

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

HHD

COLLEGE

KIN

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:

RECEIVED
MAR 02 2010
Calif. State University, Northridge
Office of Faculty Affairs

- Are proposed changes those of College or Department procedures? (check one)
- Date that current proposed changes were sent forward DECEMBER 2009
- Department or College initiating proposed changes KINESIOLOGY
- 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").
Proposed changes were initiated by the faculty of the Department of Kinesiology in recognition of the need for more clarity and specificity in the criteria for retention, tenure, and promotion.
- The proposed changes have been approved by the faculty of the College or Department . (check one)
RECOMMENDATIONS NOTED

FOR DEPARTMENT PERSONNEL PROCEDURES:

<u>[Signature]</u> Chair, Department Personnel Committee	<u>2/26/10</u> Date
<u>[Signature]</u> Department Chair	<u>02/24/10</u> Date

FOR DEPARTMENT PERSONNEL PROCEDURES & COLLEGE PERSONNEL PROCEDURES:

<u>[Signature]</u> Chair, College Personnel Committee	<u>2/24/10</u> Date
<u>[Signature]</u> College Dean	<u>2/24/10</u> Date
<u>[Signature]</u> Chair, Personnel Planning and Review Committee	<u>4-21-10</u> Date

(for PP&R use only)		
<u>3/10</u> Approval Date	<u>F'10</u> Effective Date (see attached)	<u>2014-2015</u> Date of Next Review

FINAL VERSION REFLECTING PP&R SUGGESTIONS (04-19-2010)

Department of Kinesiology
California State University, Northridge

PERSONNEL POLICIES AND PROCEDURES

The Department of Kinesiology, by its nature, is comprised of many interrelated subdisciplines. As such, the Department embraces a broad view of teaching, scholarship, and service. These policies and procedures should be read and applied with recognition of the diversity of who we are and what we do, and in the context of recognizing and rewarding the wide variety of work the faculty are called upon to do in furthering the mission and goals of the Department, College, and University.

1. Department of Kinesiology Personnel Committee

1.1 Committee Membership

The Personnel Committee shall consist of three tenured faculty of senior rank. Elected members normally shall serve two-year terms on the Committee. Terms shall be staggered so that there is at least one returning Committee member each year.

1.2 Nomination Procedures

During the first week of the academic year, the Department Chair will disseminate a list of eligible Department faculty members, solicit nominations, and identify a deadline of no more than seven (7) calendar days for receipt of nominations from which to prepare a slate for election by all eligible voting members of the Department faculty. While Section 600 states that it is an obligation to stand for nomination, as a professional courtesy, the nominator shall consult with any faculty member to be nominated.

1.3 Voting Procedures

The voting procedures will be the same as those used by the Faculty Senate for campus-wide elections, where candidates are not ranked. Ballots will list candidates in alphabetical order by last name. Those casting ballots may vote for no more than the number of Committee members to be elected, and any ballot identifying more than the allowable number will be invalid.

1.4 Committee Vacancy

Should a vacancy on the Committee occur, a replacement will be selected by a special election following the original nominating and voting procedures.

1.5 Committee Chair

The Department Personnel Committee Chair shall be determined by the members of the Committee.

1.6 Committee Responsibilities

Personnel Committee responsibilities are set forth in Section 600. In addition, the Department Personnel Committee may be actively involved, as appropriate, with each candidate by providing guidance and support on an ongoing basis, as requested by the candidate.

2. Guidelines for Retention, Tenure, and Promotion

- 2.1 Retention shall be recommended if the candidate provides evidence of potential success in those areas considered essential for the awarding tenure according to Section 600 and Department criteria.
- 2.2 Tenure shall be recommended if the candidate has met Section 600 and Department criteria.
- 2.3 Promotion to Associate Professor shall be recommended if the candidate has met Section 600 and Department criteria. Normally, promotion to Associate Professor shall be recommended concurrently with the tenure recommendation and be based on the candidate's performance over a period of six consecutive years.
- 2.4 Promotion to Professor shall be recommended if the candidate has met Section 600 and Department criteria.
- 2.5 Consideration for tenure and promotion shall be given for other University responsibilities (e.g., Department Chair, Program Coordinator, Clinical Coordinator, University positions such as Service Learning Coordinator, Assessment Coordinator) that are consistent with the requirements for the position and with the mission and goals of the Department, College, and University.
- 2.6 Early promotion normally is not considered and is reserved for those candidates whose ongoing pattern of teaching effectiveness, scholarly activity, and University and community service meets Section 600 and Department criteria in a period shorter than that normally required for promotion to the next rank.

3. Procedures for Evaluation

3.1 Procedures for Evaluating Teaching Effectiveness

All faculty members are expected to be effective teachers. The candidate will include a self-assessment of teaching effectiveness in the introductory narrative of the faculty member's Professional Information File (PIF).

3.1.1 Indicators for Evaluating Teaching Effectiveness

The following indicators are required and will be used in evaluating teaching effectiveness:

- Self-assessment – to be included in the introductory narrative of the candidate's Professional Information File (PIF)
- Summaries of student evaluation forms and student comments [included in the Personnel Action File (PAF)]
- Peer Class Visit Evaluations [included in the PAF]
- Course syllabi and materials - A representative sample of syllabi and any supplemental materials must be included for each course taught

Other indicators may be used by the candidate to document teaching effectiveness. These indicators include, but are not limited to, the following:

- Direct supervision of internships, fieldwork, and service-learning
- New course/curriculum/program development
- Development of instructional technology
- Development of alternative strategies for assessing student learning
- Documentation of student learning
- Evidence of professional development activities
- Student projects/theses/independent studies
- Mentoring activities
- Student advising
- Written (and signed) comments/letters by students
- Other contributions to student achievement and success (e.g., pursuit of doctoral work, awards, scholarship, research)

In evaluating teaching effectiveness, it is the responsibility of the faculty member to explain the significance of their work in regards to these indicators.

3.1.2 Criteria for Evaluation

Based upon the total evidence provided by the indicators, the reviewers will evaluate the faculty member's overall teaching performance. It should be noted that faculty members' teaching performance generally is rated according to the same criteria across all ranks. The evaluation shall take into consideration the breadth of courses taught, including the number of different courses, the number of new preparations assigned to the faculty

member, and the class characteristics (e.g., size, level, required or elective, experimental or traditional). The evaluation shall also take into account the faculty member's efforts to improve teaching performance.

3.1.3 Procedures for Class Visits

Class visits for each faculty member under review shall be made annually by at least one member of the Personnel Committee. A minimum of one visit by the Personnel Committee shall be made. The Department Chair (or designee as consistent with Section 600) shall also make separate visits. Class visits are scheduled by mutual agreement between the faculty member and the reviewer at least five working days in advance of the visit. Reviewers are strongly encouraged to meet with the faculty member under review before the class visit (e.g., to review course syllabus, discuss class content) and after the visit (e.g., to discuss the teaching performance). The reviewer will complete a written report using the Department's Class Visit Form. Written reports will be submitted in conformance with Section 600. Class visits are encouraged to encompass a variety of each candidate's classes to include (as applicable) different forms of instruction (e.g., lecture, discussion, laboratory, hybrid, online, studio, service-learning, distance-learning).

3.1.4 Procedures for Student Evaluations of Teaching Effectiveness

Student evaluations shall be administered for all Departmental faculty in the Fall semester for a minimum of two classes. Student evaluations of first-year faculty shall be conducted in both Fall and Spring semesters (minimum of 2 classes each semester). All other faculty may request that student evaluations be administered in the Spring semester.

3.1.5 Procedures for Student Consultation

Notice shall be given to all students (written announcements on Department bulletin boards and read in classes) encouraging them to consult with the Department Personnel Committee with regard to the teaching performance of faculty under consideration for retention, tenure, and promotion. In the announcement, the Committee shall provide explicit details of the method and timeline by which students will be able to consult with the Committee. Signed written statements from students regarding faculty shall be handled in accordance with Section 600.

3.1.6 Faculty Activities/Instructional Contributions

In addition to teaching effectiveness in class situations, special consideration shall be given for instructionally-related activities, including curriculum development, pioneering work in non-traditional instructional modes (e.g., service-learning, hybrid, online, internship, independent study), and inclusion of students in research and creative activities beyond the class setting.

3.2 Procedures for Evaluating Contributions to the Field of Study

The Department values and recognizes various forms of scholarship, including the scholarships of discovery, integration, application, and teaching. The candidate will include a self-assessment of scholarship and contributions to the field of study in the introductory narrative of their Professional Information File (PIF).

As defined in Section 600, a candidate for retention, tenure, and promotion is required to demonstrate continued growth as a recognized scholar and contributor to the field of study. To demonstrate growth, the candidate will, in each review period since appointment or last promotion,

- (a) Produce a minimum of two (2) peer reviewed publications or equivalencies. For promotion to the rank of Associate Professor, at least one (1) of the publications or equivalencies shall be a first- or senior-authored work. For promotion to the rank of Professor, at least two (2) of the publications or equivalencies shall be first- or senior-authored works (see Section 3.2.1),

and
- (b) Demonstrate a clear pattern of scholarly activity.

3.2.1 Publication Requirement

3.2.1.1 Publications

The Department defines publication to include the following:

- a. Research articles
- b. Scholarly books
- c. Review articles

3.2.1.2 Equivalencies to Publication

The Department considers the following as equivalencies to publication:

- a. Creative activities in the various areas of dance or other art forms resulting in public performance, exhibitions of artistic work, film, videotape, TV program, digital creative work, visual performance, concert hall performance or other similar activity related to the

candidate's area of specialization. Such creative activity must be undertaken independent of CSUN sponsorship and will normally take place in a recognized professional venue.

- b. Chapters in professionally published books or monographs
- c. Accreditation documents

3.2.1.3 Criteria for Evaluating Publications and Equivalencies to Publication

- a. All publications and equivalencies must be peer reviewed.
- b. For equivalencies, the candidate shall identify the format and public forum in which the equivalency appeared and provide a statement of its significance to the field of study.
- c. In cases of co-authorship, the candidate shall define their role in the publication or equivalency. While co-authored publications or equivalencies are acceptable, especially with student co-authors, there should be at least one senior-authored work (which may have co-authors) for promotion to the rank of Associate Professor and at least two senior-authored works (which may have co-authors) for promotion to the rank of Professor, that provides evidence of the candidate's ability to engage in independent scholarly efforts.
- d. Written proof of acceptance from the publisher/organizer will be accepted as evidence of publication or production.

3.2.1.4 Procedures for Review of Equivalencies

With regard to peer review of equivalencies, in cases where reviewers are selected by an outside agency (e.g., accreditation organizations), the reviewers are implicitly approved. In all other cases, the candidate will meet with the Department Personnel Committee and Department Chair to determine the nature of the evaluation process. The evaluation must include, at minimum, two independent external reviews by individuals with recognized expertise in the area of study. The reviewers will be selected by mutual agreement of the candidate, Department Personnel Committee and Department Chair. In cases where mutual agreement cannot be reached, there will be one additional reviewer, for a minimum of three reviewers, with one selected by each of the candidate, Department Personnel Committee, and Department Chair. Each external reviewer will provide a written evaluation of the work, including assessment of the quality and significance of the work.

3.2.2 Pattern of Scholarly Activity Requirement

Candidates are expected to demonstrate a clear pattern of ongoing scholarly activity, which can be shown via publications or equivalencies (as defined

above), and/or other contributions to the field of study. Other contributions to the field include, but are not limited to, the following:

- a. Scholarly presentations at professional conferences
- b. Editor of scholarly books, journals or published proceedings for professional conferences
- c. Externally and internally funded grants to support research and creative activities
- d. Reviewer for journal articles and other scholarly work
- e. Assessment reports
- f. Government-sponsored reports or other technical reports
- g. Plenary conference speaker
- h. Conference or professional meeting organizer/chair
- i. Published abstracts
- j. Published proceedings
- k. Ancillary and supplemental professionally published materials

3.2.3 In all cases, the *quality* of the scholarly work shall be considered in the evaluation process. It is the responsibility of the faculty member to document the quality of their accomplishments. Examples of quality indicators are evidence of the work's impact in the field of study, journal acceptance records, publication distribution figures, the scope of the publication or equivalency (regional, national, or international), the quality of the editorial board and review process (e.g., blind vs. non-blind), and the extent of the candidate's contribution in the case of co-authored work.

Exceptions are possible. For example, it is possible that any one work may be so important (qualitatively or quantitatively) that it deserves as much weight as two or three works normally would. It is the responsibility of the candidate to identify any such exceptions and to explain why special consideration should be given.

3.3 Procedures for Evaluating Contributions to the University and Community

All faculty members are expected to participate in appropriate professional, University, and community activities. The candidate will include a self-assessment of these service contributions in the introductory narrative of their Professional Information File (PIF). In evaluating service contributions, it is the responsibility of the candidate to explain the significance of their work. With regard to service, it is expected that the candidate will make sustained contributions that have meaningful impact.

In the area of professional service, such activity is expected to surpass that of simply belonging to relevant organizations and attending conferences. As faculty members progress through their careers, it is expected that they increasingly play a significant role

in professional activities such as serving on professional committees, assuming leadership positions, serving as a program planner, conducting seminars and workshops, and serving as a professional consultant, on editorial boards, and/or as a reviewer of scholarly/professional materials.

Similarly, faculty are expected to actively serve the needs of the University and community by participating in a broad range of campus activities and in external community activities. All faculty, after their first probationary year, are expected to make increasingly noteworthy contributions towards the "work" of the Department, College, and University as it conducts its business and serves its community clientele.

- 3.3.1 Candidates for retention, tenure, or promotion are expected to meet the requirements of Section 600 with regard to contributions to the University and Community. Special consideration shall be given to service that promotes the mission and goals of the Department, College, and University.
- 3.3.2 University service typically (though not always) involves committee membership. For Department consideration, the depth and effectiveness of the candidate's contribution is more important than the level of committee service. Effectiveness shall be judged based on the nature of the service, the extent of the candidate's contribution, and the significance of the work in furthering the mission and goals of the Department, College, and University.
- 3.3.3 Community service involves meaningful contributions to community agencies and/or professional organizations based on the candidate's academic expertise and professional competence.

California State University, Northridge
DEPARTMENT OF KINESIOLOGY
CLASS VISIT FORM

Faculty Member's Name _____ Course KIN

Evaluator: Rate teaching on each item, giving the highest scores for exceptional teaching effectiveness.
Provide detailed written assessment for each item.

OUTSTANDING	GOOD	ACCEPTABLE	NEEDS IMPROVEMENT	WEAK	N/A
7	5	4	3	1	X

1. Knowledge of subject matter (content mastery) _____

2. Structure and organization (sequency and clarity) _____

3. Instructional skills (communication and teaching styles) _____

4. Student responsiveness/reaction to the instructional process _____

5. Use of special teaching aids (appropriateness) _____

Additional Comments:

Evaluator (print name)

Signature

Visit Date