

PERSONNEL PROCEDURES

SECTION 600 (RETENTION, TENURE, AND PROMOTION)

Humanities

LING/TESL

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 Department level

2. Date that current proposed changes were sent forward Oct. 21, 2022

3. For Department Personnel Procedures:

a. Indicate the date the department faculty voted to approve the proposed changes: Oct. 7, 2022

b. Indicate the date the CPC voted to approve the proposed changes: _____

4. For College Personnel Procedures:

a. Indicate the date the college faculty voted to approve the proposed changes: _____

5. (Optional) Briefly state the rationale for your proposed changes: Continuation of our current procedures that state that the Department of Linguistics/TESL only uses Section 600 without any additions or changes.

Please email the following to Faculty Affairs email at faculty.affairs@csun.edu:

- WORD DOCUMENT WITH TRACKED CHANGES showing revisions to the personnel procedures**
- Signed cover sheet in PDF format.**

FOR DEPARTMENT PERSONNEL PROCEDURES: (Sign & Print Name)

Digitally signed by Joaquin, Anna Dina L
Date: 2022.10.21 18:03:08 -07'00'

Oct 21, 2022

Chair, Department Personnel Committee

Date

Oct 21, 2022

Department Chair

Date

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

12.12.22

Chair, College Personnel Committee

Date

College Dean

13 Dec 2022

Date

May 31, 2023

Chair, Personnel Planning and Review Committee

Date

(for PP&R use only)

SP 2023

FA 2023

FA 2026 for changes in criteria

FA 2027

Approval Date

Effective Date (see attached)

Date of Next Review