

**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. *RECEIVED*  
submit to PP&R for approval. Strike over any text that you wish to have deleted from your written procedures, and/or OSUN  
underline any text that you wish to have added to your written procedures.

**BACKGROUND INFORMATION:**

DEC 04 2013

- Are proposed changes those of College  or Department  procedures? (check one)
- Date that current proposed changes were sent forward November 12, 2013
- Department or College initiating proposed changes MCLL
- 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").

Office of  
Faculty Affairs

*The reason for the proposed change was to comply with the revisions made in Section 600 of the Academic Manual regarding what constitutes "significant scholarly and creative contributions" to the fields of study.*

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

**FOR DEPARTMENT PERSONNEL PROCEDURES:**

*[Signature]* \_\_\_\_\_ Date 12/3/2013  
Chair, Department Personnel Committee

*Brian Castonov* \_\_\_\_\_ Date 12/3/2013  
Department Chair

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

*[Signature]* \_\_\_\_\_ Date 11-25-13  
Chair, College Personnel Committee

*[Signature]* \_\_\_\_\_ Date 12-4-13  
College Dean

*Heika K. [Signature]* \_\_\_\_\_ Date 4/2/14  
Chair, Personnel Planning and Review Committee

(for PP&R use only)		
<u>S'14</u>	<u>F'14</u> <u>F'17 (For change in criteria)</u>	<u>F'18</u>
Approval Date	Effective Date (see attached)	Date of Next Review



**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)**

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

"The University standard requires that 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 at least one representative of the Department Personnel Committee or their designees.
- (2) First year probationary faculty will be visited and evaluated in each semester. After the first year, candidates for retention and promotion and tenure shall have one class visit annually. 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, approved for this purpose by the Department, must be used.
- (2) The Instructor shall leave the classroom during the administration of the evaluations. Normally, 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 being processed by Institutional Research.
- (5) The Department Chair and the members of the Personnel Committee shall have access to the student evaluations at all times. The candidates, however, shall have access to their evaluations only after final grades have been turned in.

## C. Student Statements

- (1) The Personnel Committee shall provide on a minimum of two occasions the opportunity for past and present students of the candidates for retention, tenure, or promotion to discuss orally with the Personnel Committee the candidate's effectiveness as a teacher. A student who is unable to attend these meetings may send signed written comments to the Personnel Committee Chair. In the event that information provided by the student orally is substantial enough to be considered in the Personnel Committee evaluation of the candidate, the student must submit a signed written statement to the committee. The faculty member will be notified that signed statements have been received. Signed statements will become part of the faculty member's permanent file (Personnel Action File). The faculty member will have ten (10) calendar days to submit a response in writing before the student's statement and the faculty member's comment or rebuttal are placed in the Personnel Action File.

This is in accordance with procedures specified in the CSUN Administrative Manual:

"When the agency determines, after careful consideration and after consultation with the affected faculty member, that such statements are sufficiently substantive to affect personnel action, and if such statements contain information that has not been incorporated in the Personnel File, the agency shall request the source of the statements to include a signature, if it is not already provided, with a written text of the statements."

and:

"A copy of the statement that includes the signature of the source shall be placed in the Personnel Action File and a copy shall be given to the affected faculty member."

- (2) The times and places of the meetings shall be publicized both by posted announcements and by the reading of the appropriate announcement in all classes given by the Department.
- (3) A member of the Personnel Committee or a designee may make the announcement or a designee may make the announcement in the candidate's own classes, if the candidate so requests.

## Faculty Statements

- (1) There will be two meetings in the fall semester to obtain oral comments from faculty and students about candidates who are eligible for promotion. Faculty who are unable to attend these meetings may submit signed written comments to the Chair of the Personnel Committee.
- (2) Faculty and student statements that are deemed sufficiently substantive to affect personnel actions must, in order to be considered, be obtained in a signed written statement, a copy of which will be placed in the Personnel Action File, and a copy given to the affected faculty member.
- (3) In the event that information provided by a faculty member is substantial enough to be considered in the Personnel Committee evaluation of the Candidate, faculty must be notified that their input will be provided to the Candidate for comment or rebuttal, and that their statement will become part of the Candidate's permanent file (Personnel Action File). The Candidate will have ten calendar days to provide a comment before the faculty member's statement and the Candidate's comment or rebuttal are placed in the Personnel Action File.

### 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, articles and review articles which appear in scholarly or national 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 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 important as Significant Scholarly and Creative Contributions (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 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 and/or the community, which present the candidate's creative or innovative methodologies in the teaching of language or literature.
- (4) Video tapes, CDs and DVDs which demonstrate a creative and innovative approach to the candidate's field, especially when embodying innovative techniques in teaching methodologies.
- (5) Artistic performances by the candidate, of an original character, evaluated by published reviews.
- (6) Book reviews.

#### DEPARTMENTAL EXPECTATIONS:

- **Retention as Assistant Professor:**  
A candidate must demonstrate evidence of original scholarly activity. Section A (Scholarly and Creative Contributions), is normally expected. There must be positive indication (e.g., an established research program) that the candidate will likely continue to maintain initiative in research. It is normally expected that the research will be in the field for which the candidate was appointed.
- **Promotion to Associate Professor:**  
Since 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 a positive indication (e.g. an established research program) that the candidate will likely continue to maintain initiative in research. It is normally expected that the research will be in the field for which the candidate was appointed.
- **Promotion to Professor:**  
Since promotion to Associate Professor, or appointment with tenure, candidates will have demonstrated that their scholarly work has made a substantial contribution to their discipline that is recognized by authorities in their field. Section A (Scholarly and Creative Contributions) is required. Achievement in research, scholarly writing, creative writing, translating, the preparation of texts, etc., must be evaluated by at least two external reviewers.

#### IV. CONTRIBUTIONS TO THE UNIVERSITY AND COMMUNITY

According to the *CSUN Administrative Manual*:

"Contributions to the University and community refer to those contributions normally expected from all members of the faculty. Such contributions include active membership on committees at the Department, College, or University level, student advisement, and such other responsibilities, including community service, undertaken to advance the goals of the University.

Positive recognition shall be given to those faculty members who help the University serve students and community members from underrepresented groups. Positive recognition shall also be given to those faculty members who make significant contributions in advancing University programs dealing with teacher education and/or internationalizing education. As part of their personnel procedures, Departments may in addition specify the types of contributions which advance their efforts in all of these areas."

#### Additional Contributions Considered by the Department

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

- Graduate Student Advisor
- Section Director of Program
- Part-Time-Faculty Recruitment Coordinator
- Assessment Coordinator

Department of Modern & Classical Languages & Literatures

ADDITIONAL PERSONNEL PROCEDURES

For Evaluation of Part Time Lecturers

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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 requirements of Section 700 and complete responsibilities required by Section 700.

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Part time lecturers shall be evaluated using the procedures described for tenure track faculty and subject to the following requirements

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) Part-Time Lecturers shall have class visits once a year and evaluated by a member of the Department Personnel Committee or its tenured designee. The member of the Personnel Committee or the designee shall write a letter of evaluation with copies to the Chair of the Personnel Committee and the Chair of the Department.

B. Student Evaluation.

- (1) Student evaluations of teaching effectiveness must be made in all classes for part-time faculty. The appropriate forms, approved for this purpose by the Department, must be used.