

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

SIBS
COLLEGE

Geography
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.

BACKGROUND INFORMATION:

1. Are proposed changes those of College or Department procedures? (check one)
2. Date that current proposed changes were sent forward May 2008
3. Department or College initiating proposed changes Geography
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 made to include criteria for assessing on-line teaching and update language to be more consistent with Section 600
5. The proposed changes have been approved by the faculty of the College or Department . (check one)

FOR DEPARTMENT PERSONNEL PROCEDURES:

<u>Signature on file.</u>	<u>6-3-08</u>
Chair, Department Personnel Committee	Date
<u>Signature on file.</u>	<u>6-3-08</u>
Department Chair	Date

FOR DEPARTMENT PERSONNEL PROCEDURES & COLLEGE PERSONNEL PROCEDURES:

<u>Signature on file.</u>	<u>7/17/08</u>
Chair, College Personnel Committee	Date
<u>Signature on file.</u>	<u>7-21-08</u>
College Dean	Date
<u>Signature on file.</u>	<u>8/6/08</u>
Chair, Personnel Planning and Review Committee	Date

(for PP&R use only)		
<u>S'08</u>	<u>F'08</u>	<u>F'12</u>
Approval Date	Effective Date (see attached)	Date of Next Review

DEPARTMENT OF GEOGRAPHY
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE

PROCEDURES APPLICABLE TO PROBATION, RETENTION,
TENURE, AND PROMOTION

April, 2008

The Department of Geography follows the guidelines on Retention, Tenure, and Promotion as described in Section 600 and adheres to the time frames established by the Faculty Senate as published in Appendix A of the Administrative Manual.

Procedures for Evaluating Teaching Effectiveness and Direct
Instructional Contributions

The Department of Geography has adopted the University's procedures for evaluating teaching effectiveness, as set down in Section 600.

1. Observation of Classroom Performance:
 - a. By mutual agreement of date and time with the candidate, the Department of Geography Personnel Committee normally will arrange to send two or more of its members or designees to visit a class of each instructor under consideration for retention, tenure, or promotion. Visits normally will take place once per year but may, by mutual agreement, be scheduled more frequently during critical periods, such as the second and fourth year reviews. A written report of the visit will be given to the candidate, the Chair of the Personnel Committee, and the Department Chair. A copy of the report is placed in the Personnel Action File in the Dean's Office of the College of Social and Behavioral Sciences.

- b. By mutual agreement of date and time with the candidate, the Chair of the department, or a designee, normally will arrange to visit a class of all faculty subject to personnel action. Visits normally will take place once per year but may, by mutual agreement, be scheduled more frequently during critical periods, such as the second and fourth year reviews. A written report of the visit will be given to the candidate and the Chair of the Personnel Committee. A copy of the report will be placed in the Personnel Action File in the Dean's Office of the College of Social and Behavioral Sciences.

2. Student Questionnaires:

Student questionnaires normally will be administered to all undergraduate Geography classes (except Independent Study and S-Factor courses) once per year. University summaries are to be placed in the Personnel Action File.

3. Direct Student Involvement for Faculty under consideration for Retention, Tenure, or Promotion:

The Department of Geography provides interested students the opportunity to express, either orally or in written form, their opinions of particular faculty members directly to the Department Personnel Committee.

- a. Students may prepare signed, written statements and present them to the Personnel Committee in a timely manner as determined by the Calendar of Personnel Action and Procedures.
- b. As an alternative to, or in addition to, the written statement, students may speak to the Personnel Committee directly. The Committee will schedule such meetings in a timely manner as determined by the Calendar of Personnel Actions and Procedures. These

meetings will be between the Committee and the individual students, not groups of students.

The Department of Geography will post the following notice at least two weeks prior to personnel deliberations:

“The Department of Geography encourages and invites comments from interested students regarding the following faculty who are being considered for retention, tenure, or promotion:

List names _____

Those students wishing to provide such feedback are invited to speak with the Department of Geography Personnel Committee on (date) _____ from (times) _____ in room _____.

Confidentiality of student comments will be respected”

If, in the opinion of the Department of Geography Personnel Committee, a student’s oral testimony adds substantially to the information already available in the written record (the Professional Information and Personnel Action Files), the student shall be asked to submit a signed statement in that respect for placement in the Personnel Action File in the Dean’s Office of the College of Social and Behavioral Sciences.

Procedures for Evaluating Contributions to the Field of Study

The Department of Geography has adopted the University’s procedures for evaluating Contributions to the Field of Study, as set down in Section 600.

The Department’s definition of publication is as follows:

A publication is a scholarly work that appears or has been accepted for publication in traditional printed form, such as a monograph, article in a periodical or serial, chapter in a collection of works by various authors, map, or book review. It may also appear in other appropriate media such as electronic journals. However, as in the case of more traditional forms of publication, it must be subject to diligent peer review and professional editorial assessment.

Contributions to the University and Community

The Department of Geography has adopted the University's procedures for evaluating Contributions to the University and Community, as set down in Section 600.

The Department will evaluate service based on the material present in the Professional Information File and the supporting documentation.

In addition to service within the University, the Department of Geography encourages activity in the community, the schools, government, and the private sector.