

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

SECTION 600 (RETENTION, TENURE, AND PROMOTION)

Humanities

GWS

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.*

BACKGROUND INFORMATION:

1. **CHECK ONE:** Are proposed changes those of College or Department procedures?
2. Date that current proposed changes were sent forward 04.28.2022
3. **For Department Personnel Procedures:**
 - a. Indicate the date the department faculty voted to approve the proposed changes: 04.27.2022
 - b. Indicate the date the CPC voted to approve the proposed changes: _____
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: The wording on the Contributions to the Field of Study was too vague.

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)

<u>Breny Mendoza</u>	Breny Mendoza	4/28/22
Chair, Department Personnel Committee		Date
<u>Florence Kyomugisha</u>	Florence Kyomugisha	4/28/22
Department Chair		Date

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

<u>Dave Jett</u>		4.29.22
Chair, College Personnel Committee		Date
<u>Jackie Staller</u>	Jackie Staller	4/29/22
College Dean		Date
<u>Lindsay Ann</u>	Lindsay Ann	May 25, 2022
Chair, Personnel Planning and Review Committee		Date

(for PP&R use only)		
<u>SP 2022</u>	<u>FA 2022</u> <u>FA 2025 (for changes in criteria)</u>	<u>FA 2026</u>
Approval Date	Effective Date (see attached)	Date of Next Review

Gender and Women's Studies Department
Department Personnel Policies and Procedures

The Gender and Women's Studies Department follows the criteria set forth by Section 600 for Retention Tenure and Promotion. In addition, the following policies are presented to supplement Section 600 of the Administrative Manual in the review of Gender and Women's Studies Faculty for the Retention, Tenure and Promotion (RTP) process. Along with the broad categories identified in Section 600, the faculty members of the Gender and Women's Studies Department have approved the following as illustrative, but not exhaustive of the types of activities that should be duly acknowledged in the RTP review process.

Procedures for Evaluating Teaching Effectiveness

The department will follow the procedures for evaluating teaching effectiveness, as stipulated in Section 612.5.2:

Procedures for collecting student evaluations: Student evaluations will be administered for each faculty member in at least two classes per year, beyond the first year.

Procedures for interpreting student evaluations: The Department Personnel Committee and the Department Chair or their designee will review the evaluations and synthesize the results.

Student Consultation Procedures: Announcement of the candidate's upcoming evaluation will be made in Gender and Women's Studies classes and posted throughout the Department and the Women's Resource & Research Center in advance of the consultation date. Students will be given the opportunity to consult with the Department Personnel Committee regarding the teaching performance of the candidate

Teaching Effectiveness and Direct Instructional Contributions

In addition to the criteria stipulated in Section 632.3 the Department will afford special recognition to the following:

1. Pedagogical approaches and strategies that provide evidence of innovative approaches to teaching, learning and assessment activities, especially as they complement feminist/womanist pedagogies.
2. Introducing to students, perspectives and points of view that may have been under-emphasized in their primary and secondary education.

3. Teaching courses or workshops, or presenting pedagogical talks, in universities in other parts of the U.S., as well as in other countries, shall be given special recognition.

Contributions to the Field of Study

This section comprises both additional scholarly and creative contributions to publication and to the field of study, which are subject to external peer review:

1. Additional Scholarly and Creative Contributions to Publications: In addition to the stipulations in Section 632.4 the Gender and Women's Studies Department deems the following to be considered as scholarly and creative contributions to the field of study.
 - a. Peer-reviewed contribution in artistic or creative works or presentations, such as documentaries, video projects, television and motion pictures, radio productions and other artistic work in broadcasting. We understand that creative scholarships that have been broadcast and/or mass distributed have undergone peer reviews by the entertainment industry agents, or organizations for which the product was produced or show-cased. Creative work that has not been broadcast or mass distributed but has been produced for educational purposes should be submitted with three accompanying external peer evaluations of the work to be considered additional scholarly and creative contributions to the field of study. The external review committee will be chosen by the applicant, the Department Personnel Committee and the Department Chair with one reviewer chosen by each.
 - b. Tenure-track faculty should publish at least three peer-reviewed articles to advance in rank. Completed peer-reviewed journal articles and peer-refereed books that are accepted for publication, and forthcoming, are considered scholarly and creative contributions to the field of study.
 - c. Research-based technical reports or policy documents accepted and disseminated by government entities (e.g., task forces, commissions), professional (e.g., foundations) or community-based organizations for use by, and made accessible to, the public when submitted for external peer review. External peer review shall consist of review by a three-person external peer review committee, chosen by the applicant, the Department Personnel Committee and the Department Chair, with one reviewer chosen by each.
 - d. The peer-review process and determining whether a journal is predatory/non-predatory are paramount to establishing the quality of scholarly work and both

must be clearly stated by the RTP candidate for each publication and significant scholarly and creative contribution included in the PIF. All journal publications will be scrutinized at the Department level (DPC and

Department Chair) using the University Library's Predatory Publishing guide see:

https://libguides.csun.edu/predatory_publishing

to determine whether an article has been published in a peer-reviewed and non-predatory journal.

Other Considerations for Contributions to the Field of Study:

2. In addition to the stipulations in Section 600, the Gender and Women's Studies Department values and deems the following to be considered as scholarly contributions/activities:
 - a. The work of faculty who serve as editors of peer-reviewed special journal issues and anthologies
 - b. Book reviews published in peer-reviewed journals
 - c. Invited lectures or presentations at professional conferences
 - d. Externally funded grant awards that are peer-reviewed
 - e. Peer-reviewing of manuscripts for journals or academic book publishers
 - f. Research proposal refereeing for granting agencies

Contributions to the University and Community

The Gender and Women's Studies Department will follow the criteria for assessing contributions to the university and community, as stipulated in Section 632.5 Contributions to the University and Community. This section defines Contributions to the University to include active membership on committees at the Department, College, or University level, student advisement, and such other responsibilities. In addition, the Gender and Women's Studies Department defines university and community contributions that merit special recognition as including the following:

1. Incorporating grassroots, community service-learning components into classes that directly provide service to women and girls, feminist causes, etc.
2. Organizing community events, conferences, seminars, workshops on gender-related issues at the local, national, and international level.
3. Consultation on media projects and/or organizational consultation for foundations and organizations.