COVER SHEET FOR PROPOSED CHANGES TO DEPARTMENT/COLLEGE
PERSONNEL PROCEDURES

EDUCATION

COLLEGE

ELEMENTARY EDUCATION

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:

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

2. Date that current proposed changes were sent forward ________________________________

3. Department or College initiating proposed changes ELEMENTARY EDUCATION

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").

   Proposed changes were initiated by departmental faculty who requested that minor changes be made in language of procedures; 2 asked for revisions to equivalencies to publication. Procedures for review of tenured faculty have also been included. Procedures have been revised several times and it is difficult to document history of changes in procedures.

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

FOR DEPARTMENT PERSONNEL PROCEDURES:

Signature on file. ________________________________
Chair, Department Personnel Committee Date 9-23-09

Signature on file. ________________________________
Department Chair Date 9-23-2009

FOR DEPARTMENT PERSONNEL PROCEDURES & COLLEGE PERSONNEL PROCEDURES:

Signature on file. ________________________________
Chair, College Personnel Committee Date 12/9/09

Signature on file. ________________________________
College Dean Date 12/16/09

Signature on file. ________________________________
Chair, Personnel Planning and Review Committee Date 8-3-10

(for PP&R use only)

5-10 Approval Date F-10 Effective Date (see attached) 2014-2015 Date of Next Review

n:forms:personnel procedures cover
DEPARTMENT OF ELEMENTARY EDUCATION

DEPARTMENTAL PERSONNEL POLICIES AND PROCEDURES

I. Consideration for Retention, Tenure and Promotion

A. The Department Chair or designee shall provide a copy of evaluation criteria and procedures to all faculty no later than 14 days after the first day of instruction of the academic term.

B. Class Visits

1. Candidates for retention, tenure, or promotion shall be visited by a member of the Department Personnel Committee and the Department Chair (or their designees) in the fall semester of the academic year. Full-time lecturers and first-year tenure-track faculty shall be visited in the fall or spring semester.

2. Candidates shall notify the Chair of the Department Personnel Committee of the class schedule, room, and appropriate dates for visits. Notification shall occur by the end of the sixth week of the semester.

3. Visits by Department Personnel Committee members and by the Department Chair (or designees) shall be scheduled with the candidates by mutual agreement. The meetings shall be scheduled at least one week in advance of a visit by members of the Department Personnel Committee or the Department Chair (or designees).

4. Visitors shall observe. They shall not participate in class discussions.

5. Visits for the purpose of observation shall be followed by written reports, one by a member of the Department Personnel Committee and one by the Department Chair (or designees). Both reports shall be placed in the faculty member’s Personnel Action File.

6. Upon receipt of the written report from a Personnel Committee member, faculty may request, within five working days, an additional visit by a different Personnel Committee member.

7. Reports shall be distributed as follows: Original to the faculty member, with copies to the Department Chair, Chair of the Department Personnel Committee, and to the Dean of the College of Education, for inclusion in the faculty member’s Personnel Action File in the Dean’s Office.

II. Student Evaluations

A. Anonymous student evaluations for all faculty who teach will be collected in at least two classes in the same semester each academic year. First year faculty are to be evaluated in at least two classes in both the Fall and Spring semesters.

B. The Chair will inform Elementary Education faculty of the deadline for completing student evaluations each semester.

C. Faculty follow approved Departmental instructions for the completion of the student evaluations.

1. Student proctors will distribute and collect forms, seal envelope, sign across the seal, and return the evaluation forms to the Department of Elementary
Education Office immediately following the class session in which the evaluation is administered.

2. After grades have been submitted, and when available from the responsible university office, evaluation results shall be returned to the faculty member. Departmental means shall be included as an aid in interpreting the individual’s scores.

3. Student evaluations will be divided between statistical results and narrative appraisals. The statistical results and narrative comments will be returned to the faculty member who will retain them. A copy of both the statistical and narrative portions of the evaluations will be placed in the Personnel Action File where they shall be retained for a minimum of five years.

D. Faculty may provide a summary and analysis of statistical results, narrative appraisals, and instructional materials as part of the Professional Information File.

III. Procedures for Providing Students with the Opportunity to Consult with the Department Chair or Department Personnel Committee.

A. It is the policy of the Department of Elementary Education that students may consult with the Department Chair and/or Department Personnel Committee on the retention, tenure or promotion of faculty of the department.

B. By no later than the eighth week of classes in the fall semester, the Department will post the names of faculty being considered for retention, tenure and/or promotion. Department staff will also provide a list of these faculty upon request.

C. If any students wish to confidentially discuss the performance of a faculty member, arrangements can be made with the Department Chair.

D. Students may contact or consult with the Department Chair or Department Personnel Committee in the following ways (see Section 600: Oral or Written Comments about Faculty):

1. Submit a written, signed statement to the Department Chair or Personnel Committee Chair.

2. Meet at the student’s request with the Department Chair or Personnel Committee Chair.

3. Meet at the student’s request with the Department Personnel Committee.

IV. Equivalencies to Publication

A. The Department of Elementary Education will consider as equivalencies to publication:

1. Monographs (e.g., scholarly study on a defined topic), published proceedings from professional conferences, sound recordings, video recordings, computer software, curriculum materials used at the Pre-Kindergarten through doctoral program levels, professional standards for the teaching profession. These shall be considered equivalent to publications if they are peer-reviewed and widely available. Additional criteria may
include recognition of work by professional organizations or commercial organizations engaged in the production and distribution of such material, and if the equivalency to a publication is widely used and accepted in the field of Elementary Education as an appropriate activity indicating the application of scholarship and professional service.

2. Books, tapes or software published at the author’s expense or other material for which the author pays the whole or part for publication (other than articles printed in a professional journal that normally charges for publication) shall be considered a publication applicable to tenure or promotion according to the criteria and procedures for evaluation of equivalencies set below.

3. Externally funded proposals. In addition to the criteria in Section 600, the Department shall consider externally funded proposals for research, training or development grants in the field of Elementary Education when such a proposal includes a scholarly review of the literature and encompasses an original scholarly model or theory or the development or extension of such model or theory. Such a proposal shall be externally refereed. The original proposal and the external reviews should be submitted by the candidate for consideration in the personnel process.

4. Documents resulting from collaborative or consulting efforts with local, regional, state, national or international education agencies to improve practices in elementary education or in learning by elementary age children, if peer-reviewed.

B. Criteria and Procedures for the Evaluation of Equivalencies

1. Equivalencies shall be evaluated by the following criteria, when applicable:
   a. Goals and objectives
   b. Preparation
   c. Methods of inquiry
   d. Use of multiple data sources
   e. Results
   f. Presentation
   g. Critique and recommendations for further study or application
   h. Documentation in written or electronic form:
      i. Dissemination of the product to appropriate audiences by means such as the following: journals in the field, newsletters, ERIC, web sites, peer reviewed conference publications and/or proceedings, school district documents such as handbooks or curriculum guides.

2. Equivalencies shall be evaluated by the following procedures, when applicable:
   a. For external reviews of equivalencies, there shall be three external reviewers, one each selected by the candidate, the Department Personnel Committee, and the Department Chair. External reviewers are independent of CSUN. The external reviewers may be
      i. scholars at other institutions of higher education
ii. recognized and qualified professionals from professional organizations, e.g., Association of Supervision and Curriculum Development, National Council of Teachers of English, National Council of Teachers of Mathematics, International Reading Association

iii. members of K-12 educational institutions, such as teacher leaders, program coordinators, and school site administrators.