

**COVER SHEET FOR PROPOSED CHANGES TO DEPARTMENT PERIODIC REVIEW OF
TENURED FACULTY (POST-TENURE REVIEW) PROCEDURES**

**Finance, Financial Planning, and Insurance
DEPARTMENT**

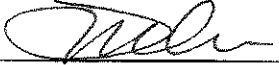
In order to facilitate a complete and expeditious review by the Personnel Planning and Review Committee (PP&R) of the change(s) you propose to your Post-Tenure Review procedures, please adhere to the format described below, and also fill out the Background Information. Attach this memo as a cover sheet for the written material you submit to PP&R. PP&R assumes that the initiating Department 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.

BACKGROUND INFORMATION:

1. Date that current proposed changes were sent forward April 6, 2015
2. Describe briefly the general reason(s) for your proposed change(s) (e.g., "proposed changes were initiated by the Department to be in compliance with the current Faculty Contract and Section 600"). 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 modify the following passage in VI.B.1 to "Summary of observations and conclusions of the members of the Department Post-tenure and Peer Review Committee."
3. The proposed changes have been approved by the tenured and probationary faculty of the Department:


DEPARTMENT APPROVAL: (Sign & Print Name)

Monica Hussein  4/6/2015
 Department Chair or Chair, Department Personnel Committee Date

COLLEGE APPROVAL: (Sign & Print Name)

 4/22/15
 College Dean Date

PP&R APPROVAL:

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

(for PP&R use only)		
<u>8/15</u>	<u>Fall 15</u>	<u>Fall 19</u>
Approval Date	Effective Date	Date of Next Review

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Office of
Faculty Affairs

April 29, 2015 approved by PP&R to begin AY15-16

DEPARTMENT OF FINANCE, FINANCIAL PLANNING, AND INSURANCE
POLICY ON EVALUATION OF TENURED FACULTY

- I. FREQUENCY OF EVALUATIONS: Evaluations of each tenured member of the Department shall occur at five-year intervals.
- II. CALENDAR FOR EVALUATIONS: Evaluations will be completed by the end of the Spring semester or earlier if set by the University.
- III. SELECTION OF PEER REVIEWERS: Post-tenure review shall be carried out by the Department Post-Tenure and Peer Review Committee. For purposes of this review, Department Post-Tenure and Peer Review Committee members being reviewed shall be replaced by tenured members of the faculty not under review.
- IV. EVIDENCE TO BE USED IN EVALUATING INSTRUCTIONAL PERFORMANCE: Tenured faculty shall be evaluated using the following Department Personnel Policies and Procedures:

A. 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.

B. Evaluation of the teaching effectiveness of tenured faculty in the Department of Finance, Financial Planning and Insurance will be based upon the following:

1. Summary of observations and conclusions of the members of the Department Post-Tenure and Peer Review 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. The Department is furnished with the results for each faculty member in the Department, and each faculty member is provided with the results of his or her evaluations. Evaluations of faculty will be available to the Department Post-Tenure and Peer Review Committee and will be considered in their deliberations.
3. Student Consultation with the Department Post-Tenure and Peer Review Committee. Students will be encouraged to express their opinions of tenured faculty being reviewed through an invitation which will be posted on the Department bulletin board. This invitation will read:

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to solicit student opinion of Department personnel under review. Department faculty members under review for the 20__ - 20__ academic year are Professors _____ and _____. You are encouraged to express your views on the above-mentioned faculty members by contacting the Chairman of the Department Post-Tenure and Peer Review Committee, Professor _____, JH _____, 818-677-xxxx.

Student input will be used according to Section 600.

4. Class visits. Visits of faculty classes will be conducted by the Department Post-Tenure and Peer Review Committee. The class of each faculty member under review will be visited by a member of the Committee. Faculty being reviewed will be notified of such visits in advance, and visits arranged by mutual consent. A report of each visit will be provided to the faculty member within 14 calendar days of the visit. The report will be placed in the faculty member's Personnel Action File. The faculty member can request additional class visits.
 5. Any additional relevant information the tenured members of the Department may wish to submit.
 6. All of the above shall be applied in the evaluation of teaching effectiveness. The order of the foregoing is not intended as an indication of emphasis.
- VI. DOCUMENTS TO BE AVAILABLE TO THE REVIEW COMMITTEE: The Personnel Action File of faculty to be reviewed shall be available to the Department Post-Tenure and Peer Review Committee. The faculty member to be reviewed will be asked to up-date his/her PIF (Personnel Information File).
- VII. EVALUATION CONFERENCE: The faculty member reviewed will meet with the Chair of the Department Post-Tenure and Peer Review Committee by the end of the Spring semester or earlier if set by the University.
- VIII. WRITTEN EVALUATION: a written summary of the evaluation shall be prepared and placed in the faculty member's Personnel Action File. This evaluation shall reflect a consensus of the Committee (and may be) supplemented by individual statements by Committee members wishing to make such statements.