

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

**SECTION 600 (RETENTION, TENURE, AND PROMOTION)**

HHD  
COLLEGE

Health Sciences  
DEPARTMENT

In order to facilitate a complete and expeditious review by the Personnel Planning and Review Committee (PP&R) of the changes 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 coversheet for the written material you submit to PP&R. The Department and College Committees are responsible for ensuring that the proposed procedures are consistent with Section 600 or Section 700, and with the Collective Bargaining Agreement.

**FORMAT:** *A complete Word version of your existing procedures is required as the starting point for the proposed revisions. Any proposed changes to your existing procedures must be indicated using the Track Changes feature of Word.*

**BACKGROUND INFORMATION:**

1. **CHECK ONE:** Are proposed changes those of College  or Department  procedures?
2. Date that current proposed changes were sent forward November 3, 2023
3. **For Department Personnel Procedures:**
  - a. Indicate the date the department faculty voted to approve the proposed changes: November 3, 2023
  - b. Indicate the date the CPC voted to approve the proposed changes: 12/11/2023
4. **For College Personnel Procedures:**
  - a. Indicate the date the college faculty voted to approve the proposed changes: \_\_\_\_\_
5. (Optional) Briefly state the rationale for your proposed changes: Clarify the eligibility criteria for the HSCI Dept Professional Leave Committee and update the language for solicited feedback for RTP candidates to be better in line with 2023 updates to Section 600.

Please email the following to Faculty Affairs email at [faculty.affairs@csun.edu](mailto:faculty.affairs@csun.edu):

1. **WORD DOCUMENT WITH TRACKED CHANGES showing revisions to the personnel procedures**
2. **Signed Cover Sheet in PDF format.**

**FOR DEPARTMENT PERSONNEL PROCEDURES: (Sign & Print Name)**

<u>Kaitlin Bahr</u> - Kaitlin Bahr	11/03/2023
Chair, Department Personnel Committee	Date
<u>Bethany K.W. Rainisch</u> Bethany K.W. Rainisch	11/3/23
Department Chair	Date

**FOR DEPARTMENT PERSONNEL PROCEDURES OR COLLEGE PERSONNEL PROCEDURES: (Sign & Print Name)**

<u>[Signature]</u>	CPC Chair: Sean Flanagan	12/11/2023
Chair, College Personnel Committee		Date
<u>Mechelle Best</u>	Dean: Mechelle Best	12/11/2023
College Dean		Date
<u>[Signature]</u>	Sylvia Macauley	May 31, 2024
Chair, Personnel Planning and Review Committee		Date

<i>(for PP&amp;R use only)</i>		
<u>SP 2024</u>	<u>FA 2024</u> <u>FA 2027 for changes in criteria</u>	<u>FA 2028</u>
<b>Approval Date</b>	<b>Effective Date (see attached)</b>	<b>Date of Next Review</b>

# DEPARTMENT OF HEALTH SCIENCES

## Personnel Policies

Revised Dec 4, 2023; Voted and approved by HSCI Dec 4, 2023

### I. Membership & Election of Department Committees

- A. The Department Personnel Committee shall consist of three persons, which include a minimum of two at the rank of Full Professor. The committee will be elected by all department tenured and tenure-track faculty with a ballot listing all eligible tenured Associate and Full Professors. Faculty who will be going up for tenure and/or promotion cannot be considered for the committee and will not be included on the ballot. The ballot will be distributed for a vote through a secure, anonymous online survey and will be monitored by the Chair and at least one tenured or tenure-track faculty member who is not on the current ballot. Members of the committee will serve a two-year term. Should a member of the Department Personnel Committee go up for tenure and/or promotion during their 2<sup>nd</sup> term year, a ballot to replace that member will be held in accordance with the same election protocols with the newly elected member to serve the remainder of the term vacated. Any tied votes that occur during committee proceedings will be handled in accordance with Section 600 of the Administrative Manual.
- B. The Professional Leave/Sabbatical Committee shall be elected separately and shall consist of three persons, which include a minimum of two at the rank of Full Professor. The committee will be elected by all department tenured and tenure-track faculty. The ballot will list all tenured Associate Professors and Full Professors, excluding those faculty who are applying for professional leave/sabbatical. The ballot will be distributed for a vote through a secure, anonymous online survey and will be monitored by the Chair and at least one tenured or tenure-track faculty member who is not on the current ballot. Members of the committee will serve a one-year term. Any tied votes that occur during committee proceedings will be handled in accordance with Section 600 of the Administrative Manual.
- C. The Post Tenure Review Committee (a.k.a. Peer Review Committee) shall be elected separately and shall consist of two persons who must both be at the rank of Full Professor. The committee will be elected by all department tenured and tenure-track faculty with a ballot listing all eligible Full Professors. Faculty who will be going up for post-tenure review cannot be considered for the committee and will not be included on the ballot. The ballot will be distributed for a vote through a secure, anonymous online survey and will be monitored by the Chair and at least one tenured or tenure-track faculty member who is not on the current ballot. Members of the committee will serve a one-year term. Any tied votes that occur during committee proceedings will be handled in accordance with Section 600 of the Administrative Manual.
- D. In the case of a tie, a runoff election will be held.

- E. Faculty may be members of more than one of the aforementioned committees (Department Personnel Committee, Professional Leave/Sabbatical Committee, Post Tenure Review Committee) if so elected by faculty.

## II. Miscellaneous Policies and Procedures

The focus of the Department Personnel Committee will be mentorship by tenured faculty until Professional Information Files (PIFs) are submitted, at which time the focus will shift to peer review evaluation. Mentorship will include but not be limited to the development of faculty PIFs, class evaluations, selection of pertinent materials for review and general information about the peer review process.

## III. Required Statement of Procedures

### A. Procedures for Class Peer Evaluations

1. Class peer evaluations can be done in face-to-face or online courses using the department approved forms and procedures for each type of evaluation. The Department Personnel Committee and Department Chair, in consultation with the candidates, will determine mutually agreeable dates for in-person or online class visits during the Fall semester.
  - Probationary (Tenure-track) Faculty: Two (2) peer evaluations will be required every year: one by the Department Chair and one by a member of the Department Personnel Committee. Both evaluations must be conducted independently and in separate class sessions.
  - Tenured Associate Professors: Two (2) peer evaluations will be required in the year candidates are being considered for promotion to Full Professor: One by the Department Chair and one by a member of the Department Personnel Committee. Both evaluations must be conducted independently and in separate class sessions. If the candidate is not being considered for promotion, one (1) peer evaluation will be required every 5 years by a member of the Post Tenure Review Committee.
  - Full Professors: One (1) peer evaluation will be required every 5 years by a member of the Post Tenure Review Committee
2. Candidates may request an additional evaluation by a member of the Department Personnel Committee or designee. If this is requested, it must be a different day/time than the other evaluations.
3. Class evaluations 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 instrument for student evaluation of faculty for either in-class evaluation or fully online course evaluations adopted by the Department is to be administered to all faculty as follows:
    - Probationary (Tenure-track) Faculty: At least two (2) classes each semester will be required for student evaluation of faculty. In the event faculty members teach only one (1) class in a semester, student evaluation of faculty will be required for that class.
    - Tenured Associate Professors: At least two (2) classes each academic year will be required for student evaluation of faculty. In the event faculty members teach only one (1) class in an academic year, student evaluation of faculty will be required for that class.
    - Full Professors: At least two (2) classes each academic year will be required for student evaluation of faculty. In the event faculty members teach only one (1) class in an academic year, student evaluation of faculty will be required for that class.
  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 university will administer the department-approved student evaluation of instruction instrument through an electronic medium, which will maintain student anonymity. Summary statistics and comments will be compiled and electronically distributed to faculty.
- IV. Procedures for consultation with the Department Personnel Committee
- A. The Department Personnel Committee will accept input of Program Directors, other faculty members, and students as written statements for consideration in accordance with Section 600 of the Administrative Manual.
  - B. RTP candidates have the right to review and respond to written statements in accordance with Section 600 of the Administrative Manual.
- V. Contributions to the Field of Study
- Retention, Tenure and Promotion requires a demonstrated pattern of scholarly and creative activities throughout the candidate's 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.

## A. Significant Scholarly and Creative Contributions

Scholarly and creative contributions as defined in Section 600 are necessary for Retention, Tenure and Promotion.

1. In the Department of Health Sciences, at least two (2) scholarly or creative contributions are required for tenure and promotion to Associate Professor and at least three (3) additional scholarly or creative contributions are required for promotion to Full Professor. These can include peer-reviewed publications or creative contributions as defined below in sections V.A.1.a-d. All scholarly and creative contributions must include supporting documentation as listed below. The following shall be acceptable for meeting the requirements for publication or equivalent:

- a. Scholarly works published in peer-reviewed professional journals or books
  - i. Scholarly works published in professional journals or books must be peer reviewed work to be considered for Retention, Tenure, and Promotion. Use CSUN University Library's Guide to Predatory Publishing ([https://libguides.csun.edu/predatory\\_publishing](https://libguides.csun.edu/predatory_publishing)). The faculty member is required to provide documentation to verify their work and the credibility of all publications to be considered for Retention, Tenure, and Promotion. Supporting documentation should include the following:
    1. Copy of the published scholarly or creative work, or letter of acceptance if not yet published.
    2. Completed [HHD Authorship Disclosure Form](#) that identifies all authors and their contributions responsible for the scholarly or creative work
    3. Information page about the journal from UlrichsWeb Global Serials Directory (<http://ulrichsweb.serialssolutions.com.libproxy.csun.edu/>) indicating a refereed, peer-reviewed process for articles submitted to the journal.
    4. Faculty members must provide a clearly written justification that the scholarly or creative work was not published in a deceptive or predatory journal.
  - ii. Published scholarly books or chapters in scholarly books that have not been self-published and meet the non-predatory and peer-review criteria.
  - iii. In the case of dual-authorship the candidate shall receive the same credit for a publication as does a single author.
  - iv. In the case of three or more authors, the Department Personnel Committee will use supporting documentation as indicated in Section V.A.1.a.i along with input provided by the faculty member to determine if their contribution can be considered a publication.

- v. Publication(s) identified as accepted during a prior review for tenure or promotion that is subsequently published cannot be counted again as a contribution during a subsequent review for tenure or promotion.

Creative contributions that shall be acceptable for meeting the requirements for publication or equivalent can include but are not limited to:

- b. 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. Self-study report for accreditation by the program's accrediting body. Upon verification of successful accreditation, the lead coordinator for the self-study report may count it towards scholarly work. The lead coordinator manages and is typically responsible for the bulk of writing the self-study report. The lead coordinator shall be determined by the Department Chair and Program Director prior to beginning the self-study report. In the event, multiple lead coordinators are indicated for the self-study, no more than two (2) of the coordinators (the leading two as determined by the Department Chair and Program Director) may count the self-study accreditation report towards scholarly work.
- d. Awarded extramural grant application of minimum \$75,000. The Principal Investigator (PI) can count a successfully funded extramural grant application as scholarly work. In the event of co-PIs on the same grant, no more than two (2) co-PIs can use the grant application as scholarly work with the written and signed support of the other co-PIs of the grant.

#### B. 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. Publications during the time period prior to tenure track appointment will not count toward a scholarly pattern of research when applying for retention, tenure or promotion, unless service credit was granted. According to Section 641.2.3, "publications and other scholarly activity produced during the period for which credit is granted shall be included in considerations for retention, tenure, or promotion." However, faculty must demonstrate continued growth

as a scholar in the field by establishing and maintaining a pattern of scholarly contributions since appointment that are essential for initial promotion and tenure.

VI. Additional Promotion Criteria: Service

- A. Community Service involves contributions of services to community agencies and professional organizations, which draw upon the academic expertise and professional competence of the candidate.
- B. 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.
- C. 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.
- D. Tenured Associate faculty seeking promotion to Professor must demonstrate leadership in service at Department, College and/or University level.