

Guidelines for Review of Department and College Personnel Procedures

From the Personnel Planning and Review Committee

(Reviewed 9/2/2020)

General Notes

1. Department and college procedures should not refer to specific sections of the *Administrative Manual* since the Manual is reviewed each year and specific section numbers may change.
2. Department and college procedures should be supplemental to or further clarify requirements for review under Section 600 and should not simply quote Section 600 standards.
3. **In most cases, PP&R reviews will be an interactive process requiring more than one draft of the proposed procedures. The department should (1) clearly date each draft version to avoid confusion, (2) include page numbers, (3) include the dates of the department and college vote of approval on the coversheet, and (4) submit the draft electronically as a Word document.**

Timelines

Personnel procedures (including post-tenure review and review of part-time faculty) must be reviewed every 5 years, even if the college or department does not request any changes.

Procedures not forwarded to, or not approved by, the Personnel Planning & Review Committee at the five-year limit will be considered obsolete, and all criteria, policies and procedures will revert to College Personnel Procedures (if a department), Section 600, and the Collective Bargaining Agreement.

1. The first step is for the department or college faculty to review their procedures in the 5th year or earlier. The deadline for departments to submit their revised procedures to the college and the deadline for the college to submit the approved department procedures or college personnel procedures to PP&R are set forth in the Academic Year Calendar of Personnel Procedures in Section 600. Procedures approved earlier than the 5th year will reset the timeline for a new 5-year period.
2. Once approved by the college, the Department or College Personnel Procedures are submitted to PP&R for review. The submitted procedures must include the signature of the Department Personnel Committee chair and the Department chair (where applicable), the chair of the College Personnel Committee, and the college dean.
3. If approved by PP&R, the department and college will be notified of the date that the revised procedures will become effective. All faculty members appointed after the approval at the University level of the new Department Personnel Procedures shall be evaluated under these new criteria. However, for those who are employed by the University when the University approved revised personnel procedures, the revised personnel procedures will be followed three (3) academic years after they have been approved at the University level. During this 3-year period a faculty member can request to be evaluated by the new criteria by notifying the department chair and dean in writing. The Dean will place a copy of the request in the candidate's Personnel Action File. Once this election is made, the faculty member no longer has the option of being evaluated by the previous personnel procedures.

Personnel Committee responsibilities in regard to Personnel Procedures

Department Personnel Committee (DPC) responsibilities

- Consult faculty in the department about any proposed changes to the department personnel procedures.
- Consult with PP&R liaison during this process.

- Conduct the required department vote showing that the faculty approved the revised procedures.
- Forward procedures and signed submission form to the College Personnel Committee (CPC) before the November deadline set in the Personnel Calendar.
- Work with CPC on revisions and remind the committee to forward revised Department Personnel Procedures to PP&R before the December deadline set in the Personnel Calendar.
- Continue consultation with PP&R liaison on revisions for final approval by PP&R.
- Submit a final, clean, electronic copy in .docx format of the approved personnel procedures to PP&R via Faculty Affairs at faculty.affairs@csun.edu.

College Personnel Committee (CPC) responsibilities

Review of Department Personnel Procedures

- Confirm that revised Department Personnel Procedures are consistent with the College Personnel Procedures.
- The CPC can suggest changes to the DPC but the only changes the college committee can mandate (for approval) are ones that relate to consistency with the College Personnel Procedures.
- Unresolved differences between a College Committee and a Department Committee should be referred to PP&R.
- Conduct the required CPC vote to approve Department Personnel Procedures.
- Forward procedures and signed submission form to PP&R before the deadline set in the Personnel Calendar.

Revision of College Personnel Procedures

- Consult Faculty in the college about any proposed changes to college personnel procedures
- Work with PP&R liaison during this process.
- Conduct the required college-wide faculty vote to approve College Personnel Procedures.
- Forward procedures and signed submission form to PP&R before the deadline set in the Personnel Calendar.
- Continue consultation with PP&R liaison on revisions for final approval by PP&R.
- Submit a final, clean, electronic copy in .docx format of the approved personnel procedures to PP&R via Faculty Affairs at faculty.affairs@csun.edu.

PP&R responsibilities

Review of College and Department Personnel Procedures

- Confirm that personnel procedures are consistent with the Collective Bargaining Agreement (CBA) and Section 600.
- Make suggestions to DPCs or CPCs or mandate changes based on consistency with Section 600 or the CBA or based on unclear or problematic language.
- Vote to approve department personnel procedures and confirm that the proper protocols (e.g., voting) were followed during the review process, as described above.

Revision of Section 600

- Confirm that personnel procedures are consistent with the Collective Bargaining Agreement.
- Propose modifications to section 600 and consult Faculty Senate about proposed changes.
- Work with Faculty Senate on revisions for final approval by Faculty Senate.