

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

Engineering & Computer Science
COLLEGE

Manufacturing Systems Engineering and 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: NO CHANGES. EDITORIAL CHANGES ONLY

- Are proposed changes those of College or Department procedures? (check one)
- Date that current proposed changes were sent forward _____
- Department or College initiating proposed changes _____
- 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 department is not proposing that the procedures be changed. At the request of PP&R, some editorial changes were made to get the procedures in line with the new interpretation of Section 600 blue book. The Department voted to continue with the existing procedures with the editorial changes on April 3, 2008. The dates regarding the various submissions and approvals for these Department Procedures are as follows.

Dec. 2006	Department approved with no revisions
Feb. 2007	College approved with no revisions
Feb. 2008	PP & R requested revisions
May 2008	Department approved revised procedures
May 2008	College approved revised procedures

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

FOR DEPARTMENT PERSONNEL PROCEDURES:

Chair, Department Personnel Committee	_____	Date	_____
Department Chair	<i>[Signature]</i>	Date	8/21/08
		Date	5/20/2008

FOR DEPARTMENT PERSONNEL PROCEDURES & COLLEGE PERSONNEL PROCEDURES:

Chair, College Personnel Committee	_____	Date	_____
College Dean	<i>[Signature]</i>	Date	3/22/08
Chair, Personnel Planning and Review Committee	<i>[Signature]</i>	Date	5/21/08
		Date	2/8/08

(for PP&R use only)		
5'08	F'08	F'12
Approval Date	Effective Date (see attached)	Date of Next Review

PROCEDURES
EVALUATION OF FACULTY FOR RETENTION, TENURE, PROMOTION
Department of Manufacturing Systems Engineering and Management
April 2008

The Department follows the retention, tenure and promotion criteria and procedures as outlined in Section 600, Academic Personnel Policies and Procedures, of the California State University, Northridge Administrative Manual, together with the policies and procedures of the College of Engineering and Computer Science, subject to the provisions noted below.

- A. Definition of Rank: The Department complies with Section 600.
- B. Professional Preparation: The Department complies with Section 600, with no exception to the requirement of a Doctorate for promotion to senior rank.
- C. Teaching Effectiveness and Direct Instructional Contributions: The Department complies with Section 600 and addresses the evaluation of teaching effectiveness as follows:

Teaching effectiveness shall be evaluated by:

- 1. *Examination of the candidate's Student Evaluations of Faculty:*
 - a. *The Student Evaluations of Faculty are administered in accord with formats established by the College Personnel Committee.*
 - b. *All probationary faculty shall be evaluated in every class every semester.*
 - c. *All tenured faculty shall be evaluated in two classes one semester each academic year.*
- 2. *Class visits, conducted by the Department Chair (or designee) and each of the members of the Department Personnel Committee (or designees):*
 - a. *If class visits are to be made by designees, the candidate shall be informed.*
 - b. *Faculty who are making class visits shall, when possible, visit different courses and class sessions.*
 - c. *Class visits shall be arranged by mutual agreement between the visitor and the candidate.*
 - d. *Class visits shall be reported on the Department Class Visits Report form, included with these procedures.*
 - e. *Copies of Class Visits Reports shall be transmitted to the candidate, the Chair of the Department Personnel Committee, and to the Department Chair.*
 - f. *The Department Chair shall transmit copies of Class Visits Reports to the College Dean for inclusion in the candidate's Personnel Action File.*
- 3. *Consultations with students:*
 - a. *The Department Personnel Committee will post notices with the name(s) of the faculty who is (are) under review, advising students of the Committee's and/or Chair's availability for consultation regarding the teaching performance of the candidate(s)*
 - b. *The Department Chair shall insure his/her availability for consultation with students regarding the teaching performance of the candidate.*

4. *There will be a review of instructional materials (e.g., course syllabi, explanation of teaching methods, examinations) submitted by the candidate as part of his/her Professional Information File.*
5. *In accord with Section 600 the Department Personnel Committee and the Department Chair will consider any input that anyone wishes to make on the faculty under promotion/retention. However, any input that shall be used in the evaluation of the faculty under review needs to be made in writing, and signed. The person making the input (written and signed) will be told that the input will be placed into the personnel file of the faculty under review. The input must be sent to the candidate, who has the right to respond to it.*

D. Contributions to the Field of Study. The Department complies with Section 600 and includes in its definition of publication:

1. *Refereed scholarly articles published in recognized national or international Proceedings.*
2. *Published patents.*

Professional activity inadmissible as publication is considered and evaluated under other categories of professional accomplishment.

E. Contributions to the University and Community: The Department complies with Section 600. Evidence of a candidate's contribution to the University and community may include, but not be limited to:

1. *The enumeration of accomplishments such as active memberships on committees and boards.*
2. *Positions of responsibility held by the candidate (e.g., such as chairing committees, subcommittees, ad hoc committees or boards).*
3. *Any materials prepared by the candidate pursuant to University or community service.*
4. *Letters of commendation relevant to University or community service.*

F. Professional and Personal Responsibilities: The Department complies with Section 600, and further notes that:

1. *All tenured faculty will be notified about the name of the professor(s) under review and advised that they should make an appointment with the Department Personnel Committee or Department Chair if they have any input.*
2. *The performance of the faculty under review will be evaluated in regards to:*
 - i. *Those personal and professional responsibilities of the teaching profession as outlined in Section 600 of the Administrative Manual.*
 - ii. *Those personal and professional responsibilities of the engineering profession as embodied in the Code of Ethics for Engineers of the National Society of Professional Engineers.*

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
College of Engineering and Computer Science
Department of Manufacturing Systems Engineering and Management
CLASS VISITS REPORT

INSTRUCTOR'S NAME _____ DATE OF VISIT _____

VISITOR'S NAME _____

COURSE NO. & TITLE _____

	No Basis or Not Applicable	Poor	Considerably Below Average	Below Average	Average	Above Average	Considerably Above Average	Outstanding
Has stage presence; good speaker								
Has command of the subject								
Presents material in an organized manner								
Important ideas are clearly explained								
Is sensitive to the response of the class								
Encourages appropriate student participation								
Welcomes questions and discussion								
Quickly grasps what a student is asking or telling him/her								
Is careful and precise in answering questions								
Emphasizes ways of solving problems rather than solutions								
Appears to enjoy teaching								
Enthusiastic about the subject								
Makes the course material interesting								
How would you rate this instructor in comparison with others in the Department?								

Do you believe that your visit was at a time when you were able to fairly judge the nature and tenor of the teaching-learning process? Yes____ No____

Was the instructor aware of your visit in advance? Yes____ No____

Where did he/she excel? What were his/her strong points?

Where was he/she weak and in need of improvement?

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

CECS
COLLEGE

MSEM
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.

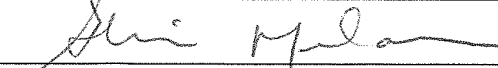
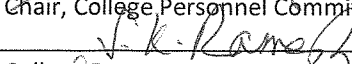
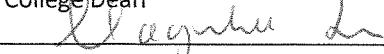
The Department will follow its current procedures related to student evaluation of teaching effectiveness.

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)

	AHMAD SARFARAZ	
Chair, Department Personnel Committee		Date
	ILEANA COSTEA	12/03/12
Department Chair		Date

FOR DEPARTMENT PERSONNEL PROCEDURES & COLLEGE PERSONNEL PROCEDURES:

	GLORIA MELARA	12/05/12
Chair, College Personnel Committee		Date
	S. K. RAMESH	12/04/12
College Dean		Date
		12-20-12
Chair, Personnel Planning and Review Committee		Date

RECEIVED
DEC 05 2012

Conf. State University Northridge
Office of Faculty Affairs