COVER SHEET FOR PROPOSED CHANGES TO DEPARTMENT/COLLEGE
PERSONNEL PROCEDURES

Humanities

COLLEGE

Liberal Studies Program

DEPARTMENT

In order to facilitate a complete and expeditious review by the Personnel Planning and Review Committee (PP&R) of the changes(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:

1. Are proposed changes those of College ☐ or Department ☐ procedures? (check one)

2. Date that current proposed changes were sent forward Nov. 13, 2014

3. Department or College initiating proposed changes Liberal Studies Program in College of Humanities

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"). Since the Liberal Studies Program is engaged in its first tenure-track hire this academic year, we are proposing language to supplement section 632 in the Academic Personnel Policies and Procedures Administrative Manual. This supplement will apply in the evaluation of full time faculty for the purposes of retention, tenure, and promotion.

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

FOR DEPARTMENT PERSONNEL PROCEDURES:

Chair, Department Personnel Committee

Date

FOR DEPARTMENT PERSONNEL PROCEDURES & COLLEGE PERSONNEL PROCEDURES:

Chair, College Personnel Committee

Date

College Dean

Date

Chair, Personnel Planning and Review Committee

Date

(for PP&R use only)

Approval Date 8/19/15

Effective Date (see attached) Fall 19

Date of Next Review

n:forms:personnel procedures cover
THE LIBERAL STUDIES PROGRAM
PROGRAM PERSONNEL POLICIES AND PROCEDURES 2015

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 Program and The Interdisciplinary Studies Option. The Teacher Preparation Program 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 eight subject matter areas: language arts, mathematics, science, history/social sciences, visual and performing arts, health, physical education, and human development. 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. As part of this option, students are required to complete a specialization track. The Liberal Studies Program also has three minors: the Humanities Minor, the Russian Studies 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. Teaching Effectiveness and Direct Instructional Contributions
A. 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. 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. 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. Faculty Activity
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.

A. Contributions to the Field of Study

1. Field of Study

   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, and that this development reflects scholarly growth and may yield contributions outside of the strict disciplinary boundaries of a candidate’s initial discipline (i.e., that related to his or her terminal degree). 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.

2. Defining Significant Scholarly and Creative Contributions

   a. The 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.

   b. 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:

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

3. Other Considerations Regarding Contributions to the Field of Study

   Additional related creative activities and contributions not specifically addressed above can be used to contribute to a pattern, but are not regarded as significant scholarly contributions to the field of study.

B. Contributions to the University and Community.

1. 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 specifies the following contributions:

Collaborative Work
a. departments and faculty in the College of Education
b. departments and faculty associated with the various tracks of the Interdisciplinary Studies Option (Sustainability, Russian Studies, and China Studies)
c. departments and faculty whose disciplines address curricular content in K-6 multiple subject areas
d. the wider community—schools, ethnic and linguistic communities, museums, and businesses
   i. 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.

2. 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. Exceptional 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).

IV. Additional Liberal Studies Policies and Practices
A. Composition of the Personnel Committee:
The Liberal Studies Interdisciplinary Studies Personnel Committee will be elected from a list of nominees of eligible tenured faculty members of the Liberal Studies Interdisciplinary Committee. In the event that no eligible tenured faculty member from the candidate’s discipline is on the Liberal Studies Interdisciplinary Committee, the candidate 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
Senior faculty who are part of the Liberal Studies Interdisciplinary Studies Committee 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).