

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

MCCAMC  
COLLEGE

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.*

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**BACKGROUND INFORMATION:**

Office of  
Faculty Affairs

- Are proposed changes those of College  or Department  procedures? (check one)
- Date that current proposed changes were sent forward December 16, 2013
- Department or College initiating proposed changes Mike Curb College of Arts, Media, and Communication
- 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").  
This is the fifth year revision of the College personnel handbook since the last review in 2009. PPR suggested changes to the original document which are included in this revised document in addition to deletions by the committee due to repetition in Manual 600.
- 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

\_\_\_\_\_  
Department Chair Date

**FOR DEPARTMENT PERSONNEL PROCEDURES & COLLEGE PERSONNEL PROCEDURES:**

Jim Ahjeoy (AJ Kim) 12/16/2013  
Chair, College Personnel Committee Date

[Signature] 12/17/13  
College Dean Date

[Signature] 8/26/14  
Chair, Personnel Planning and Review Committee Date

(for PP&R use only)	F114	
<u>8/14</u>	F117 effective date (change in criteria)	<u>F118</u>
Approval Date	Effective Date (see attached)	Date of Next Review

Mike Curb College of Arts, Media, and Communication  
Personnel Handbook  
(Revised May 2, 2014)

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**I. POLICIES AND PROCEDURES FOR PERSONNEL DECISIONS: GENERAL**

1.1 In this Personnel Procedures section, personnel decisions shall be defined as decisions regarding retention, tenure, and promotion.

1.2 Nothing stated herein supersedes policies outlined in the Faculty Collective Bargaining Agreement between the Board of Trustees of the CSU and the CFA in effect, or the current CSU Northridge Administrative Manual.

1.3 Each department in the College shall have its own personnel committee.

1.3.1 Each department personnel committee shall be composed of at least three tenured faculty members.

1.3.2 The department shall nominate and elect department personnel committee members following established department election procedures.

1.3.3 When a department does not have a sufficient number of faculty members to make personnel decisions and if the department requests it, the College Personnel Committee shall assist this department in finding additional qualified members.

1.4 Composition of College Personnel Committee

1.4.1 The College Personnel Committee (CPC) shall be composed of seven tenured faculty members of senior rank.

1.4.2 No member of the College faculty who has any of the following line administrative responsibilities in the College shall be eligible to serve on the College Personnel Committee: the Dean of the College, Associate Dean or Department Chairs.

1.5 Term of Membership on the College Personnel Committee

1.5.1 Committee members shall be elected by the full-time, tenured and probationary faculty of the College for a two year term.

## 1.6 Election of the College Personnel Committee

1.6.1 Three members, representing the departments of Journalism, Music and Theatre will be elected in odd years. Three members, representing the departments of Art, Cinema and Television Arts, and Communication Studies, will be elected in even-numbered years. The seventh chosen at-large will be elected in odd-numbered years.

1.6.2 During the Spring semester of each academic year, the three departments electing members may nominate to the Dean at least one eligible faculty member for a college-wide ballot. The three departments not scheduled to elect a faculty member may nominate one or more eligible faculty in the year the at-large position is elected.

1.6.3 The Dean will distribute to all faculty eligible to vote a ballot for the next academic year's CPC. The names of those eligible to serve on the CPC will be positioned on a ballot in alphabetical order. The ballot, using direct voting, will be mailed within the College with return envelopes which ensure that the vote can be authenticated and the voter's name kept anonymous.

1.6.4 An alternative member shall be elected at the time of the department election, to serve in the eventuality of illness, leave, disqualification by conflict of interest, and sabbatical application.

## 1.7 Organizational Duties of the College Personnel Committee

1.7.1 The College Personnel Committee will elect its own Chair and establish its own calendar, consistent with the University personnel calendar.

## 1.8 Confidentiality of the Personnel Evaluation Process

1.8.1 Confidentiality is critical to the honest and effective conduct of all personnel deliberations. Confidentiality is necessary to create trust among participants in the personnel process. All participants have a duty to maintain the confidentiality of candidate files, which requires ensuring that information is accessible only to those authorized to have access to that information. All participants are obligated to respect the confidentiality of the deliberation process. The frank and free discussion of candidates cannot occur when participants fear that opinions will be made public.

## **II. PROCEDURES AND POLICIES FOR RETENTION, PROMOTION AND TENURE**

2.1 The College Personnel Committee will evaluate the retention, promotion, and tenure recommendations of Department Committees and Department Chairs, to ensure that equitable standards are applied in all departments.

### **2.2 Evaluation Process**

2.2.1 All College Personnel Committee deliberations relating to a faculty member's performance shall be based solely on the procedures and applicable criteria set forth in the Departments' procedures, the College Personnel Handbook, and the Administrative Manual — Section 600.

2.2.2 All College Personnel Committee deliberations shall also be based solely on documentation contained in the Personnel Action File and the Professional Information File. In all personnel matters, College Personnel Committee members must read the candidate's Personnel Action File and Personnel Information File.

2.2.3 College Personnel Committee members shall not deliberate or vote in a retention, promotion and tenure case of a candidate who is a member of his or her immediate family, a blood relative, or a person with whom he or she has an economic, sexual, and/or romantic involvement that could reasonably be perceived as impairing objectivity.

2.2.4 The College Personnel Committee will make its own recommendations on retention, promotion and tenure. All personnel recommendations will be approved by a majority of the College Personnel Committee. Any member of the committee may request that voting be conducted by secret ballot.

2.2.5 Prior to submitting its final recommendations on retention, promotion and tenure, the College Personnel Committee will consult with the Chairs of the Department Personnel Committees and Department Chairs concerning judgments which are at variance with any at the department level.

2.2.6 The College Personnel Committee will transmit in writing to each candidate an evaluation of the candidate with reasons based on an analysis of the evidence presented. The written evaluation will include a description of the candidate's performance which relates specifically to each of the criteria cited in Section 600. The written evaluation also shall include a specific recommendation on retention, promotion and tenure.

2.2.7 The College Personnel Committee will transmit in writing to the Dean of the College the results of final balloting pertaining to retention, promotion and tenure.

### **2.3 Criteria to be used by the College and Department Personnel Committees**

### 2.3.1 Professional Preparation

Possession of a doctorate, other appropriate terminal degree or department equivalent as stated in the Memorandum of Understanding negotiated at the time of appointment is the normal minimal requirement for promotion to the rank of Associate Professor or Professor.

### 2.3.2 Effectiveness of Teaching and Direct Instructional Contributions

One of the essential qualifications for retention, promotion, and tenure is excellence in instructional contributions. Effective instructional contribution requires both commitment to students and the process of learning. Effectiveness in instructional contributions is determined by mastery of the subject, skill in organizing and presenting material with engagement, intellectual integrity, critical thinking, and integration of professional growth, as well as the measurement or assessment of student understanding and growth. Demonstrable knowledge of and sensitivity to diverse student populations, including the ability to work across differences, is a key component to teaching excellence at this University. Instructional contributions shall be evaluated by various methods (such as peer reviews and student evaluations of instruction) applied in appropriate teaching situations (e.g., classroom teaching, public lectures, seminars, studio or laboratory teaching situations, and on-line instruction). Effectiveness of instructional contributions is also measured by awards, honors and distinctions received for excellence in teaching, development of instructionally related materials, involvement of students in research, scholarship, or creative activities, curriculum development and student recruitment, advisement and retention.

The following items may provide evidence of instructional contributions:

- A. Student evaluations of instructional performance (numerical evaluations and written comments derived from the course evaluation process).
- B. Peer evaluation of classroom performance (by classroom visits) and appropriateness of course materials, including currency in the field.
- C. Signed student letters.
- D. Advisement, counseling and availability of instructor to students.
- E. Development of new courses, or innovative curricular techniques.
- F. Awards, honors or distinctions received for teaching excellence.
- G. Thesis committee, comprehensive exam and special study assignments.
- H. Continuing training and professional experience that enhances teaching effectiveness.
- I. Significant student awards or achievements.

### 2.3.3 Contributions to the Field of Study

Continuous growth in scholarship, research and/or creative activity in the field of study is essential to the teaching effectiveness of all faculty members, to their own professional stature, and to the reputation of the University.

In considering candidates for retention, promotion, and tenure, the criteria for professional growth vary since the departments range from traditional publication-oriented disciplines to more performance-oriented disciplines. Significant scholarly and creative contributions are defined in Section 600. "It is the responsibility of the departments to define those professional activities that constitute significant scholarly or creative contributions to their specific fields of study. Such standards, as defined by the candidate's Department Personnel Committee and approved by departmental faculty, shall be submitted to the appropriate College Personnel Committee for approval. College Personnel Committees shall submit approved departmental policies to the Personnel Planning and Review Committee for approval.

2.3.3.1 Contributions to the field must be achieved after initial appointment and employment at the University. Additional contributions are also expected for every subsequent promotion.

2.3.3.2 Departments must define what constitutes significant contributions, and must establish procedures for evaluation of contributions which have not previously been peer reviewed. The evaluation must be carried out by at least two persons outside CSUN, with a timeline, which respects the deadlines of the University's RPT schedule.

#### 2.3.4 Contributions to the University and Community

Every faculty member is responsible for participating in activities that apply their professional expertise to the benefit of the University and community. Faculty service on Department, College, and University committees along with performance of other administrative duties is essential to the effective functioning and governance of the University. When candidates consistently distinguish themselves performing duties that significantly benefit the University and this outstanding service to the University is documented as determined by the College Personnel Committee, it may have greater than the usual bearing on retention, promotion and/or tenure decisions.

The range of service to the University and community may include the following:

- A. Membership on departmental committees.
- B. Department assignments (for example, advising, direction of internships, direction of graduate teaching assistants, coordination of undergraduate or graduate program).
- C. Contribution to the recognition of the department within the academic community and among professionals in the field.

- D. Membership on College committees.
- E. Membership on University committees and boards.
- F. Contributions to the cultural and artistic environment of the University.
- G. Consultation with other segments of the University.
- H. Participation in interdisciplinary programs.
- I. Participation in the continued development of the University (for example, recruitment of students).
- J. Advisement of student organizations.
- K. Consultation, leadership and service for communities and community organizations at the local, national or international levels.
- L. Speeches/workshops for the community.
- M. Fundraising for the University or community.

#### 2.3.5 Professional Responsibilities

For promotion to any rank above Instructor, the faculty member must be considered a valued member of their department based on the professional responsibilities outlined in Section 600.

### **III. RATIFICATION AND AMENDMENT OF THE COLLEGE PERSONNEL HANDBOOK**

7.1 Ratification of the College Personnel Handbook will be by a vote of the probationary and tenured faculty in the College. A majority of those voting is sufficient to ratify this Handbook.

7.2 Amendments to the College Personnel Handbook may be initiated either by a majority vote of the College Personnel Committee or a petition signed by twenty percent (20%) of the probationary and tenured faculty in the College. Amendments will be submitted to a vote of the probationary and tenured faculty in the College. A majority of those voting is sufficient to amend this Handbook.