

**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:**

- Are proposed changes those of College  or Department  procedures? (check one)
- Date that current proposed changes were sent forward November 14, 2018
- Department or College initiating proposed changes Department of Management
- 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"). It was time for a five year review of our procedures. Also we had some issues with the clarity of standards for early promotion and tenure and wanted to make them more explicit (TT)
- For Department Personnel Procedures, list the date the department faculty voted to approve the proposed changes: 11 / 14 / 18
- For College Personnel Procedures, list the date the college faculty voted to approve the proposed changes:           /          /18

**RECEIVED**  
CSUN  
**DEC 21 2018**  
  
Office of  
Faculty Affairs

**FOR DEPARTMENT PERSONNEL PROCEDURES: (Sign & Print Name)**

Richard W. Moore *Richard W. Moore* 11/19/18  
Chair, Department Personnel Committee Date

David Miller *David Miller* 11/20/18  
Department Chair Date

**FOR DEPARTMENT PERSONNEL PROCEDURES & COLLEGE PERSONNEL PROCEDURES:**

*Daniel DeGravel* 11/21/2018  
Chair, College Personnel Committee Date

*[Signature]* 12/3/2018  
College Dean Date

*[Signature]* 08/21/2019  
Chair, Personnel Planning and Review Committee Date

(for PP&R use only)	<b>Fall 2022 for changes in criteria</b>	
<u>08/21/2019</u>	<u>07/01/2019</u>	<u>Fall 2023</u>
Approval Date	Effective Date (see attached)	Date of Next Review

Revised 10.16

DEPARTMENT OF MANAGEMENT  
PERSONNEL PROCEDURES  
Approved By Department March 13, 2019

CRITERIA AND PROCEDURE FOR MAKING JUDGMENTS (Section 600)

As prescribed in Section 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 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 (Section 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 Department Chair or 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.
  - 5. An evaluation report will be completed per Section 600.
- C. Procedures for Collecting, Processing, and Interpreting Written Student Evaluations of Teaching Effectiveness.
  - 1. An on-line 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. 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.

## II. Professional Preparation

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

## III. Contributions to the Field of Study

The Department's criteria for scholarly publications are the same as in Section VI (re: Scholarly Academic) of the DNCBE Faculty Handbook.

## IV. Contributions to the University Community and Professional Responsibilities

The Department's criteria are the same as in Section 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. An on-line 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.