COVER SHEET FOR PROPOSED CHANGES TO DEPARTMENT/COLLEGE PERSONNEL PROCEDURES

David Nazarian College of Business and Economics

COLLEGE

Finance, Financial Planning, and Insurance

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: April 6, 2015
3. Department or College initiating proposed changes: Finance, Financial Planning, and Insurance Department
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 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."4. 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."

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

FOR DEPARTMENT PERSONNEL PROCEDURES:

Dr. G. Michael Phillips
Chair, Department Personnel Committee
Date: 4/6/2015

Dr. M. Monica Hussein
Department Chair
Date: 4/6/2015

FOR DEPARTMENT PERSONNEL PROCEDURES & COLLEGE PERSONNEL PROCEDURES:

Dr. David Miller
Chair, College Personnel Committee
Date: 4/23/2015

Dr. Kenneth Lord
College Dean
Date: 4/23/15

Chair, Personnel Planning and Review Committee
Date: 8/19/15

(for PP&R use only)

Approval Date: Fall 15
Effective Date (see attached): Fall 19
Date of Next Review: Fall 19
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.