

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.

RECEIVED
FEB 10 2009

Calif. State University, Northridge
Office of Faculty Affairs

BACKGROUND INFORMATION:

- Are proposed changes those of College or Department procedures? (check one)
- Date that current proposed changes were sent forward 1/28/2009
- 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").
To conform with contract requirements and
section numbers in latest edition of Section 600
(2008-2009)
- The proposed changes have been approved by the faculty of the College or Department . (check one)

FOR DEPARTMENT PERSONNEL PROCEDURES:

Deon Zell 1/28/2009
Chair, Department Personnel Committee Date

G. Rossy 1/28/2009
Department Chair Date

FOR DEPARTMENT PERSONNEL PROCEDURES & COLLEGE PERSONNEL PROCEDURES:

Flanneth 02/09/09
Chair, College Personnel Committee Date

Will P. Jensen 02/07/09
College Dean Date

William C. McIntire 6-26-09
Chair, Personnel Planning and Review Committee Date

(for PP&R use only)		
<u>8'09</u>	<u>F'09</u>	<u>F'13</u>
Approval Date	Effective Date (see attached)	Date of Next Review

DEPARTMENT OF MANAGEMENT
PERSONNEL PROCEDURES
Effective Spring 2009-revised

CRITERIA AND PROCEDURE FOR MAKING JUDGEMENTS

As prescribed in Sections 600 and 700 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 promotion to any rank. Evidence of teaching effectiveness shall be of primary importance.
- B. Procedures for Making Classroom Visits (Sections 600 and 700)

Each academic year, the following visits schedule will be arranged:

1. All probationary faculty and full-time lecturers in their first year at CSUN will receive a visit in each of the first two semesters. Part-time lecturers will receive a visit during their first semester at CSUN. 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.
2. All other non-tenured faculty will be visited at least once each academic year by a tenured faculty member designated by the Chair of the Department Personnel Committee.
3. All faculty being considered for reappointment, promotion and/or tenure will have independent visits by the Department Chair and a member of the Department Personnel Committee or their designees.
4. 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).
5. 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. Within two weeks following the visit, an evaluation report will be prepared, after discussion with the visited faculty member, and the report will be submitted to the Department Chair and Personnel Committee. A copy will also be provided to the faculty member. A copy of the report shall be retained in the faculty member's Personnel Action File for five years. The report will be purged from the Personnel Action File and returned to the candidate when prescribed by Section 600. For part-time faculty, the report will be retained in the Personnel Action File for 5 years.

C. Procedures for Evaluation of Tenured Faculty

1. Peer Evaluation

a) Peer Evaluator

- (1) The Department of Management Personnel Committee will serve as the Department of Management Peer Review Committee. Should any member of the Department Personnel Committee be identified for peer review evaluation or should a member of the committee be at associate professor rank, he or she shall not be eligible to serve as a member of the Department Peer Review Committee. A replacement for the disqualified faculty member shall be designated by the Chair of the Department.
- (2) The Chair of the Department of Management Personnel Committee shall also serve as the Chair of Department of Management Peer Review Committee.

b) Frequency of Evaluation

- (1) Each tenured faculty member in the Department shall be evaluated at least once every five years. A normal evaluation for promotion shall be considered an evaluation under these procedures.

c) Notification and Calendar for Evaluation:

- (1) On or before November 1 of the academic year of the evaluation, faculty members identified for evaluation shall be notified, in writing, by the Department Chair of their selection for evaluation. The evaluation shall be completed by the end of the academic year of the evaluation.

d) Classroom Visit:

- (1) A visit shall be made by at least one member of the Department Peer Review Committee. The faculty member being evaluated shall have the right to be visited by more than one member of the Department Peer Review Committee if he or she so desires
- (2) The date and time for the classroom visit (s) shall be in accordance with Section 600.

2. Student Evaluations of Teaching Effectiveness:

(Section I.D. and E. shall apply)

D. 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 reviewed. 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.

E. Procedures for Student Consultation

1. The Department Chair and the Chair of 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 or the Chair of the Department Personnel Committee through a statement on the student evaluation form.

II. Professional Preparation

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

III. Contributions to the Field of Study

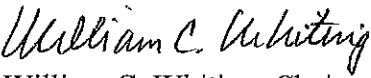
- A. Evidence of substantial achievement and continued growth as a scholar and contributor to the field of study, while at CSUN, is required for both promotion and tenure. A minimum of two refereed publications and significant additional intellectual contributions are normally required for promotion to Associate Professor and tenure. For promotion to Professor consideration will be based on achievements and contributions after the previous promotion and will require significant intellectual contributions including refereed publications and other evidence of continuing scholarly activity.
- B. The Department defines publication to include: scholarly books and monographs, articles 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 and public administration. The Department's criteria for scholarly publications are the same as Section 600 of the Administrative manual and Section VI of the COBAE 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 and Community and Professional and Personal Responsibilities

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

June 10, 2009

TO: Gerard Rossy, Chair
Department of Management

FROM: 
William C. Whiting, Chair
University Personnel Planning and Review Committee (PP&R)

SUBJECT: Department Personnel Procedure Approval

The Personnel Planning and Review Committee has approved your Department Personnel Procedure submitted this academic year. The new procedure is effective beginning with the 2009-10 academic year. Attached are copies of the signed cover sheet and the approved Department personnel procedure. Please distribute the newly approved procedure to all faculty.

Please email a clean copy of the newly approved procedure in MS WORD format to Rian Medlin at rian.medlin@csun.edu, so she can place it on the Faculty Affairs website. Thank you.

WW:rm
n:persl policies – dept:approval

cc: Chair, Department Personnel Committee (w/o attachment)
Chair, College Personnel Committee (w/o attachment)
College Dean (w/o attachment)
Penelope Jennings, Associate Vice President, Faculty Affairs (w/o attachment)

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

COBAE
COLLEGE

Management
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 evaluations 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)

<u>Richard W. Moore</u>	<u>Richard W. Moore</u>	
Chair, Department Personnel Committee		Date
<u>John Bruton</u>	<u>John Bruton</u>	11-21-12
Department Chair		Date

FOR DEPARTMENT PERSONNEL PROCEDURES & COLLEGE PERSONNEL PROCEDURES:

<u>GLEN L. GRAY</u>	<u>G. L. Gray</u>	
Chair, College Personnel Committee		Date
<u>Justin J. ...</u>	<u>Justin J. ...</u>	11/29/12
College Dean		Date
<u>...</u>	<u>...</u>	12-20-12
Chair, Personnel Planning and Review Committee		Date

RECEIVED
DEC 05 2012
Cal State University Northridge
Office of Faculty Affairs