

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

CECS
COLLEGE

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 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
CSUN



OCT 29 2018

BACKGROUND INFORMATION:




1. Are proposed changes those of College or Department procedures? (check one)
2. Date that current proposed changes were sent forward March 2018
3. Department or College initiating proposed changes MSEM Dept.
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").
update the existing procedure per consultation with PP&R, and periodically re-approval required per Section 600
5. For Department Personnel Procedures, list the date the department faculty voted to approve the proposed changes: 7 / 0 / 0
6. For College Personnel Procedures, list the date the college faculty voted to approve the proposed changes: 7 / 0 / 0

Office of
Faculty Affairs

FOR DEPARTMENT PERSONNEL PROCEDURES: (Sign & Print Name)

Ahmad Sarfaraz		08/30/2018
Chair, Department Personnel Committee		Date
Behzad Bavarian		8/30/2018
Department Chair		Date

FOR DEPARTMENT PERSONNEL PROCEDURES & COLLEGE PERSONNEL PROCEDURES:

	10/25/2018
Chair, College Personnel Committee	Date
	10/29/18
College Dean	Date
	
Chair, Personnel Planning and Review Committee	Date

(for PP&R use only)	F 119	F '23
<u>S'19</u>	<u>F'22 For changes in criteria</u>	
Approval Date	Effective Date (see attached)	Date of Next Review

Revised 10.16

The RTP PROCEDURES: EVALUATION OF FACULTY FOR RETENTION, TENURE, PROMOTION

Department of Manufacturing Systems Engineering and Management

February 2019

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. The evaluation shall consider the maintenance and continuation of:

- A. Teaching effectiveness and direct instructional contributions,*
- B. Contributions to the field of study,*
- C. Contributions to the university and community, and*
- D. Professional responsibilities.*

A. Teaching effectiveness shall be evaluated by:

1. Examination of the candidate's Student Evaluations of Faculty:

The Student Evaluations of Faculty are administered in accord with the formats established by College Personnel Committee, and University standard procedures.

All probationary faculty shall be evaluated in every class every semester.

All tenured faculty shall be evaluated in two classes per year.

2. Class visits, conducted by the Department Chair (or designee) and each members of the Department Personnel Committee (or designees):

If class visits are to be made by designees, the candidate shall be informed prior to visit per Section 612.

Faculty who are making class visits shall, when possible, visit different courses and class sections (preferred one undergraduate and one graduate courses). Class visits shall be arranged by mutual agreement between the evaluator and the candidate, per Section 612, however, the candidate should be informed ten days prior to any class visit.

Class visits shall be reported on the Department Class Visits Report form, included with these procedures.

Copies of Class Visits Reports shall be transmitted to the candidate, the Chair of the Department Personnel Committee, and to the Department Chair.

The Department Chair shall transmit copies of Class Visits Reports to the College Dean within 14 calendar days of the Visit for inclusion in the candidate's Personnel Action File.

The candidate may also submit a rebuttal statement or response in writing within the ten (10) calendar days after receiving the report. At the conclusion of the ten calendar days, the report, and any response or rebuttal statement, will be placed in the Personnel Action File and copies will 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.

3. Consultations with students:

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)

The Department Chair shall insure his/her availability for consultation with students regarding the teaching performance of the candidate.

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.

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 providing the input (written and signed) will be told that the input will be placed into the Personnel Action File of the faculty under review. The input must be sent to the candidate, who has the right to respond to it as specified in Section 600.

B. Contributions to the Field of Study.

Tenure track faculty are required to actively seek external funding for their research activities to increase their scholarly activities.

To be promoted, tenured and tenure track faculty are required to publish two or more articles per year in recognized scholarly conference proceedings or technical journals.

The Department complies with Section 632.4-2 and includes in its definition of publication:

Peer reviewed books and articles published in recognized scholarly conference proceedings.

Published technical articles in referred journals in engineering field.

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

C. Contribution 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:

the listing of accomplishments such as active memberships on committees and boards position of responsibility held by the candidate (e.g., such as chairing committees, subcommittees, ad hoc committees or board).

Any materials prepared by the candidate pursuant to University or community service.

Letter of commendation relevant to University or committee service.

D. Professional Responsibilities:

The Department complies with Section 600, and further notes that:

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 and department chair if they have any input.

The performance of the faculty under review will be evaluated in regards to: Professional responsibilities of the teaching, profession as outlined in Section 600 of the Administrative Manual,

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 VISIT REPORT

INSTRUCTOR'S NAME _____ DATE OF VISIT _____

Evaluator'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 overall								

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 (minimum of 5 days' notice)? Yes _____ No _____

What was the instructor strong points?

Areas in need of improvement