

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

SECTION 600 (RETENTION, TENURE, AND PROMOTION)

CECS

MSEM

COLLEGE

DEPARTMENT

In order to facilitate a complete and expeditious review by the Personnel Planning and Review Committee (PP&R) of the changes 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 coversheet for the written material you submit to PP&R. The Department and College Committees are responsible for ensuring that the proposed procedures are consistent with Section 600 or Section 700, 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.*

BACKGROUND INFORMATION:

1. **CHECK ONE:** Are proposed changes those of College or Department procedures?
2. Date that current proposed changes were sent forward _____
3. **For Department Personnel Procedures:**
 - a. Indicate the date the department faculty voted to approve the proposed changes: 04/16/2024
 - b. Indicate the date the CPC voted to approve the proposed changes: 03/29/2024
4. **For College Personnel Procedures:**
 - a. Indicate the date the college faculty voted to approve the proposed changes: _____
5. **(Optional) Briefly state the rationale for your proposed changes:** _____

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

1. **WORD DOCUMENT WITH TRACKED CHANGES** showing revisions to the personnel procedures
2. **Signed Cover Sheet in PDF format.**

FOR DEPARTMENT PERSONNEL PROCEDURES: (Sign & Print Name)

<i>Behzad Bavarian</i>	Behzad Bavarian	04/17/2024
Chair, Department Personnel Committee		Date
<i>Jianbiao Pan</i>	Jianbiao Pan	04/17/2024
Department Chair		Date

FOR DEPARTMENT PERSONNEL PROCEDURES OR COLLEGE PERSONNEL PROCEDURES: (Sign & Print Name)

<i>Abhijit Mukherjee</i>	Abhijit Mukherjee	04/17/2024
Chair, College Personnel Committee		Date
<i>HA. Toutanji</i>	Houssam Toutanji	04/17/2024
College Dean		Date
<i>Sylvia Macauley</i>	Sylvia Macauley	May 31, 2024
Chair, Personnel Planning and Review Committee		Date

<i>(for PP&R use only)</i>		
<u>SP 2024</u>	<u>FA 2024</u> <u>FA 2027 for changes in criteria</u>	<u>FA 2028</u>
Approval Date	Effective Date (see attached)	Date of Next Review

**The MSEM RTP PROCEDURES:
EVALUATION OF FACULTY FOR RETENTION, TENURE, PROMOTION**
Department of Manufacturing Systems Engineering and Management

March 2024

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 612 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 the formats established by the College Personnel Committee and University standard procedures.
 - b. All probationary faculty shall be evaluated in every class every semester.
 - c. All tenured faculty shall be evaluated in two classes per year.
- 2. Class visits, conducted by the Department Chair (or designee) and the members of the Department Personnel Committee (or designees):
 - a. If class visits are to be made by a designee, the candidate shall be informed prior to visit per Section 612.
 - b. 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 five (5) days prior to any class visit. The class visit report should be submitted to the faculty within fourteen (14) days after any class visit. The candidate may request a meeting to discuss the report, to be held within ten (10) calendar days after the written report is placed in the faculty's campus mailbox. The faculty may also submit a rebuttal statement or response in writing.
 - c. 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.
 - d. 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 (only applies for promotion):
 - 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 ensure 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, and 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.

D. Contributions to the Field of Study:

1. Tenure track faculty are recommended to actively seek external funding for their research activities to increase their scholarly activities.
2. To be promoted or tenured, tenured and tenure track faculty are required to publish two or more articles per year in peer reviewed conference proceedings or technical journals.

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

- a. Peer reviewed books and articles published in conference proceedings.
- b. Published technical articles in the peer reviewed journals in engineering fields.

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

E. 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:

1. The enumeration of contributions 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 boards).
2. Any materials prepared by the candidate pursuant to University or community service.
3. Letter of commendation relevant to University or committee service.

F. 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 the Department Chair if they have any input. The performance of the faculty under review will be evaluated in regard to:

- a. Professional responsibilities of the teaching, profession as outlined in Section 600 of the Administrative Manual,
- b. Professional responsibilities of the engineering profession as embodied in the Code of Ethics for Engineers of the National Society of Professional Engineers.