

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

Electrical & Computer Engineering
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: 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. Date that current proposed changes were sent forward **November 18, 2011**
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").

To make current with the changes in the university's present technology. To make minor modifications related to "Evaluation Conference," and "Student Participation."

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NOV 28 2011

Calif. State University, Northridge
Office of Faculty Affairs

3. The proposed changes have been approved by the tenured and probationary faculty of the Department:

DEPARTMENT APPROVAL: (Sign & Print Name)

Ali Amini, ECE Department Chair
Department Chair or Chair, Department Personnel Committee

Ali Amini

November 18, 2011
Date

COLLEGE APPROVAL: (Sign & Print Name)

S. K. RAMESH
College Dean

S. K. Ramesh

11-22-2011
Date

PP&R APPROVAL:

Hayat K.
Chair, Personnel Planning and Review Committee

Hayat K.

5-16-12
Date

(for PP&R use only)

5'12
Approval Date

F'12
Effective Date

2016-2017
Date of Next Review

Electrical and Computer Engineering Department
Policy on Evaluation of Tenured Faculty

Purpose: To assist faculty members in the improvement of their teaching effectiveness.

Procedures for Evaluation

1. Frequency of Evaluation

The review occurs at 5-year intervals. A review for promotion will be counted as a review for this purpose.

2. Calendar for Evaluation

The evaluation will occur after the normal personnel cycle and before the end of the academic year.

3. Evidence to be used in Evaluating Instructional Performance

Teaching effectiveness shall be evaluated by examination of the student evaluations administered at the College level, by classroom visitations, by consultation with senior faculty members of the department consistent with Section 600, and by the committee's review of tools and materials such as course outlines, explanation of teaching methods, exams, student evaluations, web sites, Moodle, Elluminate, etc., submitted or suggested by the faculty member. Any comments must be presented in the form of a signed statement, consistent with Section 600 of the Administrative Manual.

4. Documents to be Available to Reviewers

The faculty member under consideration will be requested to submit information similar to that which is required for other personnel considerations. The Department Chair and the Department Personnel Committee shall have access to the Personnel Action File.

5. Selection of Review Committee

The Department Chair will be responsible for the review and will chair each review committee. The Chair shall appoint at least two tenured faculty to serve on each review committee. In the event that the Department Chair is the one being evaluated, the review committee shall consist of two faculty members, appointed by the CECS Dean, with one of them assuming the role of chair of the committee.

6. Evaluation Conference

Following the evaluation, a meeting may be arranged with the faculty member (at his or her request or at the request of either the Department Chair or the Review Committee) to discuss the evaluation and, if appropriate, to suggest possible avenues for assistance. Members of the review committee may be present.

7. Preparation of the Written Evaluation

A summary of the evaluation will be given to the faculty member and a copy will be placed in his/her Personnel Action File. The faculty member may submit a written response within 10 calendar days, which shall be attached to the summary report.

8. Student Participation

The student evaluations shall be used as outlined in Procedure 3. The chair or review committee shall make no other formal solicitation of student input.