

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

SECTION 600 (RETENTION, TENURE, AND PROMOTION)

S&BS

Geog and Env Stud

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.*


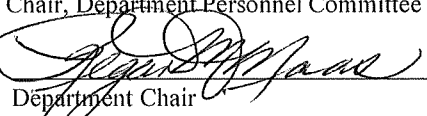
BACKGROUND INFORMATION:

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 N/A
3. **For Department Personnel Procedures:**
 - a. Indicate the date the department faculty voted to approve the proposed changes: N/A
 - b. Indicate the date the CPC voted to approve the proposed changes: N/A
4. **For College Personnel Procedures:**
 - a. Indicate the date the college faculty voted to approve the proposed changes: N/A
5. (Optional) Briefly state the rationale for your proposed changes: We are not making changes to the personnel procedures this year.

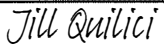


Please email the following to Faculty Affairs email at faculty.affairs@csun.edu:

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)

| | | |
|---|---------------------|-----------|
|  | Ron Davidson | 2/29/2024 |
| Chair, Department Personnel Committee | | Date |
|  | Regan Maas | 2/29/2024 |
| Department Chair | | Date |

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

| | | |
|---|------------------------|--------------|
|  | Jill Quilici | 06/24/2024 |
| Chair, College Personnel Committee | | Date |
|  | Dean Yan Searcy | 06/26/2024 |
| College Dean | | Date |
|  | Sylvia Macauley | May 31, 2024 |
| Chair, Personnel Planning and Review Committee | | Date |

| | | |
|---------------------|---|---------------------|
| (for PP&R use only) | | |
| <u>SP 2024</u> | <u>FA2024</u> <u>FA 2027 for changes in criteria</u> | <u>FA 2028</u> |
| Approval Date | Effective Date (see attached) | Date of Next Review |

**DEPARTMENT OF GEOGRAPHY AND ENVIRONMENTAL STUDIES
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE**

**Procedures Applicable to Retention, Tenure, and Promotion
October 2022**

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 Questionnaires

Student Questionnaires normally will be administered to all Geography classes (except Independent Study courses) twice per year during the Fall and Spring semesters. Student evaluations of all classes of probationary faculty members shall be administered in both 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. Gathering Feedback from Faculty and Students for Faculty Evaluations

A flowchart on the process for gathering feedback from faculty and students for use in RTP evaluations per the Administrative Manual, Section 613, and in compliance with the CBA can be found on the PP&R website under the "resources" tab:

https://www.csun.edu/sites/default/files/Process%20for%20Gathering%20Comments_DRAFT%2005.15.24%20%28CHART%29_0.pdf

Sample Communication with Faculty and Students:

Dear Faculty and Students,

The Department of _____ is engaged in a faculty personnel review process in which the faculty listed below are being reviewed for retention, tenure, and/or promotion.

Candidate #1 NAME
Candidate #2 NAME

Candidate #3 NAME

We would like to hear from you if you believe you have substantive and relevant input about their performance. In order to be considered during the retention, tenure, and/or promotion process, comments from faculty and students must be added to the faculty member's Personnel Action File. Therefore, the comments may not be anonymous and

they need to be substantive, relevant and accurate. Please note that the faculty member will also be notified of the comments before they are placed in his/her file.

If you have any input you would like to include as part of a faculty member's review, please email it to NAME at email@csun.edu. Please send separate emails for each faculty member and remember to include the name of the faculty member you are writing about. **Email your input by [your deadline e.g., Friday, October 7].**

Sample Communication with Faculty Being Reviewed:

Dear Professor _____,

In the course of preparing for your upcoming RTP evaluation, it is required that the DPC reach out to faculty colleagues and students to request substantive feedback. We have received the attached submissions and are reaching out to consult with you, as indicated by Section 613. Please let us know if you have any preliminary thoughts about these comments.

As a next step, DPC will forward substantive comments on to the Dean for review. If the Dean deems them relevant and accurate, he/she will notify you that the written comments will be placed in your PAF so that they can be considered during the course of your RTP review. At that point, you will have an opportunity to meet with the Dean and/or to submit a written rebuttal to the comments, which would also be included in your PAF. If you have any questions about this, please don't hesitate to let me know. You may also feel free to reach out to Faculty Affairs or PP&R with any questions on the process.

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, either printed or e-journals, 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.