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 procedures you wish to 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) 11/13/09
2. Date that current proposed changes were sent forward 11/13/09
3. Department or College initiating proposed changes 01/09/10
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").
   Current rules expire Spring 2010

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

FOR DEPARTMENT PERSONNEL PROCEDURES:

Signature on file. 11-12-09
Chair, Department Personnel Committee Date
Signature on file. 11-12-09
Department Chair Date

FOR DEPARTMENT PERSONNEL PROCEDURES & COLLEGE PERSONNEL PROCEDURES:

Signature on file. 12/3/09
Chair, College Personnel Committee Date
Signature on file. 01/13/10
College Dean Date
Signature on file. 08-3-10
Chair, Personnel Planning and Review Committee Date

(for PP&R use only)

S10 Approval Date
F10 Effective Date (see attached)
2014-2015 Date of Next Review
Department of Journalism  
California State University, Northridge  

Department Personnel Policies and Procedures  
(revised May 2010)

I. EVALUATION OF TEACHING EFFECTIVENESS

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

A. **Class visits.** The Department Chair (or designee) and a member of the Personnel Committee (or designee) each make a minimum of one class visit each year to all faculty under consideration for retention, tenure and promotion. Scheduling of visits is done through mutual consent of the Committee member or its 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. Letters about these visits are given to the faculty member 10 days before they are forwarded to the Department Chair, the chair of the Personnel Committee, and are included in the candidate’s Personnel Action File.

B. **Student evaluation forms.** A minimum of two courses are evaluated each academic year for all faculty under consideration for retention, tenure and promotion. 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 Monday Memo, an announcement in class, and a notice posted online at http://csunjournalism.blogspot.com/. 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. DEGREE REQUIREMENTS

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. Equivalencies to the terminal degree shall be stated in the position description and advertisement for the tenure-track position as well as requirements, if any, for tenure and promotion beyond the degree at the time of appointment.

III. CONTRIBUTIONS TO THE FIELD OF STUDY

A. Publication. The Journalism Department adheres to the definition in Section 600.

B. Equivalencies to publication. The Department of Journalism defines equivalencies to publication as the act of researching, producing, and making public journalistic or public relations work through such forms as:

1. Trade journals
2. 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 is equivalent to publication if all the following conditions 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 Department Personnel Committee and the Department Chair will specify in writing that the work/output of the grant is a contribution to the field of study and/or profession.

Each candidate for promotion shall identify and explain his/her role in the preparation of the publication or equivalent, e.g., what part of the work was done by the candidate.

For work to be accepted as an equivalency to publication it must have been peer reviewed. 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 publicly.

For equivalencies to publication 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 a:

1. Tenured professor at another institution of higher education who is in a field related to the work, or

2. Recognized and 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 or similar organizations; editorial board of academic publication or equivalent, e.g., organizations such as 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.

C. **Additional contributions to the field of study.** Additional contributions 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 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.
D. **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.
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 Post-Tenure Review 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 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. Date that current proposed changes were sent forward February 2, 2011

2. Describe briefly the general reason(s) for your proposed change(s) (e.g., "proposed changes were initiated by the Department to be in compliance with the current Faculty Contract and Section 600"). The Journalism Department received notice from PP&R that our Post-Tenure Procedures need updating.

   The Department of Journalism faculty voted to follow the procedures in Section 645 of the California State University, Northridge Administrative Manual.

3. The proposed changes have been approved by the tenured and probationary faculty of the Department: ☐

DEPARTMENT APPROVAL: (Sign & Print Name)

Signature on file.                                      2/1/11
Department Chair or Chair, Department Personnel Committee

COLLEGE APPROVAL: (Sign & Print Name)

Signature on file.                                      03.09.11
College Dean

PP&R APPROVAL: Signature on file.

Chair, Personnel Planning and Review Committee

Date

(for PP&R use only)

S'11 F'11 2015-2016

Approval Date Effective Date Date of Next Review