

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

SECTION 600 (RETENTION, TENURE, AND PROMOTION)

David Nazarian College of Bus and Econ

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 changes 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 coversheet for the written material you submit to PP&R. The Department and College Committees are responsible for ensuring that the proposed procedures are consistent with Section 600 or Section 700, and with the Collective Bargaining Agreement.

FORMAT: *A complete Word version of your existing procedures is required as the starting point for the proposed revisions. Any proposed changes to your existing procedures must be indicated using the Track Changes feature of Word. The personnel procedures and a cover sheet are required to be submitted even if there are no proposed changes.*

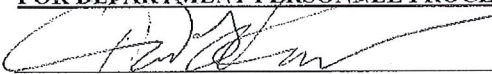
BACKGROUND INFORMATION:

1. **CHECK ONE:** Check the level the proposed personnel procedures are for: College level Department level
2. Date that current proposed changes were sent forward October 25, 2019
3. **For Department Personnel Procedures:**
 - a. Indicate the date the department faculty voted to approve the proposed changes: December 11, 2019
 - b. Indicate the date the CPC voted to approve the proposed changes: February 17, 2020
4. **For College Personnel Procedures:**
 - a. Indicate the date the college faculty voted to approve the proposed changes: _____
5. (Optional) Briefly state the rationale for your proposed changes: _____

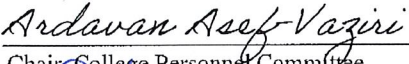
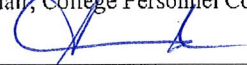

Please email the following to Faculty Affairs email at faculty.affairs@csun.edu:

1. **WORD DOCUMENT WITH TRACKED CHANGES** showing revisions to the personnel procedures
2. **Signed cover sheet in PDF format.**

FOR DEPARTMENT PERSONNEL PROCEDURES: (Sign & Print Name)

	David T. Russell	5/6/20
Chair, Department Personnel Committee		Date
<u>Zhong-guo Zhou</u>		5/7/2020
Department Chair		Date

FOR DEPARTMENT PERSONNEL PROCEDURES OR COLLEGE PERSONNEL PROCEDURES: (Sign & Print Name)

	Ardavan Asef-Vaziri	05/07/2020
Chair, College Personnel Committee		Date
	Chandra Subramaniam	5/8/2020
College Dean		Date
		7/31/20
Chair, Personnel Planning and Review Committee		Date

(for PP&R use only)		
<u>Spring 2020</u>	<u>Fall 2020</u> <u>Fall 2023 For Changes in Criteria</u>	<u>Fall 2024</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 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 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, and 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 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 Department 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. The Committee may also consider other evidence that is documented in the Personnel Action File and the Personal Information File.

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 for tenure and/or promotion from Assistant to Associate Professor; similarly, publications (since promotion to, or appointment as, Associate Professor) in appropriate academic journals shall be a necessary condition for 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 have a record of intellectual contributions consistent with Scholarly Academic status as defined in Sections VI. B. 3. (“Retention, Promotion and Tenure”) and VII. C. (“Faculty Qualifications”) of the Nazarian College Faculty Handbook.
 2. Promotion to Full Professor requires that the faculty member
 3. have a record of intellectual contributions consistent with Scholarly Academic status as defined in Sections VI. B. 3. (“Retention, Promotion and Tenure”) and VII. C. (“Faculty Qualifications”) of the Nazarian College Faculty Handbook.
 4. 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 aligned with Section VII of the Nazarian College 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 doctorates are 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.