

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

Humanities
COLLEGE

English
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
CSUN**

BACKGROUND INFORMATION:

DEC 04 2013

1. Are proposed changes those of College or Department procedures? (check one)
2. Date that current proposed changes were sent forward November 14, 2013
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").
5th Year Review
5. The proposed changes have been approved by the faculty of the College or Department . (check one)

Office of
Faculty Affairs

FOR DEPARTMENT PERSONNEL PROCEDURES:

Andrea Starby November 14, 2013
Chair, Department Personnel Committee Date

Jacob Stallcup 11/14/2013
Department Chair Date

FOR DEPARTMENT PERSONNEL PROCEDURES & COLLEGE PERSONNEL PROCEDURES:

Ch. T. Wheeler 11-25-13
Chair, College Personnel Committee Date

[Signature] 12-3-13
College Dean Date

Sheila L. Hunt 8/26/14
Chair, Personnel Planning and Review Committee Date

(for PP&R use only)		
<u>S114</u>	<u>F114</u>	<u>F118</u>
Approval Date	Effective Date (see attached)	Date of Next Review

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 will be required for all candidates for retention, tenure, and promotion and will consist 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 class visit reports 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 class visit report, 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 class visits 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 by prior arrangement and mutual consent.

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 qualitative information with quantifiable information.
2. Instructions for processing the forms up to their delivery to the appropriate staff member will be distributed to all faculty members at the beginning of the evaluation process.
3. Student evaluations of at least two classes of probationary faculty members in their first year of service will be administered in both fall and spring semesters. Beginning 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. All other 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 shall be evaluated in at least two classes in the spring semester.

4. **Scheduling:** No later than the seventh week of the semester in which the faculty will be evaluated, faculty members should inform the appropriate staff member (a) which classes they will 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 forms to the appropriate staff member:** After semester grades are assigned, the Department Chair will provide each faculty member with the results of his/her evaluation(s) and will place a summarized copy of the results 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 will provide 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 readiness to receive student comments on individual candidates will be: (1) read to all English classes and (2) posted on the Department bulletin board.

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) or to submit their signed comments in writing to the English Department Personnel Committee Chair. A student may come without a formal appointment. These notices will be given at least two weeks before the time set for the first meeting.

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

Additionally, the Department of English includes peer-reviewed textbooks and creative work such as novels, short stories, poems, plays, performances, essays, recordings, films, and scripts published by appropriate agencies other than the author. Included in the definition are peer-reviewed written works accepted for such publication, but not yet printed. The Department also recognizes as publications written texts that appear in nationally recognized online journals and in prestigious conference proceedings volumes.

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 external to CSUN. One of these experts will be chosen by the candidate and one will be chosen by the Department Personnel Committee.

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 in 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 oral 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.

B. Evaluation of the Merit of Publications and Other Contributions to the Field.

In their personnel deliberations, the Department Personnel Committee and the Department Chair in their separate evaluations have the responsibility of determining the merit both of publications and the types of works and activity listed in sections III. A. 1 and III A. 2. All such publications and the types of works and activity listed in sections

III. A. 1 and III A. 2 should be considered for their contribution to scholarship, or for their importance as creative activities, and for the way they show the professional development of the faculty member in the RTP process.

It is legitimate for the Personnel Committee and the Department Chair to make distinctions between refereed and non-refereed publications and to consider the academic or literary reputation of the publishing agency.