

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

Health & Human Development
College

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
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"). This year the college elected five members to serve on the College Personnel Committee whose term will expire at the same time. To address this issue, the College Personnel Committee proposed the following amendment to the College Personnel Procedures to create and maintain staggered terms and to ensure continuity on the College Personnel Committee. The majority of faculty in the college approved the following change.
5. The proposed changes have been approved by the College or Department . (check one)

RECEIVED

MAR 28 2011

Calif. State University, Northridge
Office of Faculty Affairs

FOR DEPARTMENT PERSONNEL PROCEDURES:

Chair, Department Personnel Committee

Date

Department Chair

Date

FOR DEPARTMENT PERSONNEL PROCEDURES & COLLEGE PERSONNEL PROCEDURES:

Louis Rubino
Chair, College Personnel Committee

3/25/11

Date

[Signature]
College Dean

3/25/11

Date

[Signature]
Chair, Personnel Planning and Review Committee

6-14-11

Date

(for PP&R use only)		
<u>5/11</u>	<u>Fill</u>	<u>2015-2016</u>
Approval Date	Effective Date	Date of Next Review

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

NOTE: *This attachment is to provide an explanation for any effective date on a personnel procedure that occurs later than Fall of the year after the procedures have been approved. Please use the space below to explain the condition of the effective date given on the previous page. If the effective date does occur the Fall of the year after the personnel procedures have been approved there is no need to fill out this form.*

Add this sentence to the end of 1.3 Term Limit:

The member elected will only serve the remainder of the term vacated.

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COLLEGE OF HEALTH AND HUMAN DEVELOPMENT (HHD)
College Personnel Committee Policies and Procedures
Approved by HHD Personnel Committee – March 25, 2011

1.0 The College Personnel Committee:

1.1 Committee Membership

The College Personnel Committee (CPC) shall consist of five (5) tenured faculty members at the rank of Professor elected at large by the full-time, tenured and probationary faculty of the College to hold a two-year term. No more than one member of the CPC will be from any one department.

1.2 Nomination Procedures

During the first week of the academic year, the Dean (or designee) will disseminate a list of eligible faculty members in the College, solicit nominations, and identify a deadline for receipt of nominations from which to prepare a slate for election by all eligible voting members of the college faculty. Departments will solicit and department chairs will forward names of nominees to the Dean's office within the first 10 working days of the fall semester. While Section 600 states that it is an obligation to serve, as a professional courtesy, the department chair shall consult and notify any faculty member nominated by the department.

Concurrent with the timeline for receiving department nominations, any individual faculty member eligible to serve on the CPC may submit his or her name by petition containing the complete names and signatures of 10 faculty members eligible to vote in the election.

1.3 Term Limits

Because of the importance of personnel matters to the College and campus, those elected to serve through the College procedure cannot decline to serve, but no member of the CPC will serve more than three (3) consecutive terms (six consecutive years), without their consent. Exceptions to this policy may occur when a member vacates the position and a member is needed to replace the vacated seat. As per Section 600, when an elected member of the CPC must be replaced before the end of a term, it shall be accomplished by special election at the College level. The member elected will only serve the remainder of the term vacated.

1.4 Election Procedures for CPC Membership

The voting procedures will be the same as those used by the Faculty Senate for campus-wide elections, where candidates are not ranked. Ballots will list candidates in alphabetical order by last name with department affiliation(s) noted. Those casting ballots may vote for no more than the number of committee members to be elected, and any ballot identifying more than allowable number will be invalid.

2.0 Personnel Procedures

2.1 Meetings with Department Chairs and Department Personnel Committee Chairs

Department Personnel Committee Chairs and Department Chairs shall meet annually with the College Personnel Committee to answer possible questions concerning their candidates for retention, tenure, and promotion (RTP). The sole intent of these consultations is to clarify those items submitted in the candidates PIF, which will aid the HHD personnel committee's interpretation and understanding of the significance and weight of these items.

2.2 Meeting with Faculty Members under Review

Faculty members under review may request to meet with the CPC to discuss the written comments and recommendations of either the Department Personnel Committee or the Department Chair within ten (10) calendar days following placement of the letters in the candidate's campus mailbox.

2.3 Role of the Dean during the CPC Meetings

With the prior approval of the CPC, the Dean may sit in on any consultation as described in 2.1 of the CPC, except as limited by Section 600.

2.4 Publication or Equivalency

The following guidelines shall be utilized when reviewing the category, "Publication or Equivalency."

Each Candidate shall:

1. When citing co-authored or multi-authored publications, include a statement that explains the level and nature of his/her contribution to that publication. The College has developed a disclosure form that the faculty members are recommended to use.
2. Describe the peer review process by which material was evaluated and accepted for each publication or equivalency.

3.0 Professional Information File (PIF) and Appliances

Each faculty member has the responsibility of establishing, maintaining and submitting a record of professional information for use in evaluation for retention, tenure, and promotion, and services salary increases. The term Professional Information File (PIF) refers to this file.

The PIF and its appendices shall be cumulative and representative of performance, covering the period from the beginning of probationary service or the last RTP action to the date of submission for RTP action. In cases where prior service credit was granted, that the time interval shall also be documented in the PIF and its appendices.

A common template and format for a faculty member's PIF and resume is used by the College. The CPC offers the following suggestions for faculty preparing the PIF:

1. The major part of the PIF should fit into one 3-inch binder.
2. The faculty member shall prepare two copies of a detailed Index of the content of the PIF each year that the faculty member is evaluated. One copy remains in the PIF and the second will be placed in the PAF.
3. The PIF shall contain a current resume that covers the faculty member's entire academic and professional employment history and that lists all the accomplishments in all areas of review. Peer-reviewed activities shall be listed separately from non-peer-reviewed activities. Activities shall be listed in reverse chronological order, listing the most recent contributions first. Quality over quantity of contribution should be emphasized.
4. When submitting the PIF for review at the College level, the faculty member shall include six copies of their resume. These copies will be used by CPC members to facilitate their review of the file.
5. The PIF shall also contain information on 1) Professional Preparation; 2) Teaching Effectiveness and Direct Instructional Contributions; 3) Contributions to the Field of Study; and 4) Contributions to the University and Community, consistent with Section 600.
6. The PIF shall contain a brief narrative (1-2 pages) that summarizes significant professional development activities and contributions in each of the major categories considered in retention, tenure, and promotion for the period under review.
7. Plastic covers are not to be used in the file. Photocopies of certificates and other documents and artifacts may be used rather than including originals in plastic covers.
8. Summarize the numerical ratings of student evaluations.

9. Include sample syllabi and course materials in an appendix to the main binder. It is not necessary to include every syllabus or exam or hand-out, especially for multiple sections of the same course taught over the period of review. Representative samples are sufficient.
10. Include only one piece of evidence for an accomplishment. Use cross-referencing where needed, rather than submitting duplicate copies of documents or other artifacts.
11. List professional meetings participated in "beyond" attendance, such as speaking, board member, posted presentation, reviewer, etc. Do not include the entire program or emails/letters of acceptance, etc. Instead include a copy of a program cover or first page plus a copy of the appropriate page(s) providing evidence of participation.
12. CPC expects a thorough review of the bulky items, such as grant reports, tapes, etc., to occur at the department review level. Therefore do not include such items. These items however, shall be made available to CPC if requested by the Chair of CPC.

4.0 General Principles for the RTP Process

- 4.1 At all levels of review, those responsible for evaluating faculty and recommending actions shall evaluate each PIF with clear and specific reference to the applicable personnel standards shall be the approved Department Standards or, in the absence, Section 600. Evaluations at each level of review and the recommendations and final decision by the Provost and Vice President for Academic Affairs shall be supported by written evaluations.
- 4.2 Those involved in the RTP process shall abide by the general policies and expectations on confidentiality set forth in Section 600.
- 4.3 Service in the personnel evaluation process is part of the normal and reasonable duties of tenured faculty. Lobbying or harassing such persons in the performance of these duties constitutes unprofessional conduct.
- 4.4 Every effort shall be made by everyone connected with this personnel process to safeguard the contents of the PIFs and access to them.
- 4.5 Each year, prior to deliberations of the CPC, shall establish voting procedures for committee decisions on RTP (e.g. number of votes taken per candidate).
- 4.6 Once submitted a faculty member's PIF becomes part of his or her Personnel Action File (PAF) during the period of review and shall not be removed from the University during the review process. There shall only be one Personnel Action File (PAF) and that file is the property of the University, kept in the Office of the College Dean.

612.4.2.b. (6) If a College elects to change the criteria in its personnel procedures, those criteria will become effective three (3) years after they have been approved at the University level.

During this three-year period, all candidates appointed before the approval at the University level of the new College Personnel Procedures shall be evaluated under the old criteria unless a candidate specifically elects to be evaluated under the new criteria. A candidate who elects the new criteria must notify, in writing, the Department Chair and the Dean no later than the date when the Professional Information File is submitted for review. The Dean will place a copy of the request in the candidate's Personnel Action File. If a candidate elects the new criteria, the candidate cannot subsequently elect to be evaluated under older criteria.

All faculty members appointed after the approval at the University level of the new College Personnel Procedures shall be evaluated under these new criteria.

(Revised May 2011)