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 revisions that you submit to PP&R for approval. Strike over any text that you wish to have deleted from your written procedures, and 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 10-21-08

3. Department or College initiating proposed changes 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").

These proposed changes are the result of our five-year review of English Department Personnel "Additions"

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

FOR DEPARTMENT PERSONNEL PROCEDURES:

[Signature]
Chair, Department Personnel Committee
Date 10-21-08

[Signature]
Department Chair
Date 10-21-08

FOR DEPARTMENT PERSONNEL PROCEDURES & COLLEGE PERSONNEL PROCEDURES:

[Signature]
Chair, College Personnel Committee
Date 11-26-08

[Signature]
College Dean
Date 1-23-09

[Signature]
Chair, Personnel Planning and Review Committee
Date 10-1-09

(for PP&R use only)

S/09 F'09 F'13
Approval Date Effective Date (see attached) Date of Next Review

n:forms:personnel procedures cover
DEPARTMENT OF ENGLISH
Departmental Additions to Section 600
of the CSUN Administrative Manual
Departmental Personnel Procedures
Approved by the Department, October 10, 2008

I. Personnel Committee Composition

The Faculty Unit Agreement “requires that evaluation for promotion be by persons at a higher rank than those being considered for promotion.” Thus, if an associate professor wishes to be evaluated for promotion to a full professor, the Department Personnel Committee will need to have at least one full professor on the Committee to participate in this deliberation. To ensure that the Department Personnel Committee will have at least one full professor in its composition, the Department requires that if a Committee consists of only associate professors, the associate professor elected to the Committee with the lowest number of votes will be replaced with a full professor with the highest number of votes from the election. (Also known as the Borda Count).

II. Procedures for evaluating teaching effectiveness

Procedures for making class visits.

Peer evaluations will be required for all candidates for retention, tenure, and promotion and will consist of reports in letter form from both a member of the Department Personnel Committee 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 faculty members on the personnel committee or a designee (refer to Section 600 for rules for selecting a designee).

Such reports shall be based on one class visit of at least 50 minutes and shall be available to the instructor at least a week before they are placed in the candidate’s file. Such visits shall take place once a year, usually in the fall semester.

In all cases, visits shall be by prior arrangement and mutual consent.

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.

4. Scheduling: No later than the eleventh 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 shall provide each faculty member with the results of his/her evaluation(s) and shall place a summarized copy of the results in the Personnel Action File where it shall be retained for a minimum period of five years.

III. **Student Consultation Procedures**

The Department Personnel Committee shall 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 one week before the time set for the first meeting.
IV. Contributions to the Field of Study

1. Definition of “Publication”:

The University defines publication to include: “scholarly books, articles and reviews that appear in scholarly or nationally recognized 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 textbook and creative work such as novels, short stories, poems, plays, essays, recordings, films, and scripts published by appropriate agencies other than the author. Included in the definition are written works accepted for such publication, but not yet printed. The Department also recognizes as publications written texts that appear in nationally recognized on-line journals and in prestigious conference proceedings volumes.

2. The Department does not recognize equivalencies to publication.

In personnel evaluation procedures, the faculty member’s total publication record should be considered. Faculty members being considered for tenure or promotion to the rank of Associate Professor shall normally 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 shall provide evidence of publication that indicates continuing professional growth since arrival at this institution or since the last promotion.

3. Definition of “Research” and “Equivalent Creative Activity”: 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, works printed by the author, oral presentations of research or of creative writings. These activities should not be placed in the category of “publication,” but rather in the categories of “research or equivalent creative activity” and “participation in professional organizations. Such endeavors should be given full consideration in personnel evaluations.


In their personnel deliberations, the Department Personnel Committee and the Department Chair have the responsibility of determining the merit both of publications and the types of works and activity listed in section 3 above. All such publications and the types of works and activity listed in 3 above should be considered for their contribution to scholarship, or for their importance as creative activities, and for the way they show intellectual development. 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.
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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 [X] procedures? (check one)

2. Date that current proposed changes were sent forward 3-23-10

3. Department or College initiating proposed changes 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").

The proposed changes concerning the 24-unit/3-year lecturer class visit procedures and evaluation instrument were initiated by mutual agreement of full-time and part-time faculty in the English Department. The earlier evaluation instrument (enclosed), which apparently dates back to the 1970s, was recognized as unwieldy and outdated. Some time after 1990 but before 1996, the department abandoned the earlier evaluation instrument in favor of a class visit narrative roughly corresponding to the "comments and suggestions" portion of the original evaluation instrument. During 2009-10, part-time lecturers in the department undertook a revision of the original instrument. Their proposal for instructions and procedures, and their updated evaluation instrument (both enclosed), were discussed and ratified at the English lecturers’ meeting of February 26, 2010, and subsequently ratified by unanimous vote at the regular department meeting of March 12, 2010.

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

FOR DEPARTMENT PERSONNEL PROCEDURES:

Signature on file. 3-23-10
Chair, Department Personnel Committee Date

Signature on file. 3-23-10
Department Chair Date

FOR DEPARTMENT PERSONNEL PROCEDURES & COLLEGE PERSONNEL PROCEDURES:

Signature on file.
Chair, College Personnel Committee Date

Signature on file. 3-30-10
College Dean Date

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

(for PP&R use only)

Approval Date 5-10 Effective Date (see attached) 2014-2015

Date of Next Review
Evaluation of Part Time (Lecturer) Faculty
Department of English

Name of Instructor______________________________

Course Observed______________________________

Name of Evaluator____________________________

Date and Duration of Observation________________

<table>
<thead>
<tr>
<th>Strongly Agree</th>
<th>Strongly Disagree</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>4</td>
</tr>
<tr>
<td>Presents material clearly</td>
<td></td>
</tr>
<tr>
<td>Plans and organizes effectively</td>
<td></td>
</tr>
<tr>
<td>Engages and responds to students</td>
<td></td>
</tr>
</tbody>
</table>

Comments, based on observation, syllabus and course materials:
________________________________________________________________________
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________________________________________________________________________
________________________________________________________________________
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________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Evaluator______________________________

Date______________________________

Lecturer______________________________

Date______________________________

This evaluation has been discussed with me. I understand that I have the right to respond per Section 600 of the Administrative Manual.

Class visits of temporary academic personnel as specified in Section 700 of the Administrative Manual.

Last revised May 10, 2010.
Lecturer Evaluation
Instructions and Procedures

Timeline:

- Lecturer shall be contacted no later than the end of week five;* 

- The class visit normally will occur by the end of week nine, but no later than week eleven, unless the lecturer requests an extension; 

- A follow-up conversation, prior to the lecturer signing off on the evaluation, shall occur by the end of week thirteen; 

- The evaluation form will be delivered to the Department Chair by the end of week fifteen. 

*Lecturer reserves the right to request a different evaluator from the Department Chair.
COVER SHEET FOR REVIEW OF DEPARTMENT/COLLEGE PERSONNEL PROCEDURES RELATED TO STUDENT EVALUATIONS OF TEACHING EFFECTIVENESS

Humanities  English

COLLEGE  DEPARTMENT

In order to facilitate a complete and expeditious review by the Personnel Planning and Review Committee (PP&R) of your current or proposed changes to personnel procedures related to evaluation of teaching effectiveness, please adhere to the format described below. Attach this memo as a cover sheet for any written material you submit to PP&R. Be sure to review your current procedures to assure they are consistent with Section 612.5.2.c.(2)(b) of the Administrative Manual.

BACKGROUND INFORMATION:

1. The submitted policies are those of the College □ or the Department □ (check one)

2. Is the Department/College proposing changes to the current policies related to student evaluations of teaching effectiveness? Yes □ No □

2A. If not, simply state, “The Department will follow its current procedures related to student evaluations of teaching effectiveness.”

2B. If you are changing your current policy, state the proposed new policy in the space provided. 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. If you wish to follow Section 600, you may simply state, “The Department/College will follow Section 600 policies related to student evaluations of teaching effectiveness.”

Attach extra pages if needed.

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.

3. If there are changes, the proposed changes have been approved by the faculty of the College □ Department □ (check one)

FOR DEPARTMENT PERSONNEL PROCEDURES: (Sign & Print Name)

__________________________  ________________________________  _______________
Sharon M. Klein  Abram Klein  5 December 2012
Chair, Department Personnel Committee  Date

__________________________  ________________________________  _______________
Jackie Stallcup  5 December 2012
Department Chair  Date

FOR DEPARTMENT PERSONNEL PROCEDURES & COLLEGE PERSONNEL PROCEDURES:

__________________________  ________________________________
Chair, College Personnel Committee  12-7-12
Date

__________________________  ________________________________  __________________
College Dean  12-9-12  12-20-12
Date  Date

Chair, Personnel Planning and Review Committee  Date

RECEIVED

Dec 10 2012
Calif State University Northridge Office of Faculty Affairs