

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

Science & Mathematics
COLLEGE

Mathematics
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

DEC 10 2010

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 12/2010
- Department or College initiating proposed changes Mathematics
- 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").
The existing procedures were up for a regular review after 5 years. Some ambiguities in the service criteria needed to be clarified. Procedures were updated to reflect the improved research support for probationary faculty.
- The proposed changes have been approved by the faculty of the College or Department . (check one)

FOR DEPARTMENT PERSONNEL PROCEDURES:

Amanda Chavez 12/9/2010
Chair, Department Personnel Committee Date

Werner Horn 12/9/2010
Department Chair Date

FOR DEPARTMENT PERSONNEL PROCEDURES & COLLEGE PERSONNEL PROCEDURES:

Alan Offenberg 12/9/10
Chair, College Personnel Committee Date

Joseph Turner 12/9/10
College Dean Date

Ellyse L... 6-2-11
Chair, Personnel Planning and Review Committee Date

(for PP&R use only)	F'14 (for changes in criteria)	
<u>S'11</u>	<u>F'11</u>	<u>2015-2016</u>
Approval Date	Effective Date (see attached)	Date of Next Review

Policies and Procedures for Promotion and Tenure

Department of Mathematics
California State University, Northridge

I. Reappointment (tenure track): Reappointment of a candidate should not be recommended if the Personnel Committee and the Chair of the Department of Mathematics believe that 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 must meet the criteria within the following areas (A), (B), and (C) below in this section, and engender confidence within the Personnel Committee and the Department Chair 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 the California State University, Northridge.

(A) Teaching Performance and Qualifications for Teaching:

The first priority of the California State University at Northridge (CSUN) is to promote the welfare and intellectual progress of students. Consequently, dedication to and achievement of teaching effectiveness is a primary consideration for retention, tenure and promotion. A commitment to excellence in classroom teaching is expected over a broad spectrum of courses, including some at the advanced undergraduate and master's levels. Candidates are 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. Reports of class visits by the Department Chair and at least one member of the Department Personnel Committee or their designees, as described in Section 600 of the Administrative Manual of the California State University, Northridge.
- 2) Sample materials, such as syllabi, exams, handouts and class-related websites, which should be contained in the Professional Information File (PIF) of the candidate.
- 3) Other student input as described in Section 600 of the Administrative Manual of the California State University, Northridge.

(B) Research and Scholarship:

For the purpose of this document, the terms "mathematics" and "mathematical" are meant to include all of the mathematical sciences, that is, traditional branches of mathematics, statistics and applied mathematics.

For the purpose of this document, the term "research" refers to the creation of new mathematical ideas, principles, or theories. The criterion to be used for qualifying one such creation as research is that it be accepted in a refereed journal that publishes original mathematical research.

For the purpose of this document, the term "scholarship" refers to exposition of known mathematical ideas or theories along, perhaps, with minor and straightforward extensions of known ideas. Some examples could be: a textbook, an article for all audiences published in a refereed journal, a survey article, or a contribution to the "problems and solutions" section of a mathematical journal. Scholarship work must be published in a refereed journal, or by a professional mathematical organization, or by

a commercial publisher. The term "criticism" refers to work of review or evaluation of mathematical work done by professional peers, as reviews of research articles or books reviews that are published in professional journals.

The Department of Mathematics expects that the candidate for tenure or promotion exhibits a regular and sustained record of mathematical research during the evaluation period, evidenced by research publications in refereed mathematical journals. The Department requires research publications beyond those based on the candidate's thesis. The normal expectation is that the candidate publishes at least three articles, based on research undertaken after being appointed at CSUN, during the evaluation period. It is noted that the Department emphasizes quality (as assessed by impartial peers and reviewers, by quantity of citations, or by quality of the journal in which they have been published) over quantity.

Works of scholarship (as defined above), and to a lesser extent works of criticism, are recognized and valued by the Department and will count positively in promotion and tenure deliberations. However, scholarship and criticism alone will not substitute for the requirement of research activity.

Other research and scholarly endeavors that will also enhance the candidate's portfolio may include invitations to give mathematical lectures outside of CSUN, and presentation of research results in professional conferences.

The Department of Mathematics strongly encourages that candidates to tenure or promotion actively seek external support for their research. At the same time, the Department acknowledges that it is extremely difficult for mathematicians to obtain external funding for research, and so success in obtaining such research grants will not be required for promotion. However, success in obtaining such research awards will count positively for candidates who seek early promotion.

(C) Departmental, College and University Contributions, and Professional Service:

The candidate is expected to satisfy the requirements stated in Section 600 of the Administrative Manual of California State University, Northridge.

Moreover, professional service to the mathematical discipline will strengthen the candidate's portfolio for tenure or promotion. Examples of such professional service are: refereeing papers and research proposals, organizing professional conferences, editing or reviewing disciplinary publications like textbooks or conference proceedings, and, in general, service in external organizations that promote mathematics.

III. Promotion to Associate Professor: In normal circumstances, the decision on promotion to Associate Professor and the decision on tenure will occur simultaneously, and will involve the assessment of the faculty member's performance over a period of six successive years.

IV. Promotion to Professor: The candidate must have continued to perform at a significant level in all areas of Section II above and engendered confidence within the Committee and the Department Chair that this activity will continue after promotion. While assessment material (the candidate's teaching evaluations, research, publications, etc.) produced since the last promotion should primarily be used for evaluating the candidate for promotion to Professor, assessment material from previous promotion decisions could be included to judge the totality of the candidate's contributions to teaching, research, and service (prior material included should clearly be marked as such).

(A) Teaching:

Teaching excellence is a primary criterion for promotion. The same criteria for teaching excellence used for granting tenure apply here as well. However, the candidate will also be assessed for teaching outside the classroom. Some examples of this are supervising undergraduate research, conducting independent studies, working with math clubs and problem solving groups, supervising graduate student research leading to the M. S. degree, etc. One way of measuring the success of such endeavors would be input from the students.

(B) Research and Scholarship:

Research in conjunction with scholarship will be another primary criterion for promotion. The same criteria for research and scholarship used for granting tenure apply here as well, albeit, the Committee and Department Chair will also take into account the professional growth demonstrated by the candidate's research and scholarship after her or his last promotion or tenure award.

(C) Departmental, College and University Contributions:

A candidate for Professor is expected to have served on Department, College and/or University committees. The candidate is expected to satisfy the requirements stated in Section 600 of the Administrative Manual of California State University, Northridge. Moreover, service in external organizations which promote the Mathematical Sciences or Education in general may be substituted for internal service.

V. Accelerated (Early) Promotion: Promotion to Associate Professor as well as to Professor can be recommended earlier if significant strength in the areas of research and teaching is demonstrated to the Committee and the Department Chair. Faculty who are candidates for promotion before the normal period must demonstrate that, in a period of time shorter than that required for normal promotion consideration, they have exceeded at least one and have met all of the criteria cited in Section 600 and all of the departmental criteria for advancement to the next rank. In order to establish sufficient evidence of significant accomplishments, the Department strongly recommends that the candidate:

- 1) regularly obtains student course evaluations for as many of his/her courses as possible,
- 2) shows engagement in teaching endeavors specified in Section IV that take place outside of the classroom,
- 3) requests that the Personnel Committee or Department Chair gather outside evaluations from peers in the area of expertise of the candidate that will objectively assess the quality and originality of his/her research and scholarly contributions to the field of study. In this case, the candidate can expect to be compared with other respected researchers who are at similar points in their careers and who may have obtained tenure at universities with a comparable teaching load. The outside evaluations will be handled as follows: the candidate will suggest at least three such reviewers and the Personnel Committee and the Department Chair will also select three reviewers, independent from those chosen by the candidate. The candidate will have the opportunity to review the list of potential reviewers and to delete any reviewer with whom he/she feels there would be a potential conflict or possibility of bias. The Personnel Committee and the Department Chair will select and contact reviewers from the approved list until each candidate has four outside evaluations. The selected peers will be advised to factor the CSUN teaching load into their assessment of the candidate.

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