

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

HHO

COLLEGE

FCS

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 changes 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

FEB 23 2009

BACKGROUND INFORMATION:

Calif. State University, Northridge
Office of Faculty Affairs

1. Are proposed changes those of College or Department procedures? (check one)
2. Date that current proposed changes were sent forward FALL 08
3. Department or College initiating proposed changes FCS
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").
Consistency w/ Section 600
5. The proposed changes have been approved by the faculty of the College or Department . (check one)

FOR DEPARTMENT PERSONNEL PROCEDURES:

[Signature on File] MARTIN 11/15/08
Chair, Department Personnel Committee Date

[Signature on File] [Signature] 12/9/08
Department Chair Date

FOR DEPARTMENT PERSONNEL PROCEDURES & COLLEGE PERSONNEL PROCEDURES:

[Signature on File] [Signature] 1-30-09
Chair, College Personnel Committee Date

[Signature on File] [Signature] 02/23/09
College Dean Date

[Signature on File] [Signature] 6-26-09
Chair, Personnel Planning and Review Committee Date

(for PP&R use only)		
<u>5/09</u>	<u>F'09</u>	<u>F'13</u>
Approval Date	Effective Date (see attached)	Date of Next Review

DEPARTMENT OF
FAMILY & CONSUMER SCIENCES
PERSONNEL PROCEDURES
FALL 2008

I.

Department of Family & Consumer Sciences

Procedures for Evaluating Class Visits

Peer evaluation of classroom performance is made according to the following procedures:

1. During the fall semester, prior to deliberation, the Personnel Committee will schedule a classroom visitation for evaluations related to retention, tenure, and promotion. Tenured faculty members may indicate in writing their wish not to be considered for promotion after receiving their notice of eligibility for promotion and they will not receive a visitation except when they are up for 5-year post tenure review. All others will receive a class visit.
2. The Department Chair (*or designee*) and one member of the Personnel Committee (*or designee*) shall visit a class of each candidate eligible for retention, tenure, or promotion. The total number of different evaluators visiting each eligible candidate shall be no less than two. Class visits will be scheduled by mutual agreement between the evaluator and the faculty member being evaluated. A normal visitation will be approximately one hour. On line, distance learning, service learning and laboratory courses will be evaluated through a process mutually agreeable to the faculty member and the Personnel Committee and should include both peer and student evaluations
3. Each visiting faculty member will complete an evaluation form and submit the form to the Personnel Committee with a copy to the candidate within two weeks of the visit. A copy will be placed in his/her Personnel Action File.

Approved: Department of Family & Consumer Sciences
Fall 2008

II.

Department of Family & Consumer Sciences

Procedures for Student Evaluation

1. The Department utilizes a department approved Student Evaluation of Teaching Effectiveness for measuring teaching competence. A minimum of two classes annually, usually in the fall semester, for each faculty member, as determined by the faculty member, shall have such written student evaluations. Probationary faculty in their first year of service at CSUN will have two courses evaluated in both the fall and spring semesters.
2. After semester grades are assigned, the Department Chair shall provide each faculty member with the results of his/her quantitative and qualitative (comments reports) evaluation(s) and shall place copies of the results in the Personnel Action File where they shall be retained for a minimum period of five years.
3. Faculty members may include in their Professional Information Files a statement in response to the Student Evaluation of Teaching Effectiveness which identifies concerns that may have occurred due to possible biases or shortcomings of the Student Evaluation of Teaching Effectiveness Instrument or the manner in which it was administered.

Approved: Department of Family & Consumer Sciences
Fall 2008

III.

Department of Family & Consumer Sciences

Procedures for Student Consultation

1. Student consultation will occur on a date approved by the Personnel Committee
2. During this Student Consultation period, the following notice will be posted:

NOTICE

THE DEPARTMENT OF FAMILY & CONSUMER SCIENCES AT CSUN
INVITES STUDENTS TO SUBMIT WRITTEN AND/OR GIVE ORAL
STATEMENTS TO THE DEPARTMENT PERSONNEL COMMITTEE
ON THE REAPPOINTMENT, TENURE, OR PROMOTION OF

(faculty name(s))

ANY STUDENT WHO WISHES TO DISCUSS THE PERFORMANCE OF
THE FACULTY MEMBER(S) BEING CONSIDERED BY THE COMMITTEE
SHOULD MEET WITH THE PERSONNEL COMMITTEE ON

_____, _____, _____
(date) (time) (location)

3. Written statements from students regarding faculty shall be handled in accordance with Section 600 of the Administrative Manual.

Approved: Department of Family & Consumer Sciences
Fall 2008

IV.

Department of Family & Consumer Sciences

Terminal Degree

The doctorate normally is considered the terminal degree for faculty in the Department of Family & Consumer Sciences. Exceptions may include the Masters of Fine Arts (MFA) degree in the areas of Interior Design and Apparel Design and Production; Doctor of Jurisprudence (J.D.) degree in the area of Consumer Affairs; and the Doctor of Medicine (M.D.) degree in the area of Nutrition, Dietetics & Food Science.

Approved: Department of Family & Consumer Sciences
Fall 2008

V.

Models of Research and Creative Activity

This document describes research, scholarship, and creative activity used by the Department of Family & Consumer Sciences for evaluation of faculty for promotion and tenure. Our faculty engages in basic and applied research and creative activities appropriate to their specialties that support the Department's mission and disseminate their findings and results through relevant models. Individual faculty members may demonstrate their academic productivity through any of the eight models of scholarship described below. All models require peer review.

The Laboratory Model. Refers to experimental and laboratory testing.

The Empirical Model. Adapts the empirical methods and theories of natural and social sciences to the study of the human behavior and environment.

The History Model. Relates the cultural, political, and social context to the past.

The Design Model. Relates to the traditional practice of the design disciplines and visual arts where creative work is peer reviewed.

The Applied Research Model. Refers to practical problems investigated, implemented, and/or evaluated.

The Theoretical Model. Involves the development and application of theory in all areas of Family & Consumer Sciences.

The Studio Model. Refers to the studio experience as a form of inquiry particularly through the making of building designs, interior and apparel designs, and food products.

The Pedagogical Model. Focuses on the art and science of teaching theory and methodology in all areas of Family and Consumer Sciences (e.g., Community Service Learning).

Approved: Department of Family & Consumer Sciences
Fall 2008

VI.

Department of Family & Consumer Sciences

Definition of "Publication"

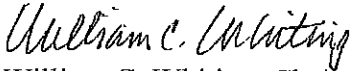
1. The Department of Family & Consumer Sciences defines "Publication" in the following manner:
 - a. The publication of any paper in a refereed journal on a topic related to family and consumer sciences, pedagogy, and/or application of scholarly knowledge in professional services.
2. Equivalencies to Publication:
 - a. These include book chapters, monographs or manuals based on research, including textbooks that are based on technical and research information.
 - b. Papers in proceedings that have been peer-reviewed by proceedings committee for merit.
 - c. Juried and/or invited exhibits related to Interior Design, Housing, Apparel and other aspects of art associated with Family and Consumer Sciences.
 - d. Any original, creative, or educational material that has been juried or refereed by representatives of professional organizations and made available for distribution. The burden of proof for evaluation rests with the candidate.
 - e. Externally funded grants obtained through submitting a written proposal which has been evaluated through a formal, juried review process.
 - f. In the event that a non-refereed publication or non-juried exhibit is submitted as an equivalent to publication, the following review process will be used:
 - (1) A three-person external peer review team will be jointly selected by the candidate and the Personnel Committee.
 - (2) Names can be submitted by the candidate or Personnel Committee or in consultation with the Area Coordinator and Chair.
 - (3) One reviewer will be chosen by the candidate, one by the Personnel Committee and one jointly selected.
 - (4) The external review process must be consistent with deadlines within Section 600.

- e. An accreditation self-study report reviewed and approved by appropriate campus officials. The faculty member wishing to receive equivalent credit for an accreditation self study as a publication must be the primary author of the self study.
3. A manuscript for a journal article submitted, but not yet published may be included if it is accompanied by a letter from the editor(s) stating that it has been accepted for publication. Books must be published to be accepted as publications.
4. Any scholarly work recognized as a publication for a previous promotion cannot be considered for subsequent promotion.

Approved: Department of Family & Consumer Sciences
Fall 2008

June 10, 2009

TO: Alyce Akers, Chair
Department of Family and Consumer Sciences

FROM: 
William C. Whiting, Chair
University Personnel Planning and Review Committee (PP&R)

SUBJECT: Department Personnel Procedure Approval

The Personnel Planning and Review Committee has approved your Department Personnel Procedure submitted this academic year. The new procedure is effective beginning with the 2009-10 academic year. Attached are copies of the signed cover sheet and the approved Department personnel procedure. Please distribute the newly approved procedure to all faculty.

Please email a clean copy of the newly approved procedure in MS WORD format to Rian Medlin at rian.medlin@csun.edu, so she can place it on the Faculty Affairs website. Thank you.

WW:rm
n:persl policies – dept:approval

cc: Chair, Department Personnel Committee (w/o attachment)
Chair, College Personnel Committee (w/o attachment)
College Dean (w/o attachment)
Penelope Jennings, Associate Vice President, Faculty Affairs (w/o attachment)

