

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

Engineering & Computer Science
COLLEGE

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 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.

RECEIVED

NOV 17 2011

Calif. State University, Northridge
Office of Faculty Affairs

BACKGROUND INFORMATION:

- Are proposed changes those of College or Department procedures? (check one)
- Date that current proposed changes were sent forward 11/14/2011
- Department or College initiating proposed changes Electrical & Computer Engineering
- 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").

To make current with the changes in the University's present technology. To make the necessary changes/additions in "Teaching Effectiveness," "Professional Preparation," "Contribution to the Field of Study," "Contribution to the University and Community Service," and "Contribution to the University and Community Service," to improve the quality and standards of the department.

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

FOR DEPARTMENT PERSONNEL PROCEDURES:

[Signature] 11/14/11
Chair, Department Personnel Committee Date
[Signature] 11/14/2011
Department Chair Date

FOR DEPARTMENT PERSONNEL PROCEDURES & COLLEGE PERSONNEL PROCEDURES:

[Signature] Nov 14/2011
Chair, College Personnel Committee Date
[Signature] 11/15/11
College Dean Date
[Signature] 5-16-12
Chair, Personnel Planning and Review Committee Date

(for PP&R use only)	<u>F12</u>	<u>2016-2017</u>
<u>5/12</u>	<u>F15 (for change in criteria)</u>	
Approval Date	Effective Date (see attached)	Date of Next Review

Electrical and Computer Engineering Department
Personnel Procedures

The Department of Electrical and Computer Engineering (ECE) follows the basic retention, tenure and promotion criteria outlined in the administrative manual and the policies of the College of Engineering and Computer Science.

A. Teaching Effectiveness

Teaching effectiveness shall be evaluated by the following: examination of the student evaluations administered at the department level, classroom observation reports, consultation with senior faculty members of the department consistent with Section 600 of the Administrative Manual, and the review of materials such as course outlines, explanation of teaching methods, exams, etc., submitted by the faculty member.

In order to provide students with an opportunity to contribute to the evaluation process beyond the student evaluations, the Department Chair and/or the Chair of the Personnel Committee will provide students an opportunity for consultation during his or her regular office hours and shall be available to students during those hours. Students who cannot be present during the scheduled office hours may make an appointment with the Department Chair and/or the Chair of the Department Personnel Committee for other hours. Students are informed of this opportunity via email sent by the Department Chair.

The Department Chair and one or more members of the Department Personnel Committee or their designees (as selected by the Department Chair) shall visit the class and examine other instructional tools and materials (outlines, exams, web sites, Elluminate, Moodle, etc.) suggested or supplied by the faculty member being evaluated. The required written reports of the visit shall address the following aspects of the faculty member's performance:

1. Organization and clarity of presentation.
2. The appropriateness of the material presented and supplied in relation to the course objectives.
3. Interactions with the students.
4. Manner in which the class was conducted (promptness, effective use of class time, control of classroom, etc.).
5. Significant strengths noted.
6. Significant weaknesses noted.

The Chair and Faculty member(s) designated to evaluate a faculty member's class should, when possible, visit different classes and submit individual reports. The reports shall be distributed as prescribed by Section 600. Each class visit shall be in accordance with prior arrangements made with the faculty member being evaluated.

B. Professional Preparation

For faculty being considered for promotion to the rank of Associate or Full Professor, the possession of a Ph.D. is required.

C. Contributions to the Field of Study

All publications (either in print, or whose acceptance is confirmed) of the faculty member under consideration are evaluated. For the purpose of this evaluation, the term "publication" will be defined as:

1. A contribution to the field of knowledge in electrical and/or computer engineering, and it must be preserved in a generally accessible form. Reviews and letters to the editor which in and of themselves do not make a contribution to the field of knowledge would not come under this department's definition of publication.
2. Subject to critical evaluation and weighting by the administrators and committees acting upon the decision. For at least one publication, the candidate should be listed as the first author.

Professional activities such as consulting which do not result in output available to the public are considered, but are to be evaluated under other categories of professional accomplishment.

The University standard requires that the individual demonstrate continued growth as a recognized scholar and contributor to the field of study. Scholarly achievements made prior to the initial tenure-track appointment or previous promotion at California State University, Northridge shall be considered as establishing a pattern of scholarly activities. However, additional significant contributions to the field since appointment are expected for tenure and initial promotion. Additional contributions since previous promotion are also expected for subsequent promotion.

D. Contributions to the University and Community Service

Evidence of the faculty member's contribution to the university and community as outlined in the Administrative Manual shall include, but not be limited to:

1. The enumeration of accomplishments such as active memberships on committees, boards, etc., provided by the faculty member.
2. Enumeration of accomplishments in the areas of curriculum development, assessment, recruitment and retention.
3. Positions of responsibility held by the faculty member such as chairing committees, subcommittees, ad hoc committees or boards.
4. Any reports, drawings, computer programs, videos, etc., prepared by the faculty member pursuant to university or community service.
5. Any letters of commendation that might be received.

E. Professional Responsibilities

The department policy is consistent with Section 600.

At the request of either the Department Chair or the Chair of the Department Personnel Committee or the candidate, a meeting shall be held with the candidate and the Department Chair and/or the Department Personnel Committee prior to forwarding the evaluations to the next level.

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 will normally occur at 5-year intervals; however, the review committee for an individual faculty member may recommend a shorter interval for that faculty member. 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 two weeks, 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.