

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

COBAE
COLLEGE

Management
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.

BACKGROUND INFORMATION:

RECEIVED
CSUN

1. Are proposed changes those of College or Department procedures? (check one)

DEC 17 2013

2. Date that current proposed changes were sent forward 11/18/13

3. Department or College initiating proposed changes Management

Office of
Faculty Affairs

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").

Changes have been made to align with AACSB Accreditation requirements - and Department priorities such as encouraging contracts and grants.

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

FOR DEPARTMENT PERSONNEL PROCEDURES:

Richard W. Moore 11/18/13
Chair, Department Personnel Committee Date

John Butz 11-18-13
Department Chair Date

FOR DEPARTMENT PERSONNEL PROCEDURES & COLLEGE PERSONNEL PROCEDURES:

John Holt 12/14/13
Chair, College Personnel Committee Date

Kenneth J. ... 12/16/13
College Dean Date

Sheila Grant 8/26/14
Chair, Personnel Planning and Review Committee Date

(for PP&R use only)	F114	F118
<u>S'14</u>	<u>F117 (for changes in criteria)</u>	
Approval Date	Effective Date (see attached)	Date of Next Review

Lined area for writing, currently containing the word "None" in blue ink.

NOTE: This attachment is to provide an explanation for any effective date on a personnel procedure that occurs later than the Fall of the year after the procedures have been approved. Please use the space below to explain the conditions of the effective date given on the previous page. If the effective date does occur the Fall of the year after the personnel procedures have been approved there is no need to fill out this form.

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

DEPARTMENT OF MANAGEMENT
PERSONNEL PROCEDURES
Effective Spring 2013-revised

CRITERIA AND PROCEDURE FOR MAKING JUDGMENTS (Section 600)

As prescribed in Sections 600 of the Administrative Manual, data relevant to teaching effectiveness, professional preparation, contributions to the field of study, contributions to the university and community, and professional and personal responsibilities will be considered for each member eligible for reappointment, tenure, or promotion. Substantial evidence of high teaching effectiveness is required.

I. Teaching Effectiveness

- A. Teaching effectiveness is a critical criterion for retention and tenure as well as promotion to any rank. Evidence of teaching effectiveness shall be of primary importance.
- B. Procedures for making Class Visits (Sections 600). Each academic year, the following Class Visit schedule will be arranged:
 - 1. All probationary faculty in their first year at CSUN will receive a visit in each of the first two semesters.
 - 2. All faculty being considered for retention, promotion and/or tenure will have independent visits by the Department Chair and a member of the Department Personnel Committee or their designees. Faculty designated by the Chair of the Department Personnel Committee to visit classes of faculty under consideration for reappointment, tenure and promotion for the purpose of evaluating their teaching must be tenured faculty within the Department.
 - 3. A memorandum identifying the faculty members to be visited and those who will do the visiting will be sent to all individuals affected in the beginning of each semester. Visits will be scheduled with the agreement of the individual being evaluated. The date chosen and agreed upon will exclude any dates and/or times that would be inappropriate for a visit (e.g., days scheduled for exams or exam reviews, guest speakers).
 - 4. A feedback meeting will be held between the faculty member who conducted the visit and the one who was visited within two weeks after the visit. Information and supporting materials regarding teaching effectiveness may be placed in the candidate's Professional Information File.
 - 6. An evaluation report will be completed per Section 600.

C. **Procedures for Collecting, Processing, and Interpreting Written Student Evaluations of Teaching Effectiveness.**

1. A student evaluation questionnaire, approved by the department faculty, will be administered in each class being evaluated. The questionnaire also provides students with an opportunity to submit open-ended comments about the class and the instructor. Normally each section of each course in the Department of Management will be evaluated each semester. Each faculty member of the Department shall provide for a student to administer and collect the student evaluation faculty forms according to the time and method for collecting data provided by the College. These student evaluations shall be anonymous and shall be provided to the faculty member only after the semester grades have been submitted to the Department. In accordance with Section 600 both the quantitative and qualitative (free-form) response data shall be included in the Personnel Action File.
2. The faculty member may also develop additional methods to determine student learning and student attitudes toward the instructor's teaching effectiveness. These data may be placed in his or her Professional Information File.

D. **Procedures for Student Consultation**

1. The Department Chair and the Department Personnel Committee shall make themselves regularly available each semester for student consultation regarding the quality of teaching in the Department. Students will be notified of the opportunity to provide feedback on the quality of teaching to the Department Chair and the Department Personnel Committee

II. **Professional Preparation**

- A. The Department's criteria are the same as in Section 600 of the Administrative Manual.

III. **Contributions to the Field of Study**

- A. Evidence of substantial achievement and continued growth as a scholar and contributor to the field of study, while at CSUN, is required for retention, tenure and promotion. A minimum of three refereed publications or peer reviewed significant intellectual contributions, along with other contributions to the field are required for promotion to Associate Professor and tenure. For promotion to Professor, candidates must show achievements and contributions after the previous promotion, such as refereed publications or peer-reviewed significant intellectual contributions and other evidence of continuing scholarly activity.
- B. The Department defines refereed publications to include: scholarly books and monographs, chapters in scholarly books, and articles appearing in nationally or internationally refereed journals and proceedings devoted to management or closely related fields such as psychology, sociology, education and public administration.

The Department defines significant intellectual contributions to include: reports, monographs, and other works which are research based and publicly available and subject to external peer review. Faculty, who would like to establish that a work qualifies as a significant intellectual contribution, should submit the work, where it is publicly available and a rationale for why it qualifies as a “significant contribution“ to the Department Chair and the Department Personnel Committee. If the document is the product of an externally funded project, the review and acceptance of the document by the funding agency will be an acceptable external peer review. If the document is produced by the faculty member without support, the faculty member must invite two external experts in the field to submit reviews of the document. The faculty member may invite one reviewer and the Department Personnel Committee will invite the second reviewer. The reviews and the qualifications of the reviewers must be submitted to the Department Personnel Committee. Through consultation the Department Personnel Committee and the Chair will determine if it is a “significant contribution to the field”. The Department encourages faculty to pursue funded work. If a faculty member wins a substantial contract or grant on which he or she is the Principal Investigator or Co-principal investigator that award will be considered a “significant contribution” for all purposes. Typically to be considered a “substantial” contract or grant the amount would have to be \$50,000 or more, awards of a lower amount may be considered substantial, based on the judgment of the Department Personnel Committee. Otherwise, the Department’s criteria for scholarly publications are the same as Section 600 of the Administrative manual and Section VI of the DNCOB AE Faculty Handbook.

- C. Active participation in other scholarly and professional activities is desirable, but does not substitute for the publication requirement. Examples of such other activities are: presentations at professional conferences, editorial work on journals and/or books, reviewing articles and books, participation in Department and University research seminars, and writing of instructionally-related materials.

IV. Contributions to the University Community and Professional Responsibilities

- A. The Department's criteria are the same as in Sections 600 of the Administrative Manual.

CRITERIA AND PROCEDURE FOR MAKING JUDGMENTS (Section 700)

As prescribed in Sections 700 of the Administrative Manual, data relevant to teaching effectiveness and professional engagement will be considered for each lecturer eligible for reappointment, promotion, or advancement on the salary scale. Substantial evidence of high teaching effectiveness is required.

I. Teaching Effectiveness

- A. Teaching effectiveness is a critical criterion for subsequent appointment. Evidence of teaching effectiveness shall be of primary importance.
- B. Procedures for Making Class Visits (Sections 700). Each academic year, the following Class Visit schedule will be arranged:
 - 1. All full-time lecturers in their first year at CSUN will receive one visit in each of the first two semesters. Part-time lecturers will receive one visit during their first year at CSUN. Faculty designated by the Chair of the Department Personnel Committee to visit classes of faculty for the purpose of evaluating their teaching must be tenured faculty within the Department.
 - 2. All other lecturers will be visited after having taught 24 units since their previous class visit or once every two academic years, whichever comes first, by a tenured faculty member designated by the Chair of the Department Personnel Committee
 - 3. A memorandum identifying the lecturers to be visited and those who will do the visiting will be sent to all individuals affected in the beginning of each semester. Visits will be scheduled with the agreement of the individual being evaluated. The date chosen and agreed upon will exclude any dates and/or times that would be inappropriate for a visit (e.g., days scheduled for exams or exam reviews, guest speakers).
 - 4. A feedback meeting will be held between the faculty member who conducted the visit and the one who was visited within two weeks after the visit. Information and supporting materials regarding teaching effectiveness may be placed in the candidate's Professional Information File.
 - 5. An evaluation report will be prepared per Section 700.

II Student Evaluation of Teaching Effectiveness: Procedures for Collecting Written Student Evaluations of Teaching Effectiveness.

- A. A student evaluation questionnaire, approved by the department faculty, will be administered in each class being evaluated. The questionnaire also provides students with an opportunity to submit open-ended comments about the class and the instructor. Normally each section of each course in the Department of Management will be evaluated each semester. Each faculty member of the Department shall provide for a student to Administer and collect the student evaluation faculty forms according to the time and method for collecting data provided by the College. These student evaluations shall be anonymous and shall be provided to the faculty member only after the semester

grades have been submitted to the Department. In accordance with Section 700 both the quantitative and qualitative (free-form) response data shall be included in the Personnel Action File.

- B. The faculty member may also develop additional methods to determine student learning and student attitudes toward the instructor's teaching effectiveness. These data may be placed in his or her Professional Information File.