

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

Humanities

Jewish Studies Program

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 underline any text that you wish to have added to your written procedures.

**RECEIVED
CSUN**

DEC 01 2014

BACKGROUND INFORMATION:

**Office of
Faculty Affairs**

- Are proposed changes those of College or Department procedures? (check one)
- Date that current proposed changes were sent forward November 17, 2014
- Department or College initiating proposed changes Jewish Studies Program
- 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 Jewish Studies Program had no procedures and had no tenure-track faculty, but after the hire of the first tenure-track faculty in 2012, the Jewish Studies Personnel Committee consulted others and designed these.
- The proposed changes have been approved by the faculty of the College or Department . (check one)

FOR DEPARTMENT PERSONNEL PROCEDURES:

Jody Myers 11/19/2014
Chair, Department Personnel Committee (Jewish Studies Program Personnel Committee) Date
Jody Myers 11/17/2014
Department Chair Date

FOR DEPARTMENT PERSONNEL PROCEDURES & COLLEGE PERSONNEL PROCEDURES:

Jane Clark 12-1-14
Chair, College Personnel Committee Date
[Signature] 12-1-14
College Dean Date
[Signature] 8/19/15
Chair, Personnel Planning and Review Committee Date

(for PP&R use only)

SP15
Approval Date

Fall 15
Effective Date (see attached)

Fall 19
Date of Next Review

Jewish Studies Interdisciplinary Program

Department Additions to Personnel Procedures in Section 600

I. Personnel Committee

Retention, Tenure, and Promotion (RTP) recommendations will be made by a Program-level Personnel Committee comprised of tenured members of the CSUN faculty. The Personnel Committee will consist of three tenured faculty members nominated and elected by the tenured and probationary faculty members of the Jewish Studies Interdisciplinary Program Committee and may include the Director of the Jewish Studies Interdisciplinary Program if eligible for service that year.

II. Procedures for evaluating teaching effectiveness

Teaching effectiveness for all faculty members under consideration for reappointment, tenure, and/or promotion will be evaluated consistent with procedures of the particular department or program offering the course. When a course is taught in the Jewish Studies Interdisciplinary Program, the instructor will be evaluated using the Class Observation Report form for the Jewish Studies Interdisciplinary Program (see Appendix A).

III. Contributions to the Field of Study

All faculty members under consideration for tenure and/or promotion to the next rank must demonstrate a pattern of significant scholarly contributions since arrival at CSUN. This pattern must include a combined total of at least two contributions in categories 1 and 2 combined (below), along with one or more contributions in category 3.

1. Publications:

Peer-reviewed single-authored, co-authored, single-edited, and co-edited publications are equally valued as publications. A peer-reviewed book is counted as the equivalent of three peer-reviewed journal articles. The candidate will also describe his or her contributions to all co-authored/edited works under consideration in the narrative summary of the PIF.

2. Other Academic Work, Public Scholarship, and Community-Based Research Projects

The Jewish Studies Interdisciplinary Program recognizes work that makes substantive contributions to the field but does not always align with the category of refereed publications. This work, when peer-reviewed under the process described below in 2a, counts equally with publications (category 1 above).

Contributions in this category may include successful national or other prestigious grant proposals; widely disseminated conference proceedings, reports, or instructional materials; and public scholarship (work that is used by the community or agencies serving the community). In keeping with the University's and College's mission to develop relationships with the broader community, the Personnel Committee for the Jewish Studies Interdisciplinary Program recognizes public scholarship including, but not limited to, documentaries, exhibits, educational publications, and consultative reports to government bodies or other agencies about Jews and Jewish communities.

2a. Procedures for Evaluating Other Academic Work, Public Scholarship, and Community-Based Research Projects

The evaluation of each of these contributions will include independent external reviews by two individuals with recognized expertise in the area of study. Each reviewer will be external to CSUN and will provide a brief written evaluation that assesses the quality and significance of the work. The evaluations of the documented work will be placed in the PIF. The two reviewers will be chosen by mutual consultation and agreement between the candidate, the Jewish Studies Interdisciplinary Program Director, and the JSIP Personnel Committee.

3. Other Contributions to the Field of Study:

The Jewish Studies Interdisciplinary Program values other scholarly contributions and activities. Examples of such contributions include the following:

- a. Interviews of the candidate for the purpose of community education by radio and television programs.
- b. Service as an editor of a book series or as an editorial board member of an academic journal.

- c. Review of manuscripts being considered for publication by an academic journal or publishing house.
- d. Organizing a Jewish Studies-related conference.
- e. Presentations at academic conferences and community forums.
- f. Invited talks or invited trainings at conferences, forums, workshops, seminars, or colloquia.
- g. Book reviews or other articles in academic journals, newspapers, and magazines.

IV. Contributions to the University and Community

Section 600 sets forth expectations for service “at the Department, College, or University Level.” However, as the Jewish Studies Interdisciplinary Program is not a department and thus does not have standard department-level committees, we recognize that JSIP faculty service may be at the College or University level as well as on committees of other departments or programs at the university.

1. Contributions to the community include, but are not restricted to, participation in community organizations consistent with the mission of the Jewish Studies Interdisciplinary Program. Examples of such participation include advising community organizations on best practices and strategies; organizing educational community forums; arranging political/cultural tours of Jewish communities or museum exhibits featuring Jewish content; and organizing lectures, exhibitions, and/or performances featuring Jewish content.

2. Procedures for evaluating contributions to the community:

Evaluation of contributions to the community will be based upon evidence of on-going involvement in community affairs, consistent with the goals of the Jewish Studies Interdisciplinary Program.