

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

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 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.

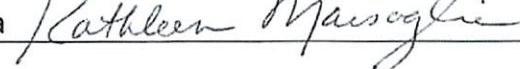
FORMAT: *Please use a complete copy of your existing procedures as the starting point for the proposed revisions that you submit to PP&R for approval. Strike over any text that you wish to have deleted from your written procedures, and/or underline any text that you wish to have added to your written procedures.*

BACKGROUND INFORMATION:

1. Are proposed changes those of College ☐ or Department ☒ procedures? (check one)
2. Date that current proposed changes were sent forward _____
3. Department or College initiating proposed changes Geological Sciences
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 initiated by a request from the Dean who felt that existing criteria were not sufficiently rigorous.
5. For Department Personnel Procedures, list the date the department faculty voted to approve the proposed changes: ____/____/____
6. For College Personnel Procedures, list the date the college faculty voted to approve the proposed changes: ____/____/____


FOR DEPARTMENT PERSONNEL PROCEDURES: (Sign & Print Name)

Vicki Pedone 
Chair, Department Personnel Committee _____ Date _____

Kathleen Marsaglia 
Department Chair _____ Date _____

FOR DEPARTMENT PERSONNEL PROCEDURES & COLLEGE PERSONNEL PROCEDURES:

J. Doug Yule 
Chair, College Personnel Committee _____ Date 3-14-17

Jerry Stinner 
College Dean _____ Date 3/14/17

Sheila Grant 
Chair, Personnel Planning and Review Committee _____ Date 6/5/17

(for PP&R use only)

S'17
Approval Date

F117

F'20 Effective Date (see attached)

(change in
criteria)

F'21

Date of Next Review

1 DEPARTMENT OF GEOLOGICAL SCIENCES

2
3 PERSONNEL PROCEDURES

4 (approved revisions by Geology Faculty March 9, 2017)

5
6 1. Election Procedures for Personnel Committees

7
8 The basic responsibilities of and the election procedures for the personnel committee
9 are set forth in Section 600 of the CSUN Administrative Manual: Academic Personnel
10 Policies and Procedures. In Geological Sciences, the Personnel Committee will consist
11 of three tenured faculty members of senior rank. To stand for nomination is an
12 obligation of all eligible persons; and if elected to the committee, a faculty member
13 must serve (exceptions provided in Section 600). In addition, every other year the
14 department must elect a representative to the College Personnel Committee for a two-
15 year term.

16
17 Committee members will be elected from a ballot that includes all eligible faculty
18 members. Tenure-track members will identify on the ballot the four members they wish
19 to serve. The three candidates receiving the greatest number of votes will serve as the
20 committee, with the full professor receiving the greatest number of votes acting as
21 Chair. If there are no full professors on the ballot, then the associate professor with the
22 greatest number of votes will serve as chair. The faculty member ranking fourth will
23 serve as an alternate and will replace a committee member who is unable to complete
24 his or her term.

25
26 In those years when a representative to the College Personnel Committee is to be
27 elected, tenure-track members will identify on the ballot the five members that they
28 wish to serve. The full professor receiving the greatest number of votes will serve on
29 the College Committee and the full professor with the second highest vote count will
30 serve as Departmental Committee Chair. If there are no full professors on the ballot,
31 then the person receiving the greatest number of votes will serve on the College
32 Personnel Committee and the person receiving the second highest number of votes will
33 serve as chair of the Department Personnel Committee. The faculty member ranking
34 fifth will serve as an alternate and will replace a committee member who is unable to
35 complete his or her term.

36
37 2. Memorandum of Understanding

38 The Personnel Procedures of the Department of Geological Sciences and of the College
39 of Science and Mathematics provide clear guidance concerning what the faculty member
40 must accomplish in teaching, research and service in order to be recommended for tenure
41 and promotion to Associate Professor. Therefore, a memorandum of understanding
42 (MOU) that details what the faculty member must accomplish in teaching, research and
43 service in order to be recommended for tenure and promotion to Associate Professor is
44 required **only** in cases where the duties, responsibilities, and accomplishments of the
45 probationary faculty member are expected to differ from those outlined in the Personnel
46 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 also provide expected milestones of accomplishments for the early and later phases of the probationary period and criteria for accelerated promotion. 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 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, the mentorship of a student. 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 prominent journals or provide hard evidence that submission of publications 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.]

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; submitted manuscript(s) in review; 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 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.

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.

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 of each candidate, normally during the fall semester, and prepare a written report for each visit within 14 calendar days of the visit. At least one member of the Department Personnel Committee will visit at least one

class of each candidate during the spring semester and prepare a written report for each visit. Written class visit reports will be sent 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, 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 ten (10) days. Following the ten (10) days, 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.

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.

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, and pursue external funding to support the candidate's research program.

A. Scholarly and Creative Contributions. The candidate must publish at least three sole author, first-author, student co-authored, and/or co-authored peer-reviewed journal articles based on research done primarily during the probationary period at CSUN. Articles must either be published or accepted for publication to be included in the PIF and be published in prominent journals that have a proven record of citation in the candidate's sub-discipline. In the case of co-authored publications, the candidate will indicate in the PIF what role the candidate played in accomplishing the research. In the case of publications that include data collected prior to the appointment at CSUN, the candidate will indicate in the PIF the work done at CSUN to bring the research to publication readiness. 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 proposals can 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 though submissions were 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. However, additional scholarly activities alone will not substitute for the requirements of publishing results and submitting proposals for external funding. 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 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.

Professional service is valued by the Department and will be positively recognized in promotion and tenure evaluations. However, this service alone will not substitute for the requirements of Department and College and/or University service. Examples of professional service include, but are not limited to: reviewing papers and/or research proposals, editing journals, chairing sessions at professional meetings, and participation in professional societies.

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 made within the year prior to the review of the candidate for promotion to Professor. Written visit reports will be given to the candidate within 14 calendar days of the visit, and copies will be placed in the candidate's Personnel Action File.
- 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 is required to have published (or have as accepted) a minimum of three additional peer-reviewed papers in prominent journals that have a proven record of citation in the candidate's sub-discipline, which, when considered with the total publication record of the candidate, represents a significant body of work. For co-authored publications, the candidate will indicate in the PIF the role the candidate played in accomplishing the research. Impact factors of the journals and number of citations of the candidate's publications can be included in the PIF to show evidence of a significant body of work. The candidate has the option to request that the Department seek a maximum of three supporting letters from academic or professional colleagues of stature in their field at other institutions that can speak to the quality and impact of the candidate's research publications. The candidate, Department Chair, and Personnel Committee Chair will work collaboratively to select the external reviewers.

B. Pursuit of external funding. The candidate is required to continue to aggressively 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 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:

- 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 of three or more 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 1) evaluate the quality and originality of the candidate's research record and comment on its significance in the discipline, and 2) 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. The majority (2 or 3) of external reviewers must provide favorable and/or positive evaluation of the applicants national reputation.