

**COVER SHEET FOR PROPOSED CHANGES TO DEPARTMENT PERIODIC REVIEW OF  
TENURED FACULTY (POST-TENURE REVIEW) PROCEDURES**

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 Post-Tenure Review 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 has determined that the proposed new or revised procedures are consistent with Section 600 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. Date that current proposed changes were sent forward 04/29/2022
  
2. Describe briefly the general reason(s) for your proposed change(s) (e.g., "proposed changes were initiated by the Department to be in compliance with the current Faculty Contract and Section 600"). Increase the PTR committee members from 2 to 3 per PP&R notes, and removed the peer review forms from the document.
  
3. List the date the tenured and probationary faculty of the Department voted to approve the proposed changes:  
04 / 29 / 2022

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

**DEPARTMENT APPROVAL: (Sign & Print Name)**

**Hamid Johari**

Digitally signed by Hamid Johari  
Date: 2022.04.29 12:42:04 -07'00'

Department Chair or Chair, Department Personnel Committee

Date

**COLLEGE APPROVAL: (Sign & Print Name)**

Houssam Toutanji

*Houssam Toutanji*

19-May-2022

College Dean

Date

**PP&R APPROVAL:**

*Lindsay Ann*

May 25, 2022

Chair, Personnel Planning and Review Committee

Date

(for PP&R use only)

Spring 2022

Approval Date

Fall 2022

Fall 2025 (for changes in criteria)

Effective Date

Fall 2026

Date of Next Review

Revised 3.30.20

AM

# **DEPARTMENT POST TENURE REVIEW PROCEDURES**

## **MECHANICAL ENGINEERING**

### **1. INTRODUCTION**

The Mechanical Engineering Department aspires to be California's best regionally focused program. We want to be recognized for our faculty's research, our strong ties with the local industry, the involvement of our alumni and our focus on building educational programs of excellence for both undergraduate and graduate students.

#### **1.1 Composition of the Post Tenure Review Committee**

The Peer Review Committee (PRC) shall consist of three faculty members at the rank of Full Professor elected by the Department. If three Full Professors have been elected to the Department Personnel Committee those members will also serve as the Peer Review Committee. If three Full Professors are not available from the Department Personnel Committee then a separate election will be held with the names of eligible faculty in the department in order to constitute the three-member PRC committee. Peer Review Committee responsibilities are set forth in Section 600. The Department Chair (if tenured) is subject to the same Post Tenure Review process as the other faculty in the department. The Department Chair may serve on the PRC Committee if needed and not under review. In addition, the Peer Review Committee may be actively involved, as appropriate, with each candidate by providing guidance and support on an ongoing basis, as requested by the candidate. The Department Personnel Committee is also charged with periodic review and revision of this document.

#### **1.2 General Qualifications**

Tenured faculty seeking promotion to Full Professor will be evaluated using the procedures identified in the Department Personnel Procedures and in the CSUN Administrative Manual. All other tenured faculty will be evaluated every five years as outlined in the CSUN Administrative Manual and supplemented by the procedures specified in this document. In general, faculty are expected to continue and maintain the pattern of scholarly activities including teaching, research and scholarly activities and service to the University and the greater community that they have established throughout the earlier years of their career. Continued and increasing service is expected and required at the CSUN community level once tenure has been granted. In addition, these individuals are expected to have made an impact on their respective professional careers that is recognized nationally and internationally through awards, honors, distinguished speaker invitations, selection as a grant reviewer for government funding agencies, and other forms of notoriety.

### **2. CRITERIA FOR EVALUATION OF POST TENURE REVIEW CANDIDATES**

In lieu of a formal Personal Information File (PIF), faculty members under consideration are to submit an abbreviated PIF which contains, at a minimum, the following information specific to the previous five-year period:

- a. a current CV
- b. a list of publications
- c. class visit reports by each of the PRC committee members or their designees
- d. copies of student evaluations for courses taught during that time period
- e. a summary statement of accomplishments during that time period

## 2.1 Teaching Effectiveness and Instructional Contributions

### ❖ *Criteria for Evaluating Teaching Effectiveness*

#### **Peer class visits**

Class visits will be conducted in accordance with the procedures in Section 600. The Department Chair, if a Full Professor and not under review may serve as a member of the PRC. Designees shall be at the rank of Full-Professor and a tenured faculty from within the Department.

The committee members may request copies of syllabus, example homework assignments, quizzes, lecture notes etc. covering the previous five years from the faculty member under review for comprehensive evaluation of their teaching proficiency.

Visits shall be scheduled in advance in consultation with the faculty member under review. The report should be prepared on the form (for lecture or laboratory class as appropriate) approved by the Mechanical Engineering Department that is attached to this document. The report of the faculty member visit shall be delivered to the faculty member within 14 days of the visit. 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 file of the faculty member under review. The report will be placed in the candidate's PAF after 10 days have elapsed since the delivery of the report.

#### **Student evaluations**

Written student evaluations will be obtained in accordance with the provisions of Section 600. All tenured faculty will have student evaluations administered in at least two courses during each semester in which they have teaching assignments.

### ❖ *Additional Factors Regarding Teaching Effectiveness*

In addition to sample materials such as the syllabi, exams, quizzes, handouts and class related websites, Candidate must provide evidence, to the satisfaction of the Department Peer Review Committee, of a strong commitment to good teaching. Demonstrations of this commitment may include, but are not limited to:

- a. effective teaching at both upper division undergraduate and graduate level courses;
- b. development of innovative teaching methods or improved instructional material;
- c. development or supervision of hands-on projects for senior design culminating experience;
- d. development and assessment of new courses/curriculum that enrich the Mechanical Engineering program;
- e. development of research and scholarly activities (e.g. workshops) for students

## 2.2 Contributions to the Field of Study

Candidates are expected to demonstrate continuous significant scholarly achievements since tenure has been awarded. All candidates are expected to maintain an effective research program in Mechanical Engineering

❖ *Publications and/or other significant contributions to the field of study*

Candidates are expected to demonstrate a continuing record of significant scholarly or creative contributions to the field of study. Examples of significant scholarly or creative contributions to the field of study may include:

- a. Peer-reviewed journal papers published in appropriate professional journals
- b. Peer-reviewed conference proceedings in conferences sponsored by professional societies provided they are full length articles.
- c. Manuscripts with acceptance for publication confirmed in writing. (Note: these cannot be used for future review intervals)

In the case of co-authored or multi-authored articles or scholarly publications, the candidate must identify their level of contribution.

A faculty member may submit for consideration any other item that he or she believes is a relevant contribution to the field of study and must show that the item satisfies the criteria defined above.

Any additional document submitted by the candidate to be considered as publication must be substantive, peer-reviewed and publicly available. In the event that a candidate presents a work for consideration as a publication whose peer-review status is not clear, a group of three individuals outside CSUN will be selected to provide the peer-review. One such reviewer will be selected by the faculty candidate. The other two will be selected jointly by the Department Chair and the Chair of the Departmental Personnel Committee. This ad hoc committee will be asked to confirm in writing that the document is appropriate for the discipline, it represents a substantive contribution to the field of study and they confirm that it is publicly available. This report will be submitted to the Department Chair for inclusion in the candidate's PAF.

### 2.3 Contributions to the University and Community

Contributions to the community are evident through active participation at the departmental faculty and committee meetings, college and university-wide committees, and governance and evidence of commitment to students including sponsoring clubs, advising, organizing field trips and service learning opportunities for students. In the area of professional service, such activity is expected to surpass that of simply being a member of an organization (such as the ASME, ASEE etc.) and attending conferences. It is further expected that the candidate will have served increasingly in a leadership capacity in the organizations in which they have been involved.