

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

Education  
COLLEGE

Educational Psychology  
and Counseling  
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:**

**RECEIVED  
CSUN**

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

DEC 15 2014

2. Date that current proposed changes were sent forward 11/10/14

Office of  
Faculty Affairs

3. Department or College initiating proposed changes Department

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 were made in response to PP&R 5 year review of Dept personnel procedures. Department completed consultation with liaison Michael Kabot from PP&R, Dept. Personnel Committee & Dept faculty, with vote to approve these procedures going forward from DPC and Department faculty. Changes to be current with Section 600 and minor wording changes by Department were made.

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

on 11/04/14 Dept. meeting

**FOR DEPARTMENT PERSONNEL PROCEDURES:**

[Signature]  
Chair, Department Personnel Committee

11/10/14  
Date

[Signature]  
Department Chair

11/10/14  
Date

**FOR DEPARTMENT PERSONNEL PROCEDURES & COLLEGE PERSONNEL PROCEDURES:**

[Signature]  
Chair, College Personnel Committee

11/13/14  
Date

[Signature]  
College Dean

12/15/14  
Date

[Signature]  
Chair, Personnel Planning and Review Committee

8/19/15  
Date

|                     |                               |                     |
|---------------------|-------------------------------|---------------------|
| (for PP&R use only) |                               |                     |
| <u>Sp 15</u>        | <u>Fall 15</u>                | <u>Fall 19</u>      |
| Approval Date       | Effective Date (see attached) | Date of Next Review |

## **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**

- A. Anonymous student evaluations of teaching effectiveness for all faculty shall be collected at least twice each academic year of service. Such evaluations shall be administered in at least one class during each of the first two semesters as a faculty member. For probationary faculty members in their first year of service, such evaluations shall be administered in at least two classes for both the Fall and Spring semesters. Unless there is an emergency or extreme condition, it is strongly recommended that all faculty being considered for retention, tenure or promotion obtain teaching evaluations from students in all courses every semester in order to establish on-going self-reflection on teaching effectiveness and facilitate the work of committee members and the Department Chair in evaluating and promoting development in teaching effectiveness. The form and response sheet will be collected by a student and delivered to the department office for processing.
- B. After grades have been submitted, one copy of the summarized evaluation results with comments is returned to faculty member, one copy will be kept in the Department, and one copy shall be placed in the Personnel Action File where it will be retained for a minimum period of five years.

### **200.2.4 Procedures for Student Consultation**

- A. 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 Significant Scholarly and Creative Activities**

**“Publication is a standard university measure of professional achievement” (Section 600). In addition, scholarly activities, may also be considered as part of tenure and promotion considerations**

**A. Significant scholarly and creative activities** may include the following, which will be peer reviewed:

1. Computer software geared toward Prenatal-14 (P-14 – to include early childhood education professionals through community college audiences).
2. Instructional design of curriculum materials intended for clients or in educational settings, such as in early care settings or with students P-14.
3. Translations of major works, which include a published written introduction or written explanation within the work that addresses the contextual and historical aspects, and encompasses a conceptual change, understanding, and expression from the original scholarly works.
4. Externally funded projects, programs or proposals, technical reports or reports of research, training, or development grants when such a written proposal or report includes a significant scholarly review of the literature and encompasses the extension of an existing scholarly model or theory.

5. Documentation of applications of scholarly activities, such as workshops in educational settings, the university or post-secondary classroom or community-based agency. These may include, but not be limited to, writing curriculum, performing "multicultural training" of teachers and staff, and training infancy/early childhood, P-14, and adult education faculty and evaluators in best practices in research. Evaluation measures are required as part of the documentation process.
6. Primary authorship of accreditation documents.

**B. Significance to the field of study:**

Creative activities must document their value as a suitable vehicle for university faculty to make a contribution to improving the field of scholarship in the profession of counseling, early childhood education, educational psychology, school psychology, school counseling, family therapy, college student affairs, or career counseling according to peer review as described below.

**C. Criteria by which significant scholarly and creative activities will be evaluated**

**All reviewers will be required to use the criteria below to evaluate the rigor of significant scholarly and creative activities according to the criteria established by the department.**

1. Goals and objectives
2. Preparation
3. Methods of inquiry
4. Use of multiple data sources
5. Significance of the results
6. Presentation
7. Reflective critique and recommendations for further study or application
8. Documented in written or electronic format
9. Dissemination of the product to appropriate audiences by means such as the following: journal in the field, newsletter, ERIC, a web page, juried conference publications and/or proceeding, school district document such as a handbook or curriculum guide as defined by each field of study via national professional organizations or accrediting agencies.

**D. Procedures for peer review of scholarly and creative activities will be evaluated carefully by a committee of three external reviewers as specified below**

For the external reviews of significant scholarly and creative activities, the candidate will meet with the DPC and Department Chair to determine the nature of the evaluation process. The evaluation must include, at minimum, three independent external reviews by individuals with recognized expertise in the area of study. 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.

Each external reviewer will provide a written evaluation of the work, based on the criteria above including assessment of the quality and significance of the work and its impact in the field of study.

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

1. 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
2. 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
3. A recognized and qualified professional counselor, school psychologist, program evaluator, and/or early childhood educator serving as fieldwork supervisors for the Marriage and Family Therapist license, or the following national professional certifications: 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
4. 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; or
5. 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 benefited from such a project.

## **200.2.6 Responsibility to Inform Peer Reviewers**

The Chair of the DPC or Department Chair will provide to peer reviewers the criteria by which documents and publication of scholarly and creative activities will be reviewed.

Revised 3-23-15