

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

csbs

COLLEGE

~~5/21/18~~ 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:

- Are proposed changes those of College or Department procedures? (check one)
- Date that current proposed changes were sent forward 5/14/18
- Department or College initiating proposed changes _____
- 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"). Further revision to eliminate possible ambiguity and edit a redundancy.
- For Department Personnel Procedures, list the date the department faculty voted to approve the proposed changes: 10 / 18 / 2017
- For College Personnel Procedures, list the date the college faculty voted to approve the proposed changes: _____

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MAY 23 2018

Office of
Faculty Affairs

FOR DEPARTMENT PERSONNEL PROCEDURES: (Sign & Print Name)

Edward Jankiewicz Edward Jankiewicz 5/30/18
Chair, Department Personnel Committee Date

Chair, Department Personnel Committee Date

FOR DEPARTMENT PERSONNEL PROCEDURES & COLLEGE PERSONNEL PROCEDURES:

STEVEN GRAVES [Signature] 5/23/18
Chair, College Personnel Committee Date

Matthew Cahn [Signature] 5/23/18
College Dean Date

Sean Murray [Signature] 5/30/18
Chair, Personnel Planning and Review Committee Date

(for PP&R use only)	F118	
<u>S'18</u>	<u>F'21 (for changes in criteria)</u>	<u>S'23</u>
Approval Date	Effective Date (see attached)	Date of Next Review

Revised 10.16

**DEPARTMENT OF GEOGRAPHY
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE**

**Procedures Applicable to Retention, Tenure, and Promotion
October 2017**

The Department of Geography follows the guidelines on Retention, Tenure, and Promotion as described in Section 600 and adheres to the time frames published in the Academic Calendar of Personnel Procedures 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 Class Performance

- a. The Department of Geography Personnel Committee will arrange to send two or more of its members or designees to visit at least two representative classes of each faculty member under consideration for retention, tenure, or promotion, by mutual agreement of date and time with the candidate. The course syllabus and relevant course materials will be requested from the candidate before the class visit. Visits normally will take place in the Fall and the Spring semesters for use during the annual personnel cycle unless the faculty member is on a Leave of Absence as prescribed in Section 600 during either or both semesters, 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 provided to the candidate, who will have the right to request a meeting with the Personnel Committee within ten calendar days to discuss the recommendations. Following such a meeting, the written evaluation and recommendation may be revised by mutual consent of the faculty member and the Department Personnel Committee, provided such revision shall not exceed the timeline prescribed in Section 600. The report will be placed in the candidate's Personnel Action File, where it will be retained for a period of five years. The faculty member also has a right to submit a rebuttal statement or response in writing. A copy of the rebuttal or response shall be placed in the candidate's Personnel Action File.

- b. The Chair of the Department of Geography will arrange to visit at least one representative class of each faculty member under consideration for retention, tenure, or promotion, by mutual agreement of date and time with the candidate. The course syllabus and relevant course materials will be requested from the candidate before the class visit. Visits normally will take place in the Fall and Spring semesters for use during the annual personnel cycle unless the faculty member is on a Leave of Absence as prescribed in Section 600 during either or both semesters, 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 provided to the candidate, who will have the right to request a meeting with the Personnel Committee within ten calendar days to discuss the recommendations. Following such a meeting, the written evaluation and recommendation may be revised by mutual consent of the faculty member and the Department Chair, provided such revision shall not exceed the timeline prescribed in Section 600. The report will be placed in the candidate's Personnel Action File, where it will be retained for a period of five years. The faculty member also has a right to submit a rebuttal statement or response in writing. A copy of the rebuttal or response shall be placed in the candidate's Personnel Action File.

2. Student Evaluations

Student Evaluations normally will be administered to all Geography classes (except Independent Study courses) twice per year during the Fall and Spring semesters unless the faculty member is on sabbatical leave during either or both semesters. 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.

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. 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 Action 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 _____.”

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. As noted in Section 600, only signed, written statements may be used in the evaluation of the faculty member. Any student statement or evaluation provided outside of the regular written student evaluation of teaching effectiveness must be identified by name to be included in the candidate's Personnel Action File. Candidates will be given the opportunity to address student written or oral testimony in consultation with the Department Chair and/or the Department Personnel Committee.

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 defines publications as scholarly work devoted to the faculty member's academic discipline or closely-related field that appears or has been accepted for publication in traditional printed form and/or online media; publications include articles in peer-reviewed academic journals, books, chapters in books, and monographs in any university or academic press that are peer-reviewed. For publications, peer-review is defined as a review process that is identified as including two or more external academic reviewers organized by the publisher/editor of the work. Publications in journals and books either printed or ejournals, that require payment for publication will not be considered as a Contribution to the Field of Study. Note that the payment of reasonable fees associated with open access, higher than the average number of pages, higher than the average number of figures, charts, and tables, color, typesetting, etc. per discipline, is common and by itself should not be construed as "pay to publish." Candidates are required to disclose any fees required for publication.

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.