

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

AMC
COLLEGE

Journalism
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.

BACKGROUND INFORMATION:

- Are proposed changes those of College or Department procedures? (check one)
- Date that current proposed changes were sent forward 11/04/2014
- Department or College initiating proposed changes Journalism
- 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"). Current rules expire Spring 2015

Current rules expire Spring 2015

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Office of
Faculty Affairs

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

FOR DEPARTMENT PERSONNEL PROCEDURES:

M. Apple 11-24-14
Chair, Department Personnel Committee Date
Frank Bowen 11/24/14
Department Chair Date

FOR DEPARTMENT PERSONNEL PROCEDURES & COLLEGE PERSONNEL PROCEDURES:

[Signature] 12/2/14
Chair, College Personnel Committee Date
[Signature] 12-16-14
College Dean Date
[Signature] 8/19/15
Chair, Personnel Planning and Review Committee Date

(for PP&R use only)			
<u>SP15</u>	<u>Fall 15</u>	<u>Fall 19</u>	
Approval Date	Effective Date (see attached)	Date of Next Review	

Department of Journalism

California State University, Northridge Department Personnel Policies and Procedures

(revised May 2015)

I. TEACHING EFFECTIVENESS

The following procedures are used by the Department of Journalism Personnel Committee when evaluating candidates for retention/tenure/promotion:

- A. Class visits.** The Department Chair (or designee) and a member of the Personnel Committee (or designee) will make a minimum of one class visit each year to all faculty members under consideration for retention, tenure and promotion. Scheduling of visits is done through mutual consent of the Committee member (or designee), the Department Chair (or designee) and the faculty member being observed. Most visits are conducted during the fall in order to meet the deadlines for the annual personnel cycle. Faculty being observed should provide a copy of their course syllabus and any other related materials to the observer prior to the visit. Faculty are reviewed using the Department's Faculty Evaluation Form for Classroom Visits as outlined in Section 600, a written report of the class visit shall be placed in the candidate's campus mailbox and otherwise made available upon request within 14 calendar days after the peer class visit. The candidate may request a meeting to discuss the report, to be held within ten (10) calendar days after the written report is placed in the candidate's campus mailbox. The candidate may also submit a rebuttal statement or response in writing within the ten (10) calendar days. At the conclusion of the ten (10) calendar days, the report, and any response or rebuttal statement, will be placed in the Personnel Action File and be sent to the Chair of the Department Personnel Committee and to the Department Chair. A copy of the report shall be retained in the candidate's Personnel Action File for a period of five years.
- B. Student evaluation forms.** A minimum of two courses are evaluated each academic year for all faculty under consideration for retention, tenure and promotion. Student evaluations shall be anonymous. For faculty in their first year, at least two courses in both Fall and Spring semesters will be evaluated.
- C. Student consultation.** The Personnel Committee designates a time and place when the committee will be available to confer with students concerning faculty who are being considered for retention tenure and promotion. Information about this meeting will be circulated via the Department's communications tool the Monday Memo an online blog, located at <https://www.facebook.com/CSUNJournalism> and announced in class. Relevant materials are used in the Committee's evaluations according to the procedures in Section 600 of the Administrative Manual.
- D. Additional materials.** Other materials considered as part of the evaluation process by the Department Personnel Committee might include course syllabi, assignments, and resources such as course websites, created to enhance student learning. Candidates should include such materials in their Professional Information Files.

II. PROFESSIONAL PREPARATION

The appropriate terminal degree in most cases will be the doctoral degree in Journalism or Mass Communication or a related field in order to be hired for a tenured or probationary position. However, the Department also recognizes that journalists and other media professionals with exceptional professional stature may be eligible for appointment and thus for meeting the degree requirements for promotion and tenure even without the doctoral degree.

III. CONTRIBUTIONS TO THE FIELD OF STUDY

Publication. The Department conforms to the publication standard as spelled out in Section 600 of the Administrative Manual. In addition, any peer-reviewed authored or co-authored book, book chapter, or journal article, is considered to be a publication.

A. The Journalism Department defines significant contributions to the field of study as including:

1. Articles in trade journals
2. Published Monographs
3. Newspaper visual or written series (or regular contributions)
4. Magazine articles and/or photographs
5. Television series or documentaries
6. Documentary films
7. Radio series or documentaries
8. Visual exhibitions
9. Web-based or multimedia counterparts of any of the previous forms mentioned
10. A grant proposal/application if all the following are met:
 - a. The grant involved is an institutional grant benefitting the Journalism Department or California State University, Northridge.
 - b. The grant is funded by an agency external to California State University, Northridge, which incorporates peer, scholarly, or expert review as part of the decision-making process on funding .
 - c. The grant proposal includes a dissemination process whereby the results/output of the grant's project(s) or other grant reports will be available to others in the field.
 - d. The grant proposal includes a statement regarding the significance of the proposed work to the field of study/profession and/or the proposal includes a review of applicable literature, research, or theory.

- e. The candidate, the Department Personnel Committee and the Department Chair will specify in writing how the work/output of the grant is a significant contribution to the field of study and/or profession.

The faculty member shall identify and explain his/her role in the preparation of the publication or contribution, including which part of the work was done by the candidate.

B. Peer review can occur through one of these processes:

1. Recognition of the work through a competitive review process, such as a television documentary, winning an Emmy or other similar public recognition, or
2. Through the acceptance via a jury to disseminate or present the work for public viewing.

C. For significant contributions that have not been peer reviewed, the candidate must submit material to the following review process. The candidate, the Department Personnel Committee and the Department Chair will each select an external peer reviewer who shall be:

1. A tenured professor at another institution of higher education who is in a field related to the work, or
2. A qualified professional representing an academic or professional organization, institute or think tank, e.g., board member or other leadership position of Society of Professional Journalists, Public Relations Society of America or similar journalism and/or media organizations; editorial board of academic publications or other organizations presenting other acceptable forms of scholarly and creative activity, e.g.; organizations, such as The Poynter Institute in Florida or the Dart Center at the University of Washington.

Each of the three reviewers will be asked to comment in writing on the quality of the material with respect to standards of the field, the material's originality and its impact on the field. These reports shall be placed in the Personnel Action File.

B. Additional contributions to the field of study include:

1. Disseminating research through conference papers, panels, and posters at meetings and events associated with our or related disciplines. Greater consideration will be given to work presented at national or international events that has undergone full-paper review, such as is done at the International Communication Association, Association for Education in Journalism and Mass Communication and National Communication Association.
2. Creating images that are used in books or other media.

C. **Media experience.** Full-time or part-time media experiences are to be listed under Professional Preparation and not under Contributions to the Field of Study.