

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

HHD

HSCI

COLLEGE

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.*

**RECEIVED**  
CSUN

DEC 14 2015

**BACKGROUND INFORMATION:**

- Are proposed changes those of College  or Department  procedures? (check one)
- Date that current proposed changes were sent forward 10/14/2015
- Department or College initiating proposed changes Health Sciences
- 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"). Five year review

Office of  
Faculty Affairs

Five year review

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

**FOR DEPARTMENT PERSONNEL PROCEDURES:**

Brian Malec Brian Malec 10/15/15  
Chair, Department Personnel Committee Date  
Anita Slechta Anita Slechta 10/15/15  
Department Chair Date

**FOR DEPARTMENT PERSONNEL PROCEDURES & COLLEGE PERSONNEL PROCEDURES:**

Vicki J. Egan Vicki J. Egan 12/14/15  
Chair, College Personnel Committee Date  
Jani Abouk Jani Abouk 12/14/15  
College Dean Date  
Shubert Grant Shubert Grant 3/16/16  
Chair, Personnel Planning and Review Committee Date

(for PP&R use only)	F'16	F'20
<u>Sp 10</u>	<u>F'19 (for change in criteria)</u>	
Approval Date	Effective Date (see attached)	Date of Next Review



# DEPARTMENT OF HEALTH SCIENCES PERSONNEL POLICIES & PROCEDURES

Revised Fall 2015 (Voted October 14, 2015)

## I. Membership & Election of Department Committees

- A. The Department Personnel Committee shall consist of a three-person committee containing a minimum of two Full Professors elected by all department tenured and tenure-track faculty with a ballot which contains all eligible tenured Associate and Full Professors. The ballot will be distributed for a vote through Moodle and will be monitored by the Chair and at least one tenured-track faculty member who is not on the current ballot.
- B. The Professional Leave/Sabbatical Committee shall be elected separately and shall consist of a three-person committee elected by all department tenured and tenure-track faculty with a ballot which contains all eligible tenured Associate Professors and Professors. The ballot will be distributed for a vote through Moodle and will be monitored by the Chair and at least one tenured-track faculty member who is not on the current ballot.
- C. In the case of a tie, a runoff election will be held.
- D. Faculty may be members of both the Personnel and the Professional Leave/Sabbatical committees if so elected by faculty.

## II. Miscellaneous Policies and Procedures

- A. The focus of the Department Personnel Committee will be one of mentoring by senior faculty up until the PIFs are submitted at which time the focus will shift to a peer review evaluation. This mentoring will include but not be limited to the development of the faculty's PIF (Professional Information File), classroom visit review, selection of pertinent materials for review and general information about the peer review process.

## III. Required Statement of Procedures

- A. Procedures for Class Visits
  - 1. Class visits (see Peer Review of Teaching Form). The Department Personnel Committee and Department Chair, in consultation with the candidates, will determine mutually agreeable dates for class visits in the Fall semester. One member of the Department Personnel Committee shall visit one (1) class of a faculty member under consideration for retention, tenure and promotion. Additionally, the Department of Health Sciences Chair will make one class visit. These two people will not sit in the same class session together.

2. Candidates may request an additional visit by a member of the Department Personnel Committee or designee.
  3. Class visits shall begin during the first year of a tenure-track faculty appointment.
  4. The process for the handling of written reports and rebuttal responses are prescribed in Section 600.
- B. Procedures for collecting, processing, and interpreting written student evaluations of teaching effectiveness.
1. The student evaluation of instruction instrument for either in-class evaluations or totally-online course evaluations adopted by the Department is to be administered for all probationary faculty in the fall and spring. Probationary faculty shall have at least 2 classes evaluated each semester. Tenured faculty shall have at least 2 classes evaluated each year. Tenured faculty who elect to be evaluated in the spring semester will notify the department.
  2. Student evaluation of instruction summaries and comments as well as other sources of information pertaining to the candidate's teaching effectiveness are to be placed in each candidate's Personnel Action File in accordance with the provisions of Section 600.
  3. The department will administer the approved student evaluation of instruction instrument (Appendix A) for totally online coursework through an electronic medium which will maintain student anonymity. Summaries will be distributed to faculty in the same manner as in class evaluations.

IV. Procedures for providing students the opportunity for consultation.

- A. Notices are posted on all Department bulletin boards, the Department's Web page, in classrooms and by other appropriate methods of communication, advising students of the day, the hour and the location that they may consult with the Department Personnel Committee about faculty members being considered in the retention, promotion, and tenure process.
- B. Students are encouraged to make an appointment with the Department Personnel Committee Chair as described in posted announcements.
- C. Student consultations with members of the Department Personnel Committee may be conducted at a location other than the department complex.
- D. Written and oral statements from students regarding faculty shall be handled in accordance with Section 600 of the Administrative Manual.

E. Faculty members have the right to review and respond to written statements in accordance with Section 600 of the Administrative Manual.

F. Additional Department Procedures

1. Other sources of faculty evaluation: Course outlines, exams, and reading lists are required elements of the candidates' PIF. If such material is not included in the PIF, the Department Chair or Department Personnel Committee shall request it.
2. The Department Personnel Committee will solicit input of Program Directors and other faculty members for consideration in accordance with the provisions of Section 600 of the Administrative Manual.

V. Contributions to the Field of Study

Retention, Tenure and Promotion requires establishing a continuing accumulation of scholarly and creative activities throughout the candidate's entire academic career and must include a research agenda. In the earlier stages it provides confidence to the reviewing bodies that eventual tenure can be achieved. After tenure is awarded it adds to the credibility of the academic scholar.

A. Significant Contributions

1. Publications as defined in Section 600 are necessary for Retention, Tenure and Promotion. The following shall be acceptable for meeting the requirement for publication (see Appendix I for suggested approaches to assess publication quality):
  - a. Articles published in refereed professional or other scholarly journals
  - b. A letter of acceptance for publication from a scholarly journal along with a draft of the submitted article.
  - c. In the case of dual-authorship the candidate shall receive the same credit for an item as does a single author. In the case of three or more authors, supporting documentation must be provided by the candidate identifying the relative contribution provided by the respective authors.
  - d. Publication(s) identified as accepted during a prior review that is subsequently published cannot be counted as a contribution during a subsequent review.
  - e. At least two (2) peer-reviewed publications are required for tenure and promotion to Associate Professor.
  - f. At least three (3) peer-reviewed publications are required for promotion to Professor.
  - g. Published scholarly books or chapters in scholarly books that have not been self-published.

B. Other Contributions

Other contributions establish a pattern of scholarly activities that lead to tenurability and beyond. These include but are not limited to:

1. Reviews of books and monographs, and editorial service for a professional/scholarly journal.
2. Substantive revisions of previously published materials may be counted with appropriate documentation. Substantive changes to a previous publication means that at least 50% of the document has been revised by the candidate.

C. Additional Considerations for Contributions to the Field of Study

1. A scholarly agenda is required and must be documented as a part of Contributions to the Field of Study. A scholarly agenda can include a variety of activities such as: writing, implementation, and evaluation of grants, conference presentation or poster sessions, invited lectures; being a peer-reviewer for publications or conference sessions, thesis advisor, and other activities can be demonstrated as well.
2. If years of service were granted upon appointment to CSUN, publications during the time period prior tenure track appointment will not count toward a scholarly pattern of research when applying for tenure or advanced rank.

VI. Additional promotion criteria: Service

- A. Clarification of the term: Community Service. Community Service involves contributions of unpaid "services" to community agencies and professional organizations, which draw upon the academic expertise and professional competence of the candidate.
- B. Clarification of the term: Effective Participation. Effective Participation should be documented by the candidate to reflect elements such as: the nature of the committee assignment, the expenditure of time, the nature of the contribution made by the candidate and the significance of this involvement as it contributes to the good of the university.
- C. Probationary faculty are expected to be engaged in service to the Department and evolving service to the College and University as they progress through their probationary period.
- D. Tenured Associate faculty seeking promotion to Professor must demonstrate leadership in service at Department, College and/or University levels. Leadership or being a role-model in scholarship is also expected.

## APPENDIX I

### Suggested Approaches to Assess Publication Quality

The following are suggested processes that you may wish to consider in your evaluation of publications by your faculty (these are suggestions and not requirements):

- Verify the credibility of the publisher of each contribution submitted by your faculty. This includes details of the peer review process used and confirmation that the reviewers are indeed "peers" for your discipline. [Ulrich's web is available on the Oviatt Library website to assist in this process.](#)
- Read and review the contribution.
- Arrange for review by your colleagues outside of CSUN if department or college personnel procedures allow.
- Check with other colleagues in your field regarding the credibility of individual publishers.
- Check with your professional societies for a list of preferred professional publication venues.
- Consult with your Library liaison regarding reputable journals specific to your disciplines.
- For electronic publications consult the Directory of Open Access Journals (DOAJ) on requirements and the peer review process used by individual electronic journals ([www.doaj.org](http://www.doaj.org))
- Require disclosure of any fees paid that were required for publication. Note that the payment of reasonable fees associated with higher than the average number of pages, higher than average number of figures, charts, and tables, color, special typesetting, etc. per discipline, is common and by itself should not be construed as "pay to publish."