

COVER SHEET FOR PROPOSED CHANGES TO DEPARTMENT/COLLEGE  
PERSONNEL PROCEDURES

Engineering & Comp. Sci.  
COLLEGE

Mechanical Eng.  
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

MAY 26 2011

**BACKGROUND INFORMATION:**

- Are proposed changes those of College ☐ or Department ☒ procedures? (check one)
- Date that current proposed changes were sent forward Fall 2010
- Department or College initiating proposed changes Mechanical Eng. Department
- 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 proposed changes are intended to clarify the requirements for accelerated promotion and equivalencies to publications.
- The proposed changes have been approved by the faculty of the College ☐ or Department ☒ (check one)

Calif. State University, Northridge  
Office of Faculty Affairs

**FOR DEPARTMENT PERSONNEL PROCEDURES:**

S. Po 5-31-2011  
Chair, Department Personnel Committee Date  
Hamid Johari 5/25/11  
Department Chair Date

**FOR DEPARTMENT PERSONNEL PROCEDURES & COLLEGE PERSONNEL PROCEDURES:**

Ileana Coske 06/02/11  
Chair, College Personnel Committee Date  
J. K. Rana 06/06/11  
College Dean Date  
Blaylock 6-8-11  
Chair, Personnel Planning and Review Committee Date

(for PP&R use only)

S'11  
Approval Date

F'11  
F'14 (For change in criteria)  
Effective Date (see attached)

2015-2016  
Date of Next Review

**NOTE:** This attachment is to provide an explanation for any effective date on a personnel procedure that occurs later than the Fall of the year after the procedures have been approved. Please use the space below to explain the conditions of the effective date given on the previous page. If the effective date does occur the Fall of the year after the personnel procedures have been approved there is no need to fill out this form.

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This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

## **DEPARTMENT PERSONNEL PROCEDURES**

### **MECHANICAL ENGINEERING**

The Mechanical Engineering Department follows the basic retention, tenure, and promotion criteria outlined in the University Administrative Manual<sup>1</sup> and augmented as follows:

#### **Teaching Effectiveness**

**Class visits** will be conducted in accordance with the procedures in Section 600. Each year the Department Chair and the Chair of the Personnel Committee shall meet to arrange the schedule for class visits. A copy of the form used for class visits is attached to these procedures.

Visits by members of the committee, the department chair or their designees shall be scheduled in advance in consultation with the faculty member under review. Faculty members whose classes are visited will have the opportunity to discuss the report of the visit with the visitor prior to placement of the report in the Personnel Action File of the faculty member under review.

**Written student evaluations** will be obtained in accordance with the provisions of Section 600.

**Student consultation procedures.** In advance of consideration of faculty members for retention, tenure or promotion, the Department Chair shall post notices in Jacaranda Hall inviting student consultation about those faculty. Oral or written statements about faculty members are governed by Section 600 of the Administrative Manual. In the event that the Department Chair is the faculty member under review, consultation will only be held with the Departmental Personnel Committee.

These notices shall state the following:

- The name of the faculty member who will be considered for retention, tenure or promotion during the review period.
- The current academic appointment and the proposed appointment
- Students who would like to consult with the Department Chair or the Departmental Personnel Committee members are welcome to do so.
- The closing date for submission of comments regarding the faculty member.

All such documentation received will be placed in the candidate's Personnel Action File after the candidate has had the opportunity to review the materials. The candidate will

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<sup>1</sup> Citations of section numbers in the departmental procedures refer to sections in the Administrative Manual, Section 600, Academic Personnel Policies and Procedures.

have the opportunity to file documentation pertaining to the inclusion of these documents according to the timeline and procedures specified in Section 600.

### **Professional Preparation**

The appropriate terminal degree in most cases will be the doctoral degree in Mechanical Engineering in order to be hired for a tenured or probationary position. Equivalencies to the terminal degree shall be stated in the position description and advertisement for the tenure-track position as well as requirements, if any, for tenure and promotion beyond the degree at the time of appointment.

### **Contribution to the Field of Study**

#### **A. Publications**

1. The Department adheres to the definition of publication in Section 600.
2. A manuscript in process is considered as a publication when its acceptance for publication has been confirmed through correspondence with the publisher.

#### **B. Equivalencies to Publication**

The Department will recognize the following equivalencies to publication:

- Patents awarded
- Consulting reports
- Final reports required by agencies sponsoring faculty projects
- Submissions accepted for Peer Reviewed Conference Proceedings

#### **Items will be considered as equivalencies to publication when:**

- Such items represent a contribution to the faculty member's field of study.
- The items have undergone external peer review.
- The items are preserved in a form that is available for review by other professionals in the field and is available for review during the personnel evaluation process.

In the event that a candidate presents work for consideration as an equivalency to publication whose peer review status is not clear, a group of three individuals outside CSUN will be selected to provide peer review. One reviewer will be selected by the faculty candidate, and the other two will be selected jointly by the Department Chair and the Chair of the Department Personnel Committee.

**C. The following is a list of items that will be considered as Contributions to the Field of Study:**

Evidence of this contribution shall be included in the candidate's Professional Information File.

1. Conference presentations that are not peer reviewed. Include a copy of the presentation, text or graphics, if available, and a copy of the conference schedule showing the presentation topic.
2. Works in progress that are expected to lead to publication.
3. Notes or presentations used for professional short courses designed and taught by the faculty member.
4. Invited seminars presented to other professional organizations or academic institutions.
5. Work as organizer of a conference or a session at a conference.
6. Offices held in professional organizations.
7. Ongoing research with undergraduate and graduate students that has not led to peer-reviewed publications.
8. Positions held as summer faculty fellows, visiting professors, visiting scholars at other institutions.
9. Member of a technical review committee constituted by a government agency or the National Academy of Sciences/National Research Council.
10. Grant awards.
11. Grant proposals that are pending or have not been funded.

A faculty member may submit for consideration any other item that he or she believes is a relevant contribution to the field of study.

**Accelerated Promotion**

Criteria for accelerated promotion is referenced in the Administrative Manual. In consideration of such requests the Department Personnel Committee will consider Teaching Effectiveness and Direct Instructional Contributions, Contributions to the Field of Study, and Contributions to the University and the Community as equally important, and evaluated separately.

To merit consideration for accelerated promotion the faculty member must demonstrate exceptional contributions that have a direct benefit to the educational mission of the Department in all areas. As a minimum guideline the faculty member will need to demonstrate accomplishments in teaching and research that exceed expectations for the advancement requested during the shortened time period.

# College of Engineering and Computer Science Mechanical Engineering Laboratory Visit Report

Instructor's Name \_\_\_\_\_

Course No. & Title \_\_\_\_\_

Visitor's Name \_\_\_\_\_

Date of Visit \_\_\_\_\_

	No Basis/Not Applicable	Poor	Well Below Average	Below Average	Average	Above Average	Well Above Average	Outstanding
1. Demonstrates an ability to communicate with students								
2. Has an ability to create interest in lab projects								
3. Lab assignments are clearly outlined								
4. Instructor is prepared for the laboratory projects								
5. Instructor demonstrates knowledge of the subject								
6. Demonstrates knowledge of equipment/computer systems								
7. Welcomes questions and discussion								
8. Quickly grasps what a student is asking or telling him/her								
9. Is careful and precise in answering questions								
10. Demonstrates good "one-on-one" student interaction in lab								
11. Was there sufficient time for completion of lab assignment?								
12. Enthusiastic about the subject								
13. Instructor has control of the laboratory environment								

14. Do you believe that your visit was at a time when you were able to fairly judge the nature and tenor of the laboratory process?

Yes

No

15. Where did the instructor excel? What were his/her strong points?

16. Where was he/she weak and in need of improvement?

Comments:



Instructor's Name \_\_\_\_\_

Course No. & Title \_\_\_\_\_

Visitor's Name \_\_\_\_\_

Date of Visit \_\_\_\_\_

	No Basis/Not Applicable	Poor	Well Below Average	Below Average	Average	Above Average	Well Above Average	Outstanding
1. Has stage presence, good speaker								
2. Has command of the subject								
3. Presents material in an organized manner								
4. Important ideas are clearly explained								
5. Is sensitive to the response of the class								
6. Encourages appropriate student participation								
7. Welcomes questions and discussion								
8. Quickly grasps what a student is asking or telling him/her								
9. Is careful and precise in answering questions								
10. Emphasizes ways of solving problems rather than solution								
11. Appears to enjoy teaching								
12. Enthusiastic about the subject								
13. Makes the course material interesting								
14. Do you believe that your visit was at a time when you were able to fairly judge the nature and tenor of the laboratory process?		Yes			No			

15. Where did the instructor excel? What were his/her strong points?

16. Where was he/she weak and in need of improvement?

Comments:

**612.5.2. g.** If a Department elects to change the criteria in its personnel procedures, those criteria will become effective three (3) years after they have been approved at the University level.

During this three-year period, all candidates appointed before the approval at the University level of the new Department Personnel Procedures shall be evaluated under the old criteria unless a candidate specifically elects to be evaluated under the new criteria. A candidate who elects the new criteria must notify, in writing, the Department Chair and the Dean no later than the date when the Professional Information File is submitted for review. The Dean will place a copy of the request in the candidate's Personnel Action File. If a candidate elects the new criteria, the candidate cannot subsequently elect to be evaluated under older criteria.

All faculty members appointed after the approval at the University level of the new Department Personnel Procedures shall be evaluated under these new criteria.

(Revised May 2011)