

**COVER SHEET FOR PROPOSED CHANGES TO DEPARTMENT/COLLEGE
PERSONNEL PROCEDURES
SECTION 600 (RETENTION, TENURE, AND PROMOTION)**

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. The personnel procedures and a cover sheet are required to be submitted even if there are no proposed changes.*

BACKGROUND INFORMATION:

1. **CHECK ONE:** Check the level the proposed personnel procedures are for: College level Department level
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: _____
 - b. Indicate the date the CPC voted to approve the proposed changes: _____
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:

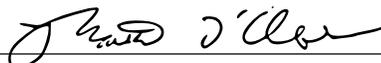
1. **WORD DOCUMENT WITH TRACKED CHANGES showing revisions to the personnel procedures**
2. **Signed cover sheet in PDF format.**

FOR DEPARTMENT PERSONNEL PROCEDURES: (Sign & Print Name)

Chair, Department Personnel Committee Date

Department Chair Date

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



Chair, College Personnel Committee Date

College Dean Date



Chair, Personnel Planning and Review Committee Date May 25, 2022

(for PP&R use only)		
SP 2022	FA 2022 FA 2025 (for changes in criteria)	FA 2026
_____	_____	_____
Approval Date	Effective Date (see attached)	Date of Next Review

Policies and Procedures for Retention, Tenure and Promotion

4Department of Mathematics, Spring 2022

The Department of Mathematics (the Department) establishes the following policies and procedures for matters of retention, tenure and promotion of its faculty.

I Reappointment (tenure track)

Reappointment of a candidate should not be recommended by the Personnel Committee or by the Chair of the Department if, in their judgment, said candidate has no reasonable chance of being granted tenure according to the criteria stated below.

II Granting of Tenure

The tenure decision is the most important personnel decision. The candidate for tenure must meet the criteria in the areas of teaching, research and service set in II.A, II.B and II.C, respectively, below in this section, and engender confidence within the Personnel Committee and the Chair of the Department that activity and growth in those areas will continue after tenure is granted and that the candidate will continue to meet criteria in Section 600 of the Administrative Manual of CSUN and in the College of Science and Mathematics Personnel Manual.

II.A Teaching Effectiveness and Direct Instructional Contributions

California State University, Northridge (CSUN) exists to enable students to realize their educational goals. CSUN's first priority is to promote the welfare and intellectual progress of students. Consequently, dedication to, and achievement of, teaching effectiveness is an essential consideration for retention, tenure, and promotion. A commitment to excellence in classroom teaching is expected over a broad spectrum of courses, normally including lower division, upper division, and graduate courses.

The candidate for tenure is expected to demonstrate a pattern of commitment to continued improvement both in themselves as teachers and in their students' learning. The following materials will be used to assess the teaching effectiveness of the candidate:

1. Course evaluations, consisting of student responses to numerically rated questions and written comments from students.
2. Reports of class visitations by the Chair of the Department and by members of the Department Personnel Committee as described in Section 600 of the CSUN Administrative Manual.

- 35 3. Sample materials, such as syllabi, exams, handouts and class-related websites, which should be
36 contained in the Professional Information File (PIF) of the candidate.
- 37 4. Other student input as described in Section 600 of the CSUN Administrative Manual.

38 **II.B Contributions to the Field of Study**

39 **II.B.1 Research Publications**

40 The Department expects that a candidate for tenure or promotion exhibits a regular and sustained
41 record of mathematical research during the evaluation period, evidenced by research publications
42 in refereed mathematical journals. This requirement will be met by authoring at least three original
43 research publications in peer-reviewed journals in the mathematical sciences, which are the
44 outcome of research undertaken after being appointed at CSUN, during the evaluation period.

All journal publications will be scrutinized at the Department level (DPC and Department Chair)
using the University Library's Predatory Publishing guide
https://libguides.csun.edu/predatory_publishing to determine whether an article has been
published in a peer-reviewed and non-predatory journal.

46 **II.B.2 Research Grant Proposals**

47 It is the belief of the Department that preparing and submitting a research grant proposal to federal
48 agencies is a creative work and important accomplishment, and that faculty seeking such external
49 funding deserve recognition. Preparing and submitting a research proposal is a creative work that
50 is not meant for divulgence, as research publications are, but it is a work that is reviewed by peers
51 in the same research field as the candidate, as research publications are.

52 The Department requires that the candidate for tenure or promotion submits at least two
53 research grant proposals to federal agencies during the six successive years before the tenure
decision, only one if the first proposal is funded.

54 **II.C Contributions to the University and Community**

55 The candidate must meet the requirements stated in Section 600 of the CSUN Administrative Manual
56 and the requirements of the College of Science and Mathematics Personnel Manual.

57 The Department also expects that the candidate's PIF will contain evidence of professional service
58 to the mathematical discipline. Examples of such service are: refereeing papers and research proposals,
59 organizing professional conferences, editing or reviewing disciplinary publications such as
60 mathematical books, textbooks or conference proceedings, and, in general, service in external
61 organizations that promote mathematics.

62 **III Promotion to Associate Professor**

63 In normal circumstances, the decision on promotion to Associate Professor and the decision on tenure will
64 occur simultaneously and will involve the assessment of the faculty member's performance over a period
65 of six successive years, as prescribed in Section 600 of the CSUN Administrative Manual. The decision on

66 promotion will be based on the criteria given in Section II.

67 **IV Promotion to Professor**

68 The candidate to Professor must have continued to perform at a significant level in all areas in Section II
69 and engendered confidence within the Personnel Committee and the Chair of the Department that this
70 activity will continue after promotion.

71 **IV.A Teaching Effectiveness and Direct Instructional Contributions**

72 Teaching effectiveness is essential for promotion to any rank. Thus, the candidate to professor must
73 meet the criteria for teaching effectiveness (II.A) since their last promotion. Additionally, the candidate
74 must present evidence of having performed teaching activities outside the classroom. Examples that
75 may combine to demonstrate teaching activity outside the classroom are: supervising research by
76 undergraduates, supervising the research of graduate students, conducting independent studies,
77 working with math clubs or with problem solving groups, writing textbooks, or other activities that
78 may develop in the future.

80 **IV.B Contributions to the Field of Study**

81 The Department expects faculty who have already attained the rank of Associate Professor to maintain
82 a level of research and scholarship appropriate for that rank. Therefore, the candidate to Professor must
83 meet the requirements in both IV.B.1 and IV.B.2 below.

84 **IV.B.1 Research Publications**

85 The candidate must have authored at least three research publications since their last promotion
86 or appointment.

87 **IV.B.2 Research Grant Proposals**

88 The candidate must have submitted at least one more research grant proposal since their last
89 promotion or appointment.

90 **IV.C Contributions to the University and Community**

91 The candidate must meet the requirements stated in Section 600 of the CSUN Administrative Manual
92 and in the College of Science and Mathematics Personnel Procedures.

93 **V Accelerated (Early) Promotion**

94 A faculty who is candidate for promotion before the normal period must demonstrate in a period of time
95 shorter than that required for normal promotion consideration that they have exceeded the criteria in both
96 teaching (II.A or IV.A) and research (II.B or IV.B) and have met the criteria in service as stated in Section
97 600, in the College of Science and Mathematics Personnel Procedures, and in all of the Department
measures for advancement to the next rank.

98 Examples that may combine to demonstrate that a candidate has exceeded the criteria for teaching
99 include: strong student evaluations (namely, SEF scores higher than the Department average), teaching a
100 broad range of courses (from the 100 level to the 500 and 600 levels), developing courses-including creating

101 new courses (especially at the graduate level), supervising research work of graduate and undergraduate
102 students, obtaining educational grants, outreach and collaboration with K-14 schools to promote our
103 programs to prospective/future students, outreach and collaboration with area universities and industrial
104 entities to showcase our students to prospective employers and writing mathematical textbooks.

105 Examples that may combine to demonstrate that a candidate has exceeded the criteria for research
106 include: publishing a higher number of peer-reviewed publications, producing substantial work of high
107 quality (for example, as demonstrated by impact factor, number of citations or special recognition from the
108 publishing journal), being an awardee of a grant funded by a federal agency such as the NSF, editing
109 professional journals, being elected to offices in professional mathematical societies, organizing
110 international conferences and giving invited plenary lectures at international conferences.

111 **VI Memorandum of Understanding**

112 The policies for retention, tenure, and promotion in this document are written for a standard hire, that is, for
113 a faculty member who is hired as an Assistant Professor in a standard mathematical field. The field is
114 determined by the hiring announcement or by the candidate's hiring vita in case the hiring announcement
115 does not specify a particular field within the mathematical sciences. A Memorandum of Understanding will
116 be created at the time of hire if the new faculty member does not fall into this pattern of a standard hire (for
117 example, teacher education) or if hired at an advanced rank.