

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

SECTION 600 (RETENTION, TENURE, AND PROMOTION)

Sciences & MATHem
COLLEGE

Mathematics
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 10/28/2020
3. **For Department Personnel Procedures:**
 - a. Indicate the date the department faculty voted to approve the proposed changes: 10/26/2020
 - 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:** No changes to current procedures.

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)

John Dye	Digitally signed by John Dye Date: 2020.11.09 09:47:33 -08'00'	11/06/2020
Chair, Department Personnel Committee		Date

Rabia Djellouli	Digitally signed by Rabia Djellouli Date: 2020.11.09 09:47:43 -08'00'	11/06/2020
Department Chair		Date

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

Kate Stevenson	Digitally signed by Kate Stevenson Date: 2020.11.18 09:29:32 -08'00'	Date
Chair, College Personnel Committee		Date

		Date
College Dean		Date
		11/18/20
		Date
		06/11/2021
		Date
Chair, Personnel Planning and Review Committee		Date

(for PP&R use only)		
Fall 2021	Fall 2024 (for changes in criteria)	Fall 2025
<u>Spring 2021</u>	<u>Fall 2024 (for changes in criteria)</u>	<u>Fall 2025</u>
Approval Date	Effective Date (see attached)	Date of Next Review

Policies and Procedures for Retention, Tenure, and Promotion

Department of Mathematics
California State University, Northridge
Revised April 24, 2016

- I. **Reappointment (tenure track)** Reappointment of a candidate should not be recommended by the Personnel Committee or by the Chair of the Department of Mathematics 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 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 California State University, Northridge and in the College of Science and Mathematics Personnel Manual.

(A) Teaching Effectiveness and Direct Instructional Contributions

The first priority of California State University, Northridge (CSUN) 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.

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.
- 2) Reports of class visits by the Department Chair and at least one member of the Department Personnel Committee as described in Section 600 of the CSUN Administrative Manual.
- 3) Sample materials, such as syllabi, exams, handouts and class-related websites, which should be contained in the Professional Information File (PIF) of the candidate.
- 4) Other student input as described in Section 600 of the CSUN Administrative Manual.

(B) Contributions to the Field of Study

1) Research

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

The Department of Mathematics expects that the candidate for tenure or promotion exhibit 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. This requirement will be satisfied by publishing at least three original research papers within the mathematical sciences in peer-reviewed journals, based on research undertaken after being appointed at CSUN, during the evaluation period.

2) **Scholarship and Criticism**

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, such as reviews of research articles or book reviews that are published in professional journals.

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.

3) **Other Research and Scholarly Endeavors**

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 at professional conferences.

4) **External Support for Research**

The Department of Mathematics expects that candidates for tenure or promotion actively seek external support for their research. Success in obtaining such research awards will count positively for candidates who seek tenure and promotion.

(C) **Contributions to the University and Community**

The candidate is expected to satisfy the requirements stated in Section 600 of the CSUN Administrative Manual and the requirements of the College of Science and Mathematics Personnel Manual.

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 such as 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. The decision on promotion will be based on the criteria given in Section II.

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 is the basis for evaluating the candidate for promotion to Professor, assessment material from previous promotion decisions may be included to establish a pattern (prior material included should clearly be marked as such).

(A) **Teaching Effectiveness and Direct Instructional Contributions**

Teaching effectiveness is an essential criterion for promotion. The same criteria for teaching effectiveness used for granting tenure apply here as well. However, the candidate will also be assessed for teaching activities outside the classroom. Some examples of this are supervising research by undergraduates, supervising the research of graduate students, conducting independent studies, and working with math clubs or with problem solving groups, etc.

(B) Contributions to the Field of Study

Research in conjunction with scholarship will be another essential criterion for promotion. The same criteria for research and scholarship used for granting tenure apply here as well. The Personnel 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) Contributions to the University and Community

The candidate is expected to satisfy the requirements stated in Section 600 of the CSUN Administrative Manual and in the College of Science and Mathematics Personnel Manual. Moreover, service in external organizations that promote the mathematical sciences or education in general will count positively.

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, in the College of Science and Mathematics Personnel Manual, 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 obtain student course evaluations from a variety of courses taught by the candidate,
- 2) show engagement in teaching endeavors specified in Section IV that take place outside of the classroom,
- 3) seek supporting letters from academic or professional colleagues of stature in their field at other institutions who can speak to the quality and impact of the candidate's research publications.

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.