

**COVER SHEET FOR PROPOSED CHANGES TO DEPARTMENT PERIODIC REVIEW OF
TENURED FACULTY (POST-TENURE REVIEW) PROCEDURES**

MSEM

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 Post-Tenure Review 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 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:

1. Date that current proposed changes were sent forward March 2018
2. Describe briefly the general reason(s) for your proposed change(s) (e.g., "proposed changes were initiated by the Department to be in compliance with the current Faculty Contract and Section 600"). modified to be in consistent with Section 600 in consultation with PP&R
3. List the date the tenured and probationary faculty of the Department voted to approve the proposed changes:
08 , 24 , 2018

Office of
Faculty Affairs

DEPARTMENT APPROVAL: (Sign & Print Name)

Behzad Bavarian  8/30/2018
Date

Department Chair or Chair, Department Personnel Committee

COLLEGE APPROVAL: (Sign & Print Name)

HAMID JONARI  10/29/18
Date

College Dean

PP&R APPROVAL:

 _____
Date

Chair, Personnel Planning and Review Committee

(for PP&R use only)	F119	F123
<u>Sp 19</u>	<u>F122 (For changes in criteria)</u>	
Approval Date	Effective Date	Date of Next Review

Revised 10.16

PROCEDURES PERIODIC REVIEW OF TENURED FACULTY

Department of Manufacturing Systems Engineering and Management

February 2019

- A. Purpose of Evaluation: The Periodic Review of Tenured Faculty shall be a peer review process engaged in for the purpose of maintaining and improving faculty effectiveness (Section 645). The evaluation shall consider the maintenance and continuation of:
- 1. Teaching effectiveness and direct instructional contributions,*
 - 2. Contributions to the field of study,*
 - 3. Contributions to the university and community, and*
 - 4. Professional responsibilities.*
- B. Frequency of Evaluation: Each tenured faculty member shall be evaluated every five years. An evaluation conducted for potential promotion shall be counted as a periodic evaluation. Tenured faculty who withdraw from consideration for promotion shall be evaluated based on the provisions for periodic evaluation of tenured faculty.
- C. Selection of Faculty to be reviewed: Tenured faculty shall be evaluated consistent with notification provided by the Office of Faculty Affairs. It is expected that faculty members who are on sabbatical or other leave will not be evaluated during the academic year of their leave.
- D. Selection of Peer Review Committee(s):
1. General principles:
 - a. There shall be a three-member Peer Review Committee comprised of the turned full professors to conduct the periodic evaluation of tenured faculty members who are to be evaluated.
 - b. All tenured full professors in the Department shall be eligible to serve on a Peer Review Committee voted by all full professors.
 - c. When appropriate, tenured faculty from other Departments may serve on the Peer Review Committee.
 2. The Department Chair, in consultation with the tenured faculty member who is to be evaluated, shall identify a proposed Peer Review Committee for the faculty member. The Committee shall be approved by the Department full professors.
 3. The Peer Review Committee shall elect its own Chair.
- E. Basis for Evaluation:
1. The Peer Review Committee shall review the Student Evaluations of Faculty of the tenured faculty member since the time of their last evaluation.
 2. All members of the Peer Review Committee shall conduct classroom visitations. The visits shall be documented using the Department

Classroom Visit Report form. The number of class visits shall be at the discretion of the Committee, (preferred one undergraduate and one graduate courses).

3. The Peer Review Committee shall consult with other tenured faculty members of the Department.
4. The Peer Review Committee shall review and consider information and materials provided by the tenured faculty member being evaluated.
5. The Peer Review Committee shall review the Personnel Action File of the faculty member being evaluated.

F. Calendar for Evaluation:

1. By 2nd week of September of each academic year: the tenured faculty who are to be evaluated shall be identified by the Office of Faculty Affairs.
2. By 2nd week of November of each academic year,
 - a. The Peer Review Committee(s) shall be selected and approved.
 - b. The Peer Review Committee shall elect its Chair and advise the tenured faculty member being evaluated of such election.
 - c. The Peer Review Committee shall meet with the tenured faculty member being evaluated to review the evaluation process.
3. By 4th week of February of each academic year, information and materials pertinent to the evaluation shall be provided by the tenured faculty member being evaluated to the appropriate Peer Review Committee.
4. By 4th week of March of each academic year, each Peer Review Committee shall
 - a. Review and consider information and materials provided by the tenured faculty member being evaluated,
 - b. Conduct classroom visit, complete Classroom Visit Reports, and review and consider the Student Evaluations of Faculty of the tenured faculty member being evaluated, and consult with tenured faculty in the Department.
5. By 2nd week of April of each academic year,
 - a. The Peer Review Committee shall draft a written summary report of the evaluation and meet with the tenured faculty member being evaluated to discuss the report. The report shall include the Department Classroom Visit Reports.
 - b. Based on the discussion, and in consultation with the tenured faculty member being evaluated, the Peer Review Committee may revise the report.
6. By 4th week of April of each academic year, the Peer Review Committee Chair shall transmit the written summary report to the Department Chair, for transmittal to the College Dean and to the tenured faculty member's Personnel Action File.

G. Evaluation Conference: The Peer Review Committee report shall be reviewed by the College Dean, and an evaluation conference shall be scheduled between the Dean, the faculty member, and the Peer Review Committee Chair. The College Dean shall be responsible for calling such a conference prior to the conclusion of the academic year in which the evaluation is conducted.