

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

HUMANITIES  
COLLEGE

MCLL  
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.

**RECEIVED**  
CSUN  
**APR 03 2019**  
Office of  
Faculty Affairs

**BACKGROUND INFORMATION:**

- Are proposed changes those of College  or Department  procedures? (check one)
- Date that current proposed changes were sent forward 3/15/19
- Department or College initiating proposed changes MCLL Dept.
- 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").

THE MCLL DEPT. PERSONNEL COMMITTEE INITIATED THESE CHANGES IN RESPONSE TO SOME OF THE FACULTY MEMBERS' REQUEST. THEY WANTED THE MCLL DEPT. PP TO BE MORE ALIGNED WITH THE PROCEDURES IN SECTION 600 OF THE UNIVERSITY MANUAL.

- For Department Personnel Procedures, list the date the department faculty voted to approve the proposed changes: 14 and 15 of March, 2019
- For College Personnel Procedures, list the date the college faculty voted to approve the proposed changes: \_\_\_\_\_

**FOR DEPARTMENT PERSONNEL PROCEDURES: (Sign & Print Name)**

[Signature] 3/15/2019  
Chair, Department Personnel Committee Date

[Signature] 3/15/2019  
Department Chair Date

**FOR DEPARTMENT PERSONNEL PROCEDURES OR COLLEGE PERSONNEL PROCEDURES:**

[Signature] 4.2.2019  
Chair, College Personnel Committee Date

[Signature] 4-2-2019  
College Dean Jackie Stiller Date

[Signature] 08/21/2019  
Chair, Personnel Planning and Review Committee Date

(for PP&R use only)	<b>Fall 2022 for changes in criteria</b>	
<u>08/21/2019</u>	<u>07/01/2019</u>	<u>Fall 2023</u>
Approval Date	Effective Date (see attached)	Date of Next Review

Revised 10.16

Department of Modern & Classical Languages & Literatures  
PERSONNEL PROCEDURES  
For Evaluation of Candidates for Retention, Tenure, and Promotion

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Addition to Administrative Manual:

A Department Personnel Committee shall be elected by the full-time tenure-track Faculty of the Department. The committee shall consist of three members. The Personnel Committee members shall meet the requirements of Section 600 and complete responsibilities required by Section 600.

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CRITERIA FOR RETENTION, TENURE, AND PROMOTION:

I. PROFESSIONAL PREPARATION (qualification for teaching):

The Department of Modern and Classical Languages and Literatures wholeheartedly supports the following statement (CSUN Administrative Manual):

“The University standard requires the possession of a doctorate or other appropriate terminal degree, earned from an institution of higher learning that holds at least regional accreditation, is the normal minimal requirement for promotion to the rank of Associate Professor ... , Professor ....”

II. TEACHING EFFECTIVENESS AND DIRECT INSTRUCTIONAL CONTRIBUTIONS:

Teaching Effectiveness refers to the instructor's success in providing learning experiences well designed to achieve the educational objectives of classroom instruction, student laboratories, and individual student projects, research, and field work. Evaluation of teaching effectiveness is based upon procedures established by the Department.

A. Class Visits:

(1) Class visits shall be made by the Department Chair and one representative of the Department Personnel Committee or their designees.

(2) First year probationary faculty will be visited and evaluated each semester by the Department Chair and one representative of the Department Personnel Committee or their designees. After the first year, candidates for retention, promotion and tenure shall have one class visit annually by the Department Chair and one representative of the Department Personnel Committee or their designees.

. Class visits shall be conducted early enough in the academic year for use during the annual personnel cycle. The candidates may request additional visits by tenured faculty.

(3) A written report of the class visit shall be placed in the candidate's campus mailbox and otherwise made available upon request within 14 calendar days after the class visit. The candidate may request a meeting to discuss the report, to be held within ten (10) calendar days after the written report is placed in the candidate's campus mailbox. The candidate may also submit a rebuttal statement or response in writing within the ten (10) calendar days. At the conclusion of the ten (10) calendar days, the report, and any response or rebuttal statement, will be placed in the Personnel Action File and be sent to the Chair of

the Department Personnel Committee and to the Department Chair. A copy of the report shall be retained in the candidate's Personnel Action File for a period of five years.

B. Student Evaluations:

(1) Student evaluations of teaching effectiveness must be made in all classes for probationary faculty and two classes per year for Associate Professors and Professors. The appropriate forms, paper or electronic, approved for this purpose by the Department, must be used.

(2) On the occasion when student evaluations are done during class time, the Instructor shall leave the classroom during the administration of the evaluations. A trusted student shall distribute the forms, supervise their completion, and collect the completed evaluations, returning them to the Department Office.

(3) The student shall note on the envelope the number of forms collected and return them to the Department Office.

(4) The written comments submitted with the evaluations shall be kept in their envelopes in the Department Office while the computer forms are processed by Institutional Research.

(5) The candidates shall have access to their evaluations only after final grades have been submitted.

C. Student Statements:

The Department of Modern and Classical Languages and Literatures will follow the procedures specified in the CSUN Administrative Manual regarding Student Statements (Section 613, 1-6).

III. CONTRIBUTIONS TO THE FIELD OF STUDY:

The Department of Modern and Classical Languages and Literatures accepts the following as:

A. Significant Scholarly and Creative Contributions:

The Department accepts significant scholarly and creative contributions as evidence of continuing growth as a recognized scholar. The Department accepts the University minimal standard of peer-reviewed scholarly books, book chapters, articles and reviewed articles which appear in scholarly journals devoted to the candidate's academic discipline or a closely related field, that, since the candidate's appointment or last promotion:

(1) have been published; or

(2) have been submitted in their complete manuscript form and have received a firm commitment to be published.

In addition, the Department accepts other scholarly books, textbooks, monographs, chapters in books, creative writing, translation of works from another language into English, and articles and article-length reviews, which have not been peer-reviewed as part of the process of publication, provided that each of these items which is offered as evidence of a significant scholarly and creative contribution is submitted

to the Departmental peer review process. This process shall include an outside review by two peers in the field who will be chosen by mutual consent between the Chair of the department's Personnel Committee and the candidate. The outside evaluators should be members from outside the university who are knowledgeable in the candidate's area of expertise.

**B. Other Contributions to the Field:**

While not considered as publications (above, III.A.), the following contributions to the Field of Study are considered to be valuable and are evaluated as part of the candidate's pattern of scholarly activity:

- (1) Research papers accepted for presentation or presented before regional, national and international conferences.
- (2) Web sites which demonstrate innovative and creative approaches to the Department's teaching mission, or which make available scholarly material to the community-at-large.
- (3) Workshops offered by the candidate to colleagues or the community, which present the candidate's creative or innovative methodologies in the research or teaching of language or literature.
- (4) Video tapes, CDs and DVDs that demonstrate a creative and innovative approach to the candidate's field, especially when embodying innovative techniques in the theory of teaching methodologies.
- (5) Artistic performances by the candidate, of an original character, evaluated by published reviews.
- (6) Book Reviews

**DEPARTMENTAL EXPECTATIONS:**

**1. Retention as Assistant Professor:**

A candidate must demonstrate evidence of original scholarly activity. Section A (Scholarly and Creative Contributions) is normally expected. The research should be in the field for which the candidate was appointed.

**2. Promotion to Associate Professor:**

Since the appointment at CSUN, the candidate should have carried out research from which results have been presented or published. A candidate must present evidence of original scholarly activity. Section A (Scholarly and Creative Contributions) is required. There should be an established research program that the candidate will likely continue to maintain. It is normally expected that the research will be in the field for which the candidate was appointed.

**3. Promotion to Professor:**

The Department of Modern and Classical Languages and Literatures will follow the procedures specified in the CSUN Administrative Manual regarding Promotion to Professor (Section 632.4.5).

IV. CONTRIBUTIONS TO THE UNIVERSITY AND COMMUNITY:

The Department of Modern and Classical Languages and Literatures will follow the procedures specified in the CSUN Administrative Manual regarding Contributions to the University and Community (Section 632.5).

A. Additional Contributions considered by the Department:

The Department of Modern and Classical Languages and Literatures recognizes the especially heavy workload and responsibility accepted by faculty who serve in the following capacities:

Graduate Program Coordinator/Advisor  
Section Head of Program  
Lecturer Recruitment Coordinator  
Assessment Coordinator