

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

Science + 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:

- Are proposed changes those of College or Department procedures? (check one)
- Date that current proposed changes were sent forward initially PPR review Dec 14, 2011, Final version
- Department or College initiating proposed changes Geological Sciences contractually approved 4/25/2012
- 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").

The proposed changes were made as part of our five-year review of the guidelines

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Office of Faculty Affairs

- The proposed changes have been approved by the faculty of the College or Department . (check one)

FOR DEPARTMENT PERSONNEL PROCEDURES:

[Signature] 15 May 2012
Chair, Department Personnel Committee Date

[Signature] 5/11/12
Department Chair Date

FOR DEPARTMENT PERSONNEL PROCEDURES & COLLEGE PERSONNEL PROCEDURES:

M. Ali Tabickhan 5/14/12
Chair, College Personnel Committee Date

[Signature] 5-15-12
College Dean Date

[Signature] 5-17-12
Chair, Personnel Planning and Review Committee Date

(for PP&R use only)	F'12	
<u>5'12</u>	<u>F'15 (change in criteria)</u>	<u>2010-2017</u>
Approval Date	Effective Date (see attached)	Date of Next Review

DEPARTMENT OF GEOLOGICAL SCIENCES

PERSONNEL PROCEDURES

(approved for submission by Geology Faculty March 27, 2012)

1. Election Procedures for Personnel Committees

The basic responsibilities of and the election procedures for the personnel committee are set forth in Section 600 of the CSUN Administrative Manual: Academic Personnel Policies and Procedures. In Geological Sciences, the Personnel Committee shall consist of three tenured faculty members of at least Associate Professor 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 for a two-year term.

Committee members will be elected from a ballot that includes all eligible faculty. Each tenure-track member will identify on the ballot the four members he or she wishes to serve. The three candidates receiving the greatest number of votes shall serve as the committee, with the full Professor receiving the greatest number of votes acting as Chair. The faculty member ranking fourth shall serve as an alternate and shall 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, the number of candidates to be voted for will be increased by one with the full Professor receiving the greatest number of votes to serve on the College Committee and the candidate with the second highest vote count serving as Departmental Committee Chair.

2. Criteria for retention, tenure, and promotion in the Department of Geological Sciences (interpretation of the Administrative Manual, Section 600)

2.1. Reappointment without tenure (retention)

As long as a candidate, during the first two years, displays professional development in his/her teaching and scholarship and demonstrates progress towards publishing original research in peer-reviewed journals/books within the candidate's field of expertise, reappointment is recommended. For third and subsequent reappointments, the candidate's eventual tenurability becomes a consideration of increasing importance.

2.2. Reappointment with tenure.

The tenure decision is the most important personnel decision. The candidate must meet the criteria described in Section 2.3 and engender confidence within the Committee and Department that activity and growth in these areas will continue after tenure is granted and that the candidate will continue to meet the criteria in Section 600 on Professional Responsibility. The recommendation for reappointment with tenure normally occurs in the sixth successive year of a candidate's probationary period, unless he/she has been granted credit for one or more years of service at the time of hire.

2.3. Promotion to Associate Professor

The candidate must meet the criteria in Section 2.3 to be recommended for promotion to Associate Professor in Geological Sciences. 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 will be recommended at the same time as the decision on tenure will be made. However, promotion with or without tenure can be recommended earlier if sufficient strength is demonstrated to the Committee based on the criteria in Section 2.3 and Section 3.

A. Memorandum of Understanding

During the first year of academic appointment, the tenure-track faculty member, the Department Chair, and the Department Personnel Committee will develop a plan that provides guidance about what the faculty member needs to accomplish in teaching, research and service in order to be recommended for tenure and promotion to Associate Professor. A jointly drafted letter describing the plan will be signed by the tenure-track faculty member, the Chair of the Department Personnel Committee, the Chair of the Department, and the Dean of the College. This document will be placed in the faculty member's Personnel Action File. Upon agreement of the candidate and the current Chair of the Department Personnel Committee, the Department Chair and Dean, this document may be amended in the future.

B. Teaching Effectiveness and Direct Instructional Contributions

- 1.. The candidate must provide evidence, to the satisfaction of the Committee, in his/her Professional Information File (PIF) of a strong commitment to good teaching for tenure and promotion to Associate Professor to be recommended. Demonstrations of this commitment may include, but are not limited to:
 - 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. The candidate may include examples to illustrate these in the PIF
 - participation in departmental curriculum development and/or assessment of student learning
 - direct supervision of research and scholarly activity involving students

2. Class Visits

a. First-year Probationary Tenure-Track Faculty

The Department Chair will visit at least one class of each candidate during the fall semester and prepare a written report for each 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 visit reports will be sent to each candidate and a copy placed in the candidate's Personnel Action File.

b) Probationary Tenure-Track Faculty with at Least One Year of Service

The Department Chair or designee and at least one member of the Department Personnel Committee or designee will visit at least one class of each candidate

during the fall semester and prepare a written report for each visit. Written visit reports will be sent to each candidate and a copy placed in the candidate's Personnel Action File.

3. Student Evaluations. Twice a year, student evaluations of the candidate's teaching will be administered in the candidate's courses using the Department of Geological Sciences Student Evaluation of Faculty form that includes a space for written comments by students.
4. Consultation with Students. The Department Personnel Committee will solicit other student comments concerning the teaching effectiveness of faculty under review as described in Section 600 of the Administrative Manual.

C. Contributions to the Field of Study

Involvement in original scholarly activity ("research") is the hallmark of a truly engaged university Professor. Therefore, faculty are expected to develop research programs in their specialties. A satisfactory research program is one that leads to peer reviewed publications and submissions for external funding.

For promotion to Associate Professor, the candidate is required to publish results based upon research carried out since he/she began his/her academic appointment at CSUN and to seek external funding to support his/her research program.

The term "to publish results" is restricted to mean to report on the results of research in the form of a refereed contribution, which has been published or accepted for publication. This publication requirement refers to publications not used in evaluations for prior promotions or hiring. In the event that an individual was promoted to Associate Professor without tenure, all publications that were considered for his/her promotion will also be considered for the tenure decision. In multi-authored publications, the candidate may be requested to indicate the role that he/she played in accomplishing the research and preparing the manuscript.

Additional scholarly activities are recognized and valued by the Department and will count positively in promotion and tenure deliberations. However, additional scholarly activities alone will not substitute for the requirement of publishing results and submissions for external funding. These include, but are not limited to: presentations at professional meetings, published textbooks, obtaining internal research support, paper refereeing, proposal refereeing for granting agencies, editing journals, chairing sessions at professional meetings, invited lectures before professional groups, invited participation in colloquia, election to fellowship in learned societies.

D. Contributions to the Department, College and University

The candidate must exhibit a willingness to effectively participate in Departmental, College, and University tasks and should demonstrate initiative and concern for improving and furthering the welfare of the students, the Department, the College, and the University. Specific examples of these contributions are laid out in Section 600.

2.4. Promotion to Professor

Promotion to Professor requires that the candidate has shown continued activity and professional growth in teaching effectiveness; contributions to the field of study; and contributions to the Department, College, and University since promotion to Associate Professor. Furthermore, he/she must engender confidence within the Committee that this activity will continue after promotion to Professor. Only those activities subsequent to evaluation for tenure and promotion to Associate Professor will be considered.

Tenured faculty member in the rank of Associate Professor will normally be considered for promotion when they have served five years in the same rank and every year thereafter until promotion is granted. Promotion can be recommended early if sufficient strength is demonstrated to the Committee as specific in Section 3.

Teaching effectiveness will be evaluated as described in Section 2.3B. At least one class visit each by the Department Chair and a member of the Committee.

The candidate is expected to maintain a research program. He/She is required to publish results based upon research carried out since he/she was awarded tenure and to seek extramural funding to support his/her research program. The term "to publish results" is restricted to mean to report on the results of research in the form of a refereed contribution, which has been published or accepted for publication.

Furthermore, some form of additional scholarly activity is required as evidence of professional growth. Examples of such activities include, but are not limited to: presentations at professional meetings, published textbooks, obtaining internal research support, paper refereeing, proposal refereeing for granting agencies, editing journals, chairing sessions at professional meetings, invited lectures before professional groups, invited participation in colloquia, election to fellowship in learned societies. It is not required that the candidate perform in all of these areas. The level of achievement must bring credit to the department and engender respect for the candidate in the academic community.

A candidate for promotion to professor must be an active citizen of the University through membership on committees at the Department, College, and/or University level. Furthermore, positive recognition will be given to contributions made to assessment coordination, student advising, laboratory coordination, mentoring of teaching assistants, programs that advance teacher education, and/or programs that serve students from under-represented groups.

3. Accelerated (Early) Promotion

Promotions to Associate Professor, as well as to Professor, can be recommended earlier than normal if a candidate has demonstrated an exceptional record of achievements in the areas of research and teaching and shows promise for continuing that level of performance. Faculty who are candidates for promotion before the normal period must demonstrate that they meet in a period of time shorter than that required for normal promotion considerations, all of the criteria cited in Section 600 as well as the Department criteria for advancement to the next rank. Examples of ways the candidate can establish sufficient evidence of significant achievement include:

- a. Demonstrating teaching effectiveness at all levels of instruction
- b. Participating in curriculum development in the Department
- c. Mentoring students in research projects
- d. Obtaining extramural support for his/her research either alone or with collaborators
- e. Requesting that the Personnel Committee or 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. External reviewers must be professionally capable to objectively:
 - evaluate the quality and originality of the candidate's research 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.