

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

SECTION 600 (RETENTION, TENURE, AND PROMOTION)

Science and Math

COLLEGE

Geological Sciences

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 December 14, 2021

3. **For Department Personnel Procedures:**

a. Indicate the date the department faculty voted to approve the proposed changes: December 4, 2021

b. Indicate the date the CPC voted to approve the proposed changes: December 14, 2021

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:** Reduce inconsistencies and provide more explicit guidance to candidates and review committees.

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)

Joshua Schwartz

12/14/2021

Chair, Department Personnel Committee

Date

Matthew J. Cleary

12/14/2021

Department Chair

Date

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

Matthew J. Cleary

Matthew

December 14, 2021

Chair, College Personnel Committee

Date

Jerry A. Thomas

College Dean

Date

Chair, Personnel Planning and Review Committee

Lindsay Ann

May 25, 2022

Date

(for PP&R use only)

FA 2022

FA 2025 (for changes in criteria)

FA 2026

SP 2022

Approval Date

Effective Date (see attached)

Date of Next Review

DEPARTMENT OF GEOLOGICAL SCIENCES

PERSONNEL PROCEDURES

1. Election Procedures for Personnel Committees

The basic responsibilities and election procedures for the personnel committee are set forth in Section 600 of the CSUN Administrative Manual: In Geological Sciences, the Department Personnel Committee (DPC) will consist of three tenured faculty members of senior rank. To stand for nomination is an obligation of all eligible persons; and if elected to the committee, a faculty member must serve (exceptions provided in Section 600). In addition, every other year the department must elect a representative to the College Personnel Committee for a two-year term.

Committee members will be elected from a ballot that includes all eligible faculty members. Tenure-track faculty will vote for four members they wish to serve on the DPC. The three candidates receiving the greatest number of votes will serve as the committee, with the full professor receiving the greatest number of votes acting as chair. If there are no full professors on the ballot, then the associate professor with the greatest number of votes will serve as chair. The faculty member ranking fourth will serve as an alternate and will replace a committee member who is unable to complete his or her term.

In those years when a representative to the College Personnel Committee is to be elected, tenure-track members will identify on the ballot the five members that they wish to serve. The full professor receiving the greatest number of votes will serve on the College Committee and the full professor with the second highest vote count will serve as Departmental Committee Chair. If there are no full professors on the ballot, then the person receiving the greatest number of votes will serve on the College Personnel Committee and the person receiving the second highest number of votes will serve as chair of the Department Personnel Committee. The faculty member ranking fifth will serve as an alternate and will replace a committee member who is unable to complete his or her term. In the case of any tied-votes that might affect an appointment (ie: who becomes chair), a run-off election for that specific position will be held between those candidates.

2. Memorandum of Understanding

The Personnel Procedures of the Department of Geological Sciences and of the College of Science and Mathematics provide clear guidance concerning what the faculty member must accomplish in teaching, research, and service to be recommended for tenure and

promotion to Associate Professor. Therefore, a memorandum of understanding (MOU) that details what the faculty member must accomplish in teaching, research, and service in order to be recommended for tenure and promotion to Associate Professor is required only in cases where the duties, responsibilities, and accomplishments of the probationary faculty member are expected to differ from those outlined in the Personnel Procedures of the department and college. In such cases, during the first year of academic appointment, the probationary faculty member, the Department Chair, and the Department Personnel Committee will develop an MOU that provides clear guidance about what the faculty member must accomplish in teaching, research, and service in order to be recommended for tenure and promotion to Associate Professor. The MOU will provide expected milestones of accomplishments for the early and later phases of the probationary period and criteria for accelerated promotion. The MOU will also define any service credit that may be given to the candidate. The MOU will be signed by the probationary member, the Chair of the Department Personnel Committee, the Chair of the Department, and the Dean of the College and will be placed in the faculty member's Personnel Action File. This document may be subsequently amended upon agreement of the probationary faculty member, the Chair of the Department Personnel Committee, the Department Chair, and the Dean.

3. Criteria for retention, tenure, and promotion to Associate Professor in the Department of Geological Sciences.

3.1 Reappointment without tenure (retention)

For newly hired probationary faculty, the first review takes place during the second year of service. In the first review, the candidate must show evidence of progress toward meeting the criteria for tenure and promotion in Section 3.3, such as the development or redesign of a course, the establishment of a laboratory, a manuscript in progress, and the mentorship of students. A candidate who displays professional development in teaching and scholarship during the first review will be recommended for reappointment. In subsequent reviews, the candidate's eventual tenurability becomes a consideration of increasing importance. The candidate must show increased evidence of meeting the criteria in Section 3.3. For example, by the critically important fourth-year review, the candidate is expected to have: 1) taught classes at more than one level, 2) developed or redesigned an upper-division elective and/or graduate class in the candidate's research specialty, 3) established mentorship of student research, 4) published one or more peer-reviewed papers in journals indexed by a major citation index (such as GeoRef) or provide hard evidence that submission of manuscript(s) is imminent, 5) submitted a proposal for external funding or provide evidence that a submission is imminent. If the probationary faculty member has an MOU, the candidate must meet the criteria defined in this document for reappointment without tenure. Annual letters from the Chair, Dean and Provost may be used to clarify

expectations for retention, promotion and/or tenure. Faculty must directly address such comments for tenure or promotion, including early tenure.

3.2 Reappointment with tenure

The tenure decision is the most important personnel decision. The candidate must meet the criteria described in Section 3.3. The overall recommendation for tenure will give more weight to teaching and research than to service, as long as the minimum service requirements are met. In addition, the candidate must demonstrate a clear trajectory of continued professional growth in teaching effectiveness, research, and university and professional service after tenure is granted. Examples of activities that demonstrate continued growth include, but are not limited to: an active grant; an active student research group; established and on-going record of manuscript submission and publication ; collaborative research with professional colleagues; on-going new course development; and on-going, multi-year appointments in University and/or professional service. The recommendation for reappointment with tenure normally occurs in the sixth year of a candidate's probationary period, inclusive of service credit (defined in the MOU) granted at the time of hire. If the probationary faculty member has an MOU, the candidate must meet the criteria defined in this document for reappointment with tenure. Annual letters from the Chair, Dean and Provost may be used to clarify expectations for retention, promotion and/or tenure. Faculty must directly address such comments for tenure or promotion, including early tenure.

3.3. Promotion to Associate Professor

The candidate must meet the criteria in this section to be recommended for promotion to Associate Professor in Geological Sciences, unless the candidate has an MOU that defines different criteria. Only those activities subsequent to the candidate's appointment will be considered. Accomplishments in teaching, research, and service performed prior to appointment to CSUN will be considered as part of establishing a satisfactory pattern of professional development, but will not substitute for the required activities during the appointment at CSUN. Annual letters from the Chair, Dean and Provost may be used to clarify expectations for retention, promotion and/or tenure. Faculty must directly address such comments for tenure or promotion, including early tenure.

Normally, promotion and tenure will be recommended at the same time during the sixth year of the probationary period. However, promotion can be recommended earlier if sufficient strength is demonstrated to the Department Personnel Committee based on the criteria in Section 3.3 and Section 5.

3.3.1. Teaching Effectiveness and Direct Instructional Contributions

A. The candidate must provide evidence in the Professional Information File (PIF) of satisfactory achievement in teaching effectiveness and commitment to mentorship of students in research. Evidence includes, but is not limited to:

- improvements in teaching based upon suggestions in class visit letters and student evaluations.
- effective teaching at more than one level of instruction. A representative syllabus for each course taught should be included as supplementary materials in the PIF.
- development of innovative teaching methods or improved instructional material.
- direct supervision of research and scholarly activity involving undergraduate and/or graduate students.
- papers and abstracts co-authored with students.
- service on thesis committees.
- participation in departmental curriculum development and/or assessment of student learning.
- participation in University and/or professional workshops on teaching effectiveness.

B. Class Visits and Student Evaluations

1) Class Visits of Probationary Tenure-Track Faculty

The Department Chair will visit at least one class per year of each candidate, normally during the spring semester, and prepare a written report for each visit, within 14 calendar days of the visit. At least one member of the Departmental Personnel Committee will visit at least one class of the candidate per year during the fall semester and prepare a written report for each visit. Written class visit reports will be emailed to each candidate with copies to the Department Chair and the Chair of the Department Personnel Committee within 14 calendar days of the visit. Following receipt of any classroom visit report, defined as the time that the email with the review letter is sent to the candidate, the candidate has ten (10) calendar days to A) submit a rebuttal statement or response in writing, B) request a meeting to be held to discuss the report, and/or C) accept the letter in its current form. Any changes to the report that are an outgrowth of a meeting or letter must be incorporated into a revised report within the same ten (10) day period. Following these ten (10) days from receipt of the initial report, a copy of the report

shall be placed in the candidate's Personnel Action File (PAF) where it will be retained for a period of five years, consistent with section 600.

2) Student Evaluations.

Each semester, student evaluations of the candidate's teaching will be administered in all of the candidate's courses using the Student Evaluation of Faculty (SEF) form provided by the Office of Institutional Research that includes a space for written comments by students. Quantitative scores and written comments are considered in the evaluation of the candidate's teaching effectiveness.

3.3.2. Contributions to the Field of Study

For promotion to Associate Professor, the candidate is required to develop a research program in the candidate's specialty, publish results based upon research carried out during the academic appointment at CSUN, present results at regional and national conferences, and pursue external funding to support the candidate's research program.

A. Scholarly and Creative Contributions.

The candidate must publish at least 3 peer-reviewed journal articles based on research conducted since the candidate's tenure-track appointment at CSUN. The candidate must be the corresponding author or have a CSUN student (advisee) first-author (the latter considered equivalent to being the corresponding author in our department) for at least one of these articles.

To be included in the PIF, articles must either be published or accepted for publication in peer-reviewed journals indexed by a major citation index (such as GeoRef). All journal publications will be scrutinized at the Department level (DPC and Department Chair) using the Oviatt Library's Predatory Publishing guide

https://libguides.csun.edu/predatory_publishing to determine whether an article has been published in a peer-reviewed and non-predatory journal.

If the candidate was promoted to Associate Professor without tenure, all publications that were considered for promotion will also be considered for the tenure decision.

B. Pursuit of external funding.

The candidate is required to submit three proposals for external funding unless the first or second submission is awarded funding. Submissions can be as PI or co-PI. If submissions were not funded, strong, favorable reviews of at least one significant proposal must be included in the PIF as evidence

of the significance of the candidate's research and likely future success. These will be recognized and positively regarded by the Department even if a submission was not funded.

C. Additional scholarly activities.

Additional scholarly activities are recognized and valued by the Department and will be positively recognized in promotion and tenure evaluations. These additional activities include, but are not limited to: presentations at professional meetings, published textbooks, obtaining internal research support, invited lectures before professional groups, invited participation in colloquia, and election to fellowship in learned societies.

3.3.3. Contributions to the Department, College, University and Profession

The candidate must participate in Department, College, and University service that advances the welfare of students and the effective functioning of the Department, the College, and/or the University. The department is sensitive to burdening new faculty with numerous service requirements. Therefore, during the first three years of the probationary period when the candidate is establishing teaching and research programs, the candidate is expected to participate in limited department-level service, such as serving on one or two committees in non-leadership roles. In subsequent years, the candidate must take on more significant contributing roles at the department and college or university levels.

4. Criteria for promotion to Professor in the Department of Geological Sciences

The candidate must meet the criteria in Section 2.4 to be recommended for promotion to Professor in Geological Sciences. Only those activities subsequent to the candidate's evaluation for tenure and promotion to Associate Professor will be considered. Promotion to Professor requires that the candidate has shown sustained or increased achievement and professional growth in teaching effectiveness; contributions to the field of study; and contributions to the Department, College, University, and the Profession since promotion to Associate Professor. Teaching excellence and research productivity remain the primary criteria for promotion, but the candidate must also show growth in University and professional service. Furthermore, the candidate must also show evidence that achievements in teaching effectiveness, research, and University and professional service will continue after promotion to Professor through on-going activities such as: an active grant, an active student research group, submitted manuscript(s) in review, collaborative research with professional colleagues, on-going new course development, on-going multi-year appointments in University and professional service.

Tenured faculty members in the rank of Associate Professor will normally be considered for promotion when they have served five years in this rank and every year thereafter until promotion is granted. Promotion can be recommended early if sufficient strength is demonstrated to the Department as specified in Section 5.

4.1. Teaching Effectiveness and Direct Instructional Contributions

A. Evidence of Instructional Growth.

The candidate must provide evidence in the PIF of growth in achievement in teaching effectiveness and commitment to good teaching since promotion to Associate Professor. Demonstrations of growth include, but are not limited to:

- improvements in teaching based upon suggestions in student evaluations.
- expansion of the teaching portfolio to include development and/or redesign of additional courses since the time of last promotion. A representative syllabus for each new and/or redesigned course must be included as supplementary materials in the PIF.
- expansion in the use of innovative teaching methods or improved instructional materials. The candidate must describe these in the PIF.
- leadership in departmental curriculum development and/or assessment of student learning.
- sustained or increased direct supervision of research and scholarly activity involving undergraduate and/or graduate students since the last promotion.
- sustained or increased number of papers and abstracts co-authored with students.
- sustained or increased service on thesis committees.
- leadership of and/or participation in University and/or professional workshops on teaching effectiveness.

B. Class visits and Student Evaluations.

- 1) At least two class visit reports, one from the Department Chair and one from a member of the Personnel Committee, will be completed within the academic year prior to the review of the candidate for promotion to Professor. Written class visit reports will be sent by email to the candidate with copies to the Department Chair and the Chair of the Department Personnel Committee within 14 calendar days of the visit. Following receipt of any classroom visit report, defined as the time that the email with the review letter is sent to the candidate, the candidate has ten (10) calendar days to submit a rebuttal statement or response in writing and/or request a meeting to be held to discuss the report. Any changes to the report that are an outgrowth of a meeting must be incorporated into a revised report within the same ten (10) day periods. Following these ten (10) days from receipt of the initial report, a copy of the

report shall be placed in the candidate's Personnel Action File where it will be retained for a period of five years, consistent with section 600.

2) Student Evaluations. Each semester, student evaluations of the candidate's teaching will be administered in all of the candidate's courses using the Student Evaluation of Faculty form provided by the Office of Institutional Research that includes a space for written comments by students. Quantitative scores and written comments are considered in the evaluation of the candidate's teaching effectiveness.

4.2. Contributions to the Field of Study

For promotion to Professor, the candidate must demonstrate sustained or increased productivity with regard to publications and pursuit of external funding since the candidate's last promotion (or appointment if the candidate was appointed as an Associate Professor).

A. Scholarly and Creative Contributions.

The candidate must publish at least 3 peer-reviewed journal articles based on research conducted since the candidate's last promotion or appointment. The candidate is expected to make substantial contributions to all three of these articles. The department considers a "substantial contribution" to be one in which the candidate is corresponding author or has a CSUN student (advisee) first-author (that latter considered an equivalent effort to being first author in our department). Articles must either be published or accepted for publication to be included in the PIF and be published in peer-reviewed journals indexed by a major citation index (such as GeoRef). All journal publications will be scrutinized at the Department level (DPC and Department Chair) using the Oviatt Library's Predatory Publishing guide https://libguides.csun.edu/predatory_publishing to determine whether an article has been published in a peer-reviewed and non-predatory journal.

B. Pursuit of external funding. The candidate is required to continue to vigorously seek external funding at a level that supports the candidate's research program. If the candidate was awarded external funding during the probationary period that extended into the review period for Professor, the candidate must show: 1) evidence of submission of proposals for continued funding at the conclusion of the grant period to attempt to avoid a lapse in funding, or 2) hard evidence that a proposal submission is imminent. If submissions submitted during the review period for Professor were not funded, strong, favorable reviews of proposals can be included in the PIF as evidence of the significance of their research and likely

future success. These will be recognized and positively regarded by the Department even though submissions were not funded.

C. Additional scholarly activities. Other scholarly activities are also required for promotion to Professor as evidence of professional growth. The candidate must include in the PIF evidence of at least two of the following activities: presentations at national professional meetings, published textbooks, obtaining internal research support, invited lectures before professional groups, invited participation in colloquia, and election to fellowship in learned societies.

4.3. Contributions to the Department, College, University and Profession

The candidate must demonstrate leadership in Department service through acting as: chair of departmental committees, assessment liaison, undergraduate or graduate advisor, and/or course coordinator. The candidate must also serve on at least two College and/or University committees during the review period for Professor. Positive recognition will be given to contributions made to mentoring teaching assistants and programs that advance student success and student career development. Professional service is also required. The candidate must participate in at least one professional service activity that can include, but is not limited to: reviewing papers and/or research proposals, editing journals, chairing sessions at professional meetings, and serving as an officer or field-trip leader for a professional society.

5. Accelerated (Early) Promotion

Promotions to Associate Professor and to Professor can be recommended earlier than normal if a candidate has demonstrated an exceptional record of achievements (see examples below) in the areas of research and teaching and shows promise for continuing that level of performance. Candidates for accelerated promotion must demonstrate and explain in writing that in a period of time shorter than that required for normal promotion considerations, they have: 1) met or exceeded all of the Department criteria for advancement to the next rank, and 2) established evidence of significant achievement in teaching and research. At least 3 of the following examples of such achievement should be met, but are not limited to:

- Excellence in graduate student mentoring. Evidence may include (time to degree, financial support, providing opportunities for travel to conferences, connecting to colleagues, equity, giving good advice, promoting strong ethics)
- Excellence in undergraduate mentoring.
- Demonstrated leadership and development in promoting diversity, equity, and inclusion in your courses and department.

- Service commitment beyond what is typical for a candidate at their position. For example, presidential appointment to a university positions.
- Demonstrating teaching effectiveness and innovation at all levels of instruction.
- Leading curriculum development in the Department, the University or beyond.
- Mentoring students in research projects that lead to manuscript submission and publication.
- Sole author or first authorship in more than three papers in top tier journals, namely those ranked in the top ten according to impact factors in the candidate's field of study.
- Obtaining significant extramural support for the candidate's research either alone or with collaborators. Cumulative funding should qualify as a large grant as defined by the Office of Research and Sponsored Projects based on the level of indirect cost recovery (ICR). If funding does not generate ICR, the amount of ICR that the funding would generate can be calculated using the predetermined fixed rate of ICR of NSF for the year of the award. Significance may also be determined by the total dollar amount of funding for several grants, by the dollar amount of a major grant compared to the average for a granting agency, or by the relative success ratios for proposals submitted to a granting agency in any given year.
- Establishment of a national reputation in their field as recognized by their peers. To demonstrate this, the candidate should request that the Department Chair gather outside evaluations from peers in the area of expertise of the candidate. The candidate, Personnel Committee, and Department Chair will work collaboratively to select three external reviewers, tenured faculty at other institutions with knowledge of the CSU System and the field of expertise of the candidate so that they can objectively:
 - evaluate the quality and originality of the candidate's research record and comment on its significance in the discipline.
 - compare the candidate to other respected researchers who are at a similar point in their career and who may have obtained tenure at universities with a teaching load comparable to CSUN.