

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

Humanities _____

English _____

COLLEGE

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 revision 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
CSUN
DEC 17 2018

BACKGROUND INFORMATION:

1. Are proposed changes those of College or Department procedures? (check one)
2. Date that current proposed changes were sent forward October 15, 2018
3. Department or College initiating proposed changes Department of English
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 the Department of English to add more clarity to the RTP process. Section 600 Tenure track
5. For Department Personnel Procedures, list the date the department faculty voted to approve the proposed changes: 10 / 12 / 2018
6. For College Personnel Procedures, list the date the college faculty voted to approve the proposed changes: 10 / 12 / 2018

Office of
Faculty Affairs

FOR DEPARTMENT PERSONNEL PROCEDURES: (Sign & Print Name)

Michael Bryson <i>Michael Bryson</i>	11/26/2018
Chair, Department Personnel Committee	Date
Kent Baxler <i>Kent Baxler</i>	11/26/2018
Department Chair	Date

FOR DEPARTMENT PERSONNEL PROCEDURES & COLLEGE PERSONNEL PROCEDURES:

<i>[Signature]</i> Tomo MATTOREI	12/13/18
Chair, College Personnel Committee	Date
<i>[Signature]</i>	12-17-18
College Dean	Date
<i>[Signature]</i>	08/21/2019
Chair, Personnel Planning and Review Committee	Date

(for PP&R use only)	Fall 2022 for changes in criteria	
<u>08/21/2019</u>	<u>07/01/2019</u>	<u>Fall 2023</u>
Approval Date	Effective Date (see attached)	Date of Next Review

Revised 10.16

DEPARTMENT OF ENGLISH
Departmental Additions to
Section 600 of the CSUN Administrative Manual
Departmental Personnel Procedures

I. Procedures for Evaluating Teaching Effectiveness

A. Procedures for making class visits.

Peer evaluations are required for all candidates for retention, tenure, and promotion, consisting of written reports from both a member of the Department Personnel Committee or a designee and the Department Chair or the Chair's designee (not a member of the personnel committee); the candidate may request additional visits by the same or other tenured faculty members on the personnel committee or a designee (refer to Section 600 for rules for selecting a designee).

Such peer evaluations will be based on one class visit of at least 50 minutes and will be placed in the candidate's mailbox and otherwise made available upon request within 14 calendar days after the peer visit. At the conclusion of ten (10) calendar days, the written peer evaluation, and any response or rebuttal, will be placed in the Personnel Action File and be sent to the Chair of the Department Personnel Committee and to the Department Chair. Such peer evaluations will take place once a year, early enough in the academic year for use during the annual personnel cycle.

In all cases, visits will be arranged collaboratively by the candidate and the (agreed upon) peer evaluator(s) at least one week prior to the agreed upon class visit.

B. Procedures for collecting, processing and interpreting written student evaluations of teaching effectiveness.

The Department of English has approved the following procedures:

1. The teaching evaluation form will combine both qualitative information and quantifiable information.
2. Instructions for processing the forms up to their delivery to the appropriate staff member are distributed to all faculty members at the beginning of the evaluation process.
3. Student evaluations: Probationary faculty members in their first year of employment will be evaluated in at least two classes in the Fall and at least two classes in the Spring. In their second year, faculty members being considered for retention, tenure or promotion will be evaluated in all their classes taught in the fall semester. Third year and post-third year faculty members will be evaluated in at least two classes of their choice during the fall semester. Faculty members who

have teaching assignments during the spring semester only will be evaluated in at least two classes of their choosing in the spring semester.

4. Scheduling: No later than the seventh week of the semester in which the faculty is to be evaluated, faculty members should inform the appropriate staff member (a) which classes they are to be evaluated in and (b) the day(s) the evaluation forms will be required. The evaluation forms are to be completed by students no later than the fourteenth week of the semester each academic year.

5. Processing after delivery of completed course evaluation forms to the appropriate staff member: After semester grades are assigned, the results of the student evaluation(s) will be made available to the faculty member and a copy will be placed in the Personnel Action File where it will be retained for a minimum period of five years.

II. Student Consultation Procedures

The Department Personnel Committee provides students with the opportunity to consult with the Committee regarding the teaching performance of probationary or tenured faculty members under consideration for reappointment, tenure, and/or promotion.

Notices of the Personnel Committee's scheduling of student consultation sessions regarding individual candidates will be: (1) distributed to English faculty to be read to all English classes in advance of the sessions; (2) posted on the Department bulletin board; and (3) sent out to the department student listservs. These notices will be given at least two weeks before the time set for the first meeting.

These notices will list the names of candidates to be considered, will inform the students of the procedures for consultation, and will invite the students to meet individually with the assembled committee during any of several meetings (times and places to be announced as noted above) or to submit their signed comments in writing to the English Department Personnel Committee (either directly or via the English Department staff). A student may come without a formal appointment.

III. Contributions to the Field of Study

A. Defining Significant Scholarly and Creative Contributions

1. Definition of "Publication":

The English Department considers publication to be a significant scholarly and/or creative contribution. In Section 600 (2015-2016 Academic Year) the University defines publication to include: "peer-reviewed scholarly books and peer-reviewed articles that are published by recognized presses and journals (including peer-reviewed e-journals) devoted 1) to the candidate's academic discipline or closely-

related fields; and/or 2) to pedagogical research and/or teacher education in the candidate's academic discipline or closely-related field" (55).

Additionally, the Department of English recognizes the following as significant contributions to the field of study: peer-reviewed textbooks, creative work such as novels, short stories, poems, plays, performances, essays, recordings, films, and scripts disseminated by appropriate agencies other than the author, and written texts that appear in nationally recognized online and print journals and in prestigious conference proceedings volumes. Included in the definition are peer-reviewed written works accepted for such publication.

As part of the RTP process, each candidate will include a brief description of the peer-review process for each peer-reviewed publication. If a publication is not peer-reviewed as part of the publication decision-making process, the following materials will be compiled and submitted:

- a. identification of the format and public forum in which the work appears and a statement of its significance to the field of study
- b. outside reviews by two experts in the field (these experts must be external to CSUN). One of these experts will be chosen by the candidate and one will be chosen by the Department Personnel Committee after consultation with the candidate.

Faculty members being considered for retention or for tenure or promotion to the rank of Associate Professor will provide evidence of publication that indicates continuing professional growth since arrival at this institution. Faculty members being considered for promotion to the rank of Full Professor will provide evidence of publication that indicates continuing professional growth since the last promotion or, if hired at the rank of Associate Professor, since arrival at this institution.

2. Other Considerations Regarding Contributions to the Field of Study

The Department of English realizes that there are various types of scholarly and creative activities not covered by the definition of publication given above. These include written works completed or in progress but not accepted for publication, papers presented at professional conferences, and other types of presentations of research or of creative writings. These activities are not placed in the category of publication and are not sufficient by themselves for promotion and tenure, but they will be given consideration in the RTP process as evidence of a faculty member's continued scholarly growth or development of a pattern of scholarly activity.