

**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](mailto: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)**

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

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

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

<b>Kate Stevenson</b>	<small>Digitally signed by Kate Stevenson Date: 2020.11.18 09:29:32 -08'00'</small>	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

<b>(for PP&amp;R use only)</b>		
<u>Spring 2021</u>	<u>Fall 2021</u>	<u>Fall 2025</u>
<b>Approval Date</b>	<b>Effective Date (see attached)</b>	<b>Date of Next Review</b>