

**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: *A complete Word version of your existing procedures is required as the starting point for the proposed revisions. Any proposed changes to your existing procedures must be indicated using the Track Changes feature of Word. The personnel procedures and a cover sheet are required to be submitted even if there are no proposed changes.*

BACKGROUND INFORMATION:

- Date that current proposed changes were sent forward 03/28/2024
- 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").
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- List the date the tenured and probationary faculty of the Department voted to approve the proposed changes:
03 / 26 / 2024

Please email the following to Faculty Affairs email at faculty.affairs@csun.edu:

- WORD DOCUMENT WITH TRACKED CHANGES** showing revisions to the personnel procedures
- Signed cover sheet in PDF format**

DEPARTMENT APPROVAL: (Sign & Print Name)

Jianbiao Pan

Jianbiao Pan

03/28/2024

Department Chair or Chair, Department Personnel Committee

Date

COLLEGE APPROVAL: (Sign & Print Name)

H.A. Pantaji

Houssam Toutanji

4/2/2024

College Dean

Date

PP&R APPROVAL:

Sylvia Macauley

Sylvia Macauley

May 31, 2024

Chair, Personnel Planning and Review Committee

Date

(for PP&R use only)

SP 2024

Approval Date

FA 2024

FA 2027 for changes in criteria

Effective Date

FA 2028

Date of Next Review

PROCEDURES PERIODIC REVIEW OF TENURED FACULTY

Department of Manufacturing Systems Engineering and Management

March 2024

- A. Purpose of Evaluation: The Periodic Review of Tenured Faculty shall be a peer review process engaged in for the purpose of facilitating continued faculty development and improvement (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 withdraws from consideration for promotion shall be evaluated based on the provisions for periodic evaluation of the 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 tenured 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 the Peer Review Committee.
 - 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 tenured 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. The Peer Review Committee members are required to conduct classroom visits. 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 review the Personnel Action File of the faculty member being evaluated.
 4. Reviewers will use an evaluation form (Class visit report) approved by the faculty of the Department of Manufacturing Systems Engineering and Management.
- F. 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.