

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

David Nazarian College of Business and Economics

Finance, Financial Planning, and Insurance

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/or underline any text that you wish to have added to your written procedures.*

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APR 23 2015

Office of
Faculty Affairs

BACKGROUND INFORMATION:

- Are proposed changes those of College or Department procedures? (check one)
- Date that current proposed changes were sent forward April 6, 2015
- Department or College initiating proposed changes Finance, Financial Planning, and Insurance Department
- 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 in response to 1) change of the department's name from Finance, Real Estate, and Insurance to Finance, Financial Planning, and Insurance; 2) the newly implemented 2013 AACSB standards for faculty qualifications, and 3) recommendations from PP&R to remove the passage from II.A. "1. Written and signed observations and conclusions of tenured members of the Department as to the technical competence, ability to communicate, and the enthusiasm of the faculty member."
- The proposed changes have been approved by the faculty of the College or Department . (check one)

FOR DEPARTMENT PERSONNEL PROCEDURES:

Dr. G. Michael Phillips 	4/6/2015
Chair, Department Personnel Committee	Date
Dr. M. Monica Hussein 	4/6/2015
Department Chair	Date

FOR DEPARTMENT PERSONNEL PROCEDURES & COLLEGE PERSONNEL PROCEDURES:

Dr. David Miller 	4/23/2015
Chair, College Personnel Committee	Date
Dr. Kenneth Lord 	4/22/15
College Dean	Date
	8/19/15
Chair, Personnel Planning and Review Committee	Date

(for PP&R use only)

<u>Sp 15</u> Approval Date	<u>Fall 15</u> Effective Date (see attached)	<u>Fall 19</u> Date of Next Review
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**DEPARTMENT OF FINANCE, FINANCIAL PLANNING, AND INSURANCE
PERSONNEL POLICIES AND PROCEDURES,
AND EXPECTATIONS OF ALL NON-TENURE-TRACK FACULTY**

I. PERSONNEL POLICIES AND PROCEDURES

Personnel policies and procedures of the Department of Finance, Financial Planning and Insurance are consistent with those enunciated in Section 700 of the California State University, Northridge Administrative Manual and the Faculty Handbook of the David Nazarian College of Business and Economics.

II. EXPECTATIONS OF ALL NON-TENURE-TRACK FACULTY

A. All non-tenure-track faculty of the Department of Finance, Financial Planning, and Insurance should have high internal standards for, and maintain at least the expected performance in, teaching. While contributions to the University and community are encouraged, they are not required for non-tenure track faculty. Further, non-tenure-track faculty are expected to improve any area in which performance does not meet the following expectations:

1. "Expected performance" in teaching effectiveness means that faculty members are current in their instructional field, are effective in the creation and delivery of instruction, and are accessible to students consistent with College and Department expectations. In addition, they use feedback from class visits and student evaluations to improve their teaching. In accordance with the Administrative Manual, teaching effectiveness should be evaluated based on class visits and student evaluations.
2. Full-time and part-time lecturers are normally expected to be highly qualified in accordance with current AACSB standards.