

**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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**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'S PERSONNEL PROCEDURES & COLLEGE PERSONNEL PROCEDURES:**

Dr. David Miller		4/23/2015
Chair, College Personnel Committee		Date
Dr. Kenneth Lord		4/24/15
College Dean		Date
		8/19/15
Chair, Personnel Planning and Review Committee		Date

<i>(for PP&amp;R use only)</i>		
<u>Sp 15</u>	<u>Fall 15</u>	<u>Fall 19</u>
Approval Date	Effective Date (see attached )	Date of Next Review

**DEPARTMENT OF FINANCE, FINANCIAL PLANNING, AND INSURANCE  
PERSONNEL POLICIES AND PROCEDURES,  
AND EXPECTATIONS OF ALL 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 600 of the California State University, Northridge Administrative Manual and the Faculty Handbook of the David Nazarian College of Business and Economics.

**II. EVALUATION AND PROCEDURES OF TEACHING EFFECTIVENESS**

A. Evaluation of teaching effectiveness in the Department of Finance, Financial Planning, and Insurance is based upon the following:

1. Class visits.
2. Tabulated results of the student evaluations of teaching conducted by the Department.
3. Any additional relevant information the faculty member may wish to submit.

B. Statement of Procedures Related to Teaching Effectiveness for Retention, Promotion, Tenure and Post-Tenure Review

1. Class visits. Class visits are conducted by the Department Personnel Committee and/or by the Chair of the Department or his or her designee. Probationary faculty shall be visited by a member of the Committee and by the Chair or his or her designee at least once each academic year. Faculty are notified of such visits in advance and the date of the visit is based on mutual consent. Tenured faculty shall be evaluated when necessary for promotion and/or post-tenure reviews consistent with Section 600. A report of each visitation is placed in the faculty member's Personnel Action File. faculty member can request that his or her class be visited again by the same or a different faculty member, up to a maximum of two additional times. Faculty members visited have an opportunity to discuss the report with the visitor at any time after the visit. Following this meeting, and no more than 14 calendar days after the visit, the visitor will complete a written report as required by University regulations. The report will be in the form of a letter addressed to the individual. If the instructor disagrees with any part of the written evaluation, within ten (10) calendar days, the instructor may request a meeting to discuss the report and/or prepare a written response for inclusion in the instructor's Personnel Action File. After the ten (10)-calendar-day period, copies of the report will be provided to the Department Chair and the Chair of the Personnel Committee.

2. Written Student Evaluations of Teaching Effectiveness. The Department of Finance, Financial Planning, and Insurance employs a questionnaire to determine student opinion of teaching effectiveness. Each faculty member is provided with the result of his or her evaluation. Evaluations of probationary faculty are available to the Department Chair and to the members of the Department Personnel Committee, and are considered in their deliberations.
3. Student Consultation with Department Personnel Committee. Students are encouraged to express their opinions of faculty through an invitation which is posted on the Department Bulletin Board. This invitation reads:

It is the policy of the Department of Finance, Financial Planning, and Insurance to solicit student opinion of Department personnel under review. Department faculty members under review for the academic year 20\_\_ - 20\_\_ are Professors \_\_\_\_\_ and \_\_\_\_\_. You are encouraged to express your views on the above-mentioned faculty members by contacting the Department Chair and/or the Chair of the Department Personnel Committee, Professor \_\_\_\_\_, JH \_\_\_\_, 818-677-xxxx.

### III. REQUIREMENTS FOR PROMOTION AND TENURE

- A. Consistent with the University and College standards for contributions to their field, publications in appropriate academic journals shall be a necessary condition of tenure and/or promotion from assistant to associate professor; similarly, publications (since the time of appointment or promotion from assistant professor) in appropriate academic journals shall be a necessary condition of promotion from associate to full professor. Shown below are the required contributions to the field of study necessary for promotion and tenure:
  1. Promotion to Associate Professor (and/or for tenure) requires that the faculty member be Scholarly Academic (as defined for AACSB accreditation) and have a record of intellectual contributions, including a minimum of two refereed publications since the initial appointment and beyond the dissertation, consistent with Section 600 of the Administrative Manual. The dissertation itself will not be counted as an intellectual contribution.
  2. Promotion to Professor requires that the faculty member be Scholarly Academic (as defined for AACSB accreditation) and have at least two additional refereed publications since promotion to, or appointment as, Associate Professor, and a record of continuing intellectual contributions, consistent with Section 600 of the Administrative Manual.
  3. The Department defines publication to include scholarly books and monographs, articles in scholarly books, and articles appearing in nationally or internationally refereed journals devoted to finance, financial planning, insurance or closely related fields. The Department's criteria for scholarly publications are the same as Section 600 of the Administrative manual and

Section VI of the Nazarian Faculty Handbook. A publication may be in any one of the three AACSB classifications. The AACSB classifications are teaching and learning scholarship, applied or integration/application scholarship, and basic or discovery scholarship.

- B. Tenure and/or promotion to the rank of Associate or Full Professor requires teaching effectiveness consistent with Section 600 of the Administrative Manual.
- C. Tenure and/or promotion to the rank of Associate or Full Professor requires the possession of a doctorate in Finance, Financial Planning, Insurance or a related field.
- D. Tenure and/or promotion to Associate Professor or Full Professor requires contributions to the University and the community consistent with the requirements of Section 600 of the Administrative Manual.
- E. The award of tenure requires, in addition to the requirements for promotion (if made at the same time), an expectation of continued teaching effectiveness, contributions to the field of study, and contributions to the University and the community.

#### IV. EXPECTATIONS OF ALL TENURE-TRACK FACULTY

- A. Consistent with the Faculty Handbook of the David Nazarian College of Business and Economics, all 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, contributions to the field of study, and contributions to the University and community. Further, they are expected to improve any area in which performance does not meet 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 should use feedback from Department class visits or College assessments to improve their teaching.
  - 2. “Expected performance” in contributions to the field of study means all faculty must show a pattern of continuing intellectual activity consistent with the College’s mission. This requires a portfolio of intellectual contributions during the preceding five-year period. Both the quantity and quality of the contributions will be considered.

Faculty members whose doctorate is less than five years old are presumed to be Scholarly Academics (i.e., meeting “expected performance”) upon hiring at CSUN. As they progress through the probationary period, their periodic evaluations include a determination whether they are “on track” toward tenure. If they are not “on track,” they may lose qualification status.

3. "Expected performance" in contributions to the University and community means a pattern of mission-related service on Department, College, and University committees, and/or community-related activities consistent with the faculty member's rank and assignment. Examples include active participation on Department, College and University-related committees, boards, centers, and institutes, as well as activities that contribute toward the well-being of the community.