two classroom observations** – by chair or designee, within the past 5 years
 - d. **All student evaluations** from every course from the past 5 years, organized by type of course, such as supervision courses, lecture/discussion, online, etc.
 - e. **Scholarship** - demonstrated through publications, accreditation reports, presentations, or other research accomplishments
 - f. **Service** to the Department, College, University and/or Community
 - g. **A three-page narrative**, including areas of demonstrated strengths (in areas b-f) and areas for growth including identified goals and benchmarks
3. The Peer Review Committee will consider all the criteria above (a-g). The Committee will identify strengths and specific areas for improvement, suggesting specific mentors if needed for areas of additional support. The Committee will also establish a timeline (1-5 years) for subsequent review, and to potentially discuss emeritus status.
4. The remainder of Section 645.4 will remain as stated.