

**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 underline any text that you wish to have added to your written procedures.

RECEIVED

MAY 13 2009

BACKGROUND INFORMATION:

1. Are proposed changes those of College or Department procedures? (check one)
2. Date that current proposed changes were sent forward 5-11-09
3. Department or College initiating proposed changes Modern & Classical Languages & Literatures
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").
Department is due for the five year cycle review.
5. The proposed changes have been approved by the faculty of the College or Department . (check one)

Calif. State University, Northridge
Office of Faculty Affairs

FOR DEPARTMENT PERSONNEL PROCEDURES:

Edith Dimo 5-11-09
Chair, Department Personnel Committee Date

Brian J. Castonova 5-11-09
Department Chair Date

FOR DEPARTMENT PERSONNEL PROCEDURES & COLLEGE PERSONNEL PROCEDURES:

Sharon Klein 5.12.09
Chair, College Personnel Committee Date

[Signature] 5-11-09
College Dean Date

William C. Whitnig 6-26-09
Chair, Personnel Planning and Review Committee Date

(for PP&R use only)		
<u>8'09</u>	<u>F'09</u>	<u>F'13</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

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 600 and complete responsibilities required by Section 600.

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 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 or 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) Part-Time Lecturers shall be visited 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.
- (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, conducted by a

member of the Department Personnel Committee or its designee. In addition, candidates for retention and promotion shall be visited by the Department Chair. The candidates may request additional visits by tenured Faculty.

(3) Written evaluations of the class visits shall be made and shall be included in the Candidate's Personnel Action File. Copies of each evaluation shall be submitted to the Personnel Committee, the Department Chair, and the Dean of the College of Humanities.

B. Student Evaluations.

- (1) Student evaluations of teaching effectiveness must be made in all classes taught by candidates for retention, or promotion, using the appropriate forms approved for this purpose by the Department.
- (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 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 is substantial enough to be considered in the Personnel Committee evaluation of the candidate, the student must be notified that his/her signed statement 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.

- (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.
- (4) 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.”

Should the statement be a comment from a student currently enrolled in a faculty member's class, the statement shall not be given to the faculty member or placed in the Personnel Action File until the grades for that semester have been recorded in the Office of Admissions and Records.

D. Faculty Statements.

- (1) Faculty who are unable to attend these meetings may submit signed written comments to the Chair of the Personnel Committee.
- (2) 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.
- (3) As in the case of student statements, faculty 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 must be placed in the Personnel Action File, and a copy given to the affected faculty member.

III. CONTRIBUTIONS TO THE FIELD OF STUDY:

DEFINITION OF “PUBLICATION” as applied to Candidates for Retention, Promotion and Tenure in the Department of Modern and Classical

Languages and Literatures.

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

A. Publications:

Scholarly books, article-length reviews that appeared in scholarly Or national journals devoted to the candidate's academic discipline or closely related field.

- (a) which have appeared in print since the candidate's last promotion; or
- (b) for which a firm publishing commitment has been received.

N.B.: The term "appear in print" shall include, but not be limited to, Publication in electronic format and made available to the public in such forms as E-Books and Electronic journals on the Internet (if peer reviewed for publication).

B. Equivalencies to Publications:

Textbooks (peer-reviewed and with outside evaluations), monographs, chapters in books, "creative writing" (peer reviewed), translation of works from another language into English (with outside evaluations).

All of these equivalencies to Publications shall be presented as subdivided Sections in the candidate's Professional Information File. The candidate shall include a written statement where the significance of the equivalency and its relevance to the field of study should be emphasized. In all cases, a copy of the documents shall be submitted with the statement of equivalency.

Specific procedures are to be part of the criteria for evaluating a candidate. The evaluation of each equivalency 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.

C. Other Contributions to the Field:

While not considered as important 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 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:

1. **Retention as Assistant Professor:**
A candidate must demonstrate evidence of original scholarly activity. Section A (Publications), 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.
2. **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 (Publications), 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.
3. **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 (Publications), 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 under represented 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.”

In addition,

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:

- A) Graduate Student Advisor
- B) Section Director of Program
- C) Part-Time-Faculty Recruitment Coordinator
- D) Assessment Coordinator

**COVER SHEET FOR REVIEW OF DEPARTMENT/COLLEGE PERSONNEL PROCEDURES
RELATED TO STUDENT EVALUATIONS OF TEACHING EFFECTIVENESS**

Humanities
COLLEGE

Modern & Classical Languages & Literatures
DEPARTMENT

In order to facilitate a complete and expeditious review by the Personnel Planning and Review Committee (PP&R) of your current or proposed changes to personnel procedures related to evaluation of teaching effectiveness, please adhere to the format described below. Attach this memo as a cover sheet for any written material you submit to PP&R. Be sure to review your current procedures to assure they are consistent with Section 612.5.2.c.(2)(b) of the *Administrative Manual*.

BACKGROUND INFORMATION:

1. The submitted policies are those of the College or the Department (check one)
2. Is the Department/College proposing changes to the current policies related to student evaluations of teaching effectiveness? Yes No
 - 2A. If not, simply state, "The Department will follow its current procedures related to student evaluations of teaching effectiveness."
 - 2.B. If you are changing your current policy, state the proposed new policy in the space provided. 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. If you wish to follow Section 600, you may simply state, "The Department/College will follow Section 600 policies related to student evaluations of teaching effectiveness."

Attach extra pages if needed.

Student evaluations of teaching effectiveness must be made in all classes taught by candidates for retention, Or promotion, using the appropriate forms approved for this purpose by the department." All other Department faculty members shall be evaluated in a minimum of two classes annually.

3. If there are changes, the proposed changes have been approved by the faculty of the College Department (check one)

FOR DEPARTMENT PERSONNEL PROCEDURES: (Sign & Print Name)

<u>Vahram Shemmassian</u>	<u>12-5-12</u>
Chair, Department Personnel Committee	Date
<u>Brian J. Costionovo</u>	<u>12-5-12</u>
Department Chair	Date

FOR DEPARTMENT PERSONNEL PROCEDURES & COLLEGE PERSONNEL PROCEDURES:

<u>Richard W. Mitchell</u>	<u>12-7-12</u>
Chair, College Personnel Committee	Date
<u>[Signature]</u>	<u>12-9-12</u>
College Dean	Date
<u>[Signature]</u>	<u>12-20-12</u>
Chair, Personnel Planning and Review Committee	Date

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Calif. State University, Northridge
Office of Faculty Affairs