

PERSONNEL PROCEDURES

SECTION 600 (RETENTION, TENURE, AND PROMOTION)

COH

LRS

COLLEGE

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. The personnel procedures and a cover sheet are required to be submitted even if there are no proposed changes.

BACKGROUND INFORMATION:

- 1. CHECK ONE: Check the level the proposed personnel procedures are for: [] College level [x] Department level
2. Date that current proposed changes were sent forward Oct 9, 2019
3. For Department Personnel Procedures:
a. Indicate the date the department faculty voted to approve the proposed changes: Sept 13, 2019
b. Indicate the date the CPC voted to approve the proposed changes: Dec 3, 2019
4. For College Personnel Procedures:
a. Indicate the date the college faculty voted to approve the proposed changes: Dec 3, 2019
5. (Optional) Briefly state the rationale for your proposed changes:

Please email the following to Faculty Affairs email at 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)

[Signature] 7.22.2020
Chair, Department Personnel Committee Date
[Signature] 7/22/2020
Department Chair Date

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

[Signature] 7/23/2020
Chair, College Personnel Committee Date
Jackie Stallcup 7/27/2020
College Dean Date
[Signature] 7/31/20
Chair, Personnel Planning and Review Committee Date

Table with 3 columns: Approval Date, Effective Date (see attached), Date of Next Review. Includes sub-headers: Spring 2020, Fall 2020, Fall 2023 For Changes in Criteria, Fall 2024.

THE LIBERAL STUDIES PROGRAM

Additions to Section 600 of the CSUN Administrative Manual Program Personnel Policies and Procedures

Introduction

The Liberal Studies Program is housed in the College of Humanities and provides an interdisciplinary major leading to a Bachelor of Arts in Liberal Studies. The Liberal Studies Program has two major options: The Teacher Preparation Option and The Interdisciplinary Studies Option. The Teacher Preparation Option is an undergraduate major that focuses broadly on the liberal arts and specifically on the multiple subject curriculum areas required for teaching in elementary classrooms (Grades K-6). The major includes coursework from disciplines in seven subject matter areas: English Language Arts and Literacy, Mathematics, Science, History/ Social Science, Visual and Performing Arts, Health Education, and Physical Education. The Interdisciplinary Studies Option is designed for students interested in a broad liberal arts education: students take courses in the language arts, natural sciences, social sciences, and humanities. The Liberal Studies Program also has two minors: The Humanities Minor and the Sustainability Minor.

I. The Terminal Degree

Tenure track faculty are required to hold a terminal degree in a discipline relevant to the program's disciplines.

II. Procedures for Evaluating Teaching Effectiveness

A. Procedures for Class Observations

Each probationary faculty member in the RTP process seeking tenure and/or promotion will arrange for a course observation of at least 50 minutes each year by both the Program Director (or designee) and at least one member of the Program Personnel Committee (or designee). Each tenured faculty member in the RTP process seeking promotion to the rank of Professor will arrange for at least two course observations during the academic year in which promotion is sought of at least 50 minutes by both the Program Director (or designee) and at least one member of the Program Personnel Committee (or designee).

Candidates and evaluators will make certain that courses related to teacher preparation are among those observed. These observations, and the reports describing them, will follow the standards and calendar set forth in Section 600.

B. Procedures for Student Evaluations

Each academic semester, untenured tenure track faculty will be evaluated by students in accordance with the procedures outlined in Section 600. These procedures will also apply to faculty members applying for promotion, if separate from an application for tenure.

The faculty of the Liberal Studies Program will use an approved evaluation instrument providing for both qualitative and quantifiable student feedback

concerning the course content and process, and their perceptions of the instructor's work in the context of the course. These evaluation instruments will include questions relevant to pre-service teacher preparation for a multiple subjects credential.

C. Procedures for Student Consultations

Students will also be invited to accessibly scheduled sessions – announced publicly in classes and postings to relevant email lists well in advance of the appointed times – to speak directly with members of the personnel committee about their relevant experiences regarding the overall teaching of faculty members who are being evaluated during a given academic year.

III. Contributions to the Field of Study

A. Field of Study

The Liberal Studies Program encourages its faculty to engage with the range of disciplines that the Program works in---as well as with the departments with whom Liberal Studies faculty members may be affiliated in the context of either interdisciplinary teaching, or the development of cross-disciplinary instructional materials (courses, handbooks, or assignments, and so on). Working and teaching in community engagement settings, the mentoring of, and research collaboration with, students, and involvement with the educational section(s) of relevant disciplinary organizations, are all also recognized as examples of activities reflective of direct instructional contributions. Thus, the field of study may be specific to a discipline associated with the Liberal Studies Program and/or an interdisciplinary area such that a candidate's initial intellectual and academic focus may expand into intersecting or tangential disciplines. The Liberal Studies Program also recognizes scholarship in areas related to multiple subject teacher preparation. Departments outside of, but disciplinarily affiliated with, the Liberal Studies Program will work with the program director and faculty to arrive at individual Memoranda of Understanding (MOU) that guide the contribution of the relevant department in the faculty member's progress through the RTP process.

B. Defining Significant Scholarly and Creative Contributions

i. The Liberal Studies Program shall recognize peer-reviewed scholarly books and peer-reviewed articles that are published by recognized presses and journals (including peer-reviewed e-journals) devoted to: 1) the candidate's academic discipline or closely related field; and/or 2) pedagogical research and/or teacher education in the candidate's academic discipline or closely related field. Additionally, the Program shall recognize the following as significant contributions to the field of study: peer-reviewed book chapters; peer-reviewed textbooks; peer-reviewed co-authored work with substantial work by the faculty; peer-reviewed digital projects and artifacts including digital repositories and digital scholarly editions; creative work such as novels, short stories, poems, plays, performances, essays, recordings, films, and scripts disseminated by appropriate agencies other than the author; and written texts that appear in

nationally recognized online and print journals and in conference proceedings. Included in the definition are peer-reviewed written works accepted for such publication.

ii. As part of the RTP process, each candidate will include a brief description of the peer-review process for each peer-reviewed work. If work is not peer-reviewed as part of a typical decision-making process associated with “peer reviewed publication,” the following materials will be compiled and submitted:

a. identification of the format and public form in which the work appears and a statement of its significance to the field of study

b. outside reviews by two experts in the relevant field (these experts must be external to CSUN and hold an appropriate terminal degree). One of these experts will be chosen by the candidate and one will be chosen by the Program’s Personnel Committee after consultation with the candidate.

iii. Other Considerations Regarding Contributions to the Field of Study

The Liberal Studies Program realizes that there are various types of scholarly and creative activities not covered by the definition of publication given above. These include written works completed or in progress but not accepted for publication, papers presented at professional conferences, and other types of presentations of research or of creative writings. These activities are not placed in the category of publication and are not sufficient by themselves for promotion and tenure, but they will be given consideration in the RTP process as evidence of a faculty member’s continued scholarly growth or development of a pattern of scholarly activity.

IV. Contributions to the University and Community

A. University policy requires that “positive recognition shall [...] be given to those faculty who make significant contributions in advancing University programs dealing with teacher education and/or internationalizing education.” In addition, the Liberal Studies Program recognizes the following forms of Collaborative work: with departments and faculty in the College of Education; with departments and faculty associated with the Interdisciplinary Studies Option; with departments and faculty associated with the Minor in Sustainability; with departments and faculty whose disciplines address curricular content in K-6 multiple subject areas; and with the wider community (schools, ethnic and linguistic communities, museums, and businesses, especially when such service/engagement involves minimally or wholly uncompensated work with community agencies and organizations that draws crucially from both the candidate's academic expertise--possibly including research areas-- and his/her professional competence).

B. The candidate will specify the nature of his/her contribution(s), the quantity of effort (time, responsibilities), and the significance of this involvement to the mission of the University. Service in leadership roles that are integral will be valued as

contributions to the community. Evidence of such contribution(s) will be documented in the form of a letter (or letters) from the relevant administrator(s), which the candidate will add to the narrative description of the contribution(s).

V. Additional Liberal Studies Policies and Practices

A. Composition of the Personnel Committee: The Liberal Studies Personnel Committee will be elected from a list of nominees of eligible tenured faculty members of the Liberal Studies Interdisciplinary Studies Committee and/or the Liberal Studies Integrated Teacher Education Committee. In the event that no eligible tenured faculty member from the candidate's discipline is on either of these two committees, the faculty under review may nominate one eligible tenured faculty member from that candidate's discipline for the election.

B. Annual Review of Program Personnel Policies and Procedures
Liberal Studies faculty will examine these procedures annually in consultation with the current personnel committee and work with both the College of Humanities personnel committee and PP&R to amend them as the program expands, and faculty roles evolve.

C. The Memoranda of Understanding
Consistent work with these policies will also support the MOU process, and the structure of the MOU will be shaped through the consultative collaboration of the personnel committee, the program director, and the relevant dean(s).