

**COVER SHEET FOR PROPOSED CHANGES TO DEPARTMENT/COLLEGE
PERSONNEL PROCEDURES
SECTION 600 (RETENTION, TENURE, AND PROMOTION)**

COLLEGE _____

MCLL Dept. _____
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 April 3, 2019 / 31/10/2023
3. **For Department Personnel Procedures:**
 - a. Indicate the date the department faculty voted to approve the proposed changes: March 14 and 15, 2019 / 31/14/2023
 - 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 proposed changes to the MCLL Dept. Personnel Procedures-Section 600

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)

 DPC Chair: Danielle Spratt 2023/24
Chair, Department Personnel Committee Date

 Dept. Chair: Adrian Perez-Boluda 31/10/2023
Department Chair Date

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

 CPC Chair: Ana Sanchez-Munoz 2023/24
Chair, College Personnel Committee Date

 Dean: Jeffrey Reeder 06 NOV 2023
College Dean Date

 Sylvia Macauley May 31, 2024
Chair, Personnel Planning and Review Committee Date

(for PP&R use only)		
<u>SP 2024</u>	<u>FA 2024 FA 2027 for changes in criteria</u>	<u>FA 2028</u>
Approval Date	Effective Date (see attached)	Date of Next Review

Department of Modern and Classical Languages and Literatures
2023-2024 PERSONNEL PROCEDURES
For Evaluation of Candidates for Retention, Tenure, and Promotion

Addition to Administrative Manual:

A Department Personnel Committee shall be elected by the full-time tenure-track Faculty of the Department. The committee shall consist of three members. The Personnel Committee members shall meet the requirements of Section 600 and complete responsibilities required by Section 600.

CRITERIA FOR MAKING JUDGMENTS FOR RETENTION, TENURE, AND PROMOTION:

I. PROFESSIONAL PREPARATION :

The Department of Modern and Classical Languages and Literatures wholeheartedly supports and follows Section 632.2. regarding Professional Preparation, including Section 632.2.1 on qualification for teaching.

II. TEACHING EFFECTIVENESS AND DIRECT INSTRUCTIONAL CONTRIBUTIONS:

Teaching Effectiveness refers to the instructor's success in providing learning experiences well designed to achieve the educational objectives of classroom instruction, student laboratories, and individual student projects, research, and field work. Evaluation of teaching effectiveness is based upon procedures established by the Department.

A. Class Visits:

- (1) Class visits shall be made by the Department Chair and one representative of the Department Personnel Committee or their designees. An untenured Department Chair will appoint a designee to make class visits. Designees will be senior, tenured faculty normally from within the Department.
- (2) First year probationary faculty will be visited and evaluated each semester by the Department Chair and one representative of the Department Personnel Committee or their designees. After the first year, candidates for retention, promotion and tenure shall have one class visit annually by the Department Chair and one representative of the Department Personnel Committee or their designees.
Class visits will be conducted early enough in the academic year for use during the annual personnel cycle. The candidates may request additional visits by tenured faculty.

- (3) A written report of the class visit shall be sent to the faculty member's CSUN email address within 14 calendar days after the class visit. The candidate may request a meeting to discuss the report, to be held within ten (10) calendar days after the written report is emailed to the faculty member. The candidate may also submit a rebuttal statement or response in writing within the ten (10) calendar days. At the conclusion of the ten (10) calendar days, the report, and any response or rebuttal statement, will be placed in the Personnel Action File and be sent to the Chair of the Department Personnel Committee and to the Department Chair. A copy of the report will be retained in the candidate's Personnel Action File for a period of five years.

B. Student Evaluations:

- (1) Student evaluations of teaching effectiveness must be made in all classes for probationary faculty and two classes per year for Associate Professors and Professors. The appropriate forms, paper or electronic, approved for this purpose by the Department, must be used.
- (2) On the occasion when student evaluations are done during class time, the instructor will leave the classroom during the administration of the evaluations (this is for paper or electronic student evaluations). When paper evaluations are conducted, the following will be applied: A trusted student will distribute the forms, supervise their completion, and collect the completed evaluations, returning them to the Department Office.
- (3) The student shall note on the envelope the number of forms collected and return them to the Department Office.
- (4) The written comments submitted with the evaluations will be kept in their envelopes in the Department Office while the electronic forms are processed by Institutional Research.
- (5) The candidates shall have access to their evaluations only after final grades have been submitted.

III. CONTRIBUTIONS TO THE FIELD OF STUDY:

The Department of Modern and Classical Languages and Literatures accepts the following as:

A. Significant Scholarly and Creative Contributions:

The Department accepts significant scholarly and creative contributions as evidence of continuing growth as a recognized scholar. The Department accepts the University minimal standard of peer-reviewed scholarly books, book chapters, articles and reviewed articles which appear in scholarly journals devoted to the candidate's academic discipline or a closely related field, that, since the candidate's appointment or last promotion:

- (1) have been published; or
- (2) have been submitted in their complete manuscript form and have received a firm commitment to be published.

In addition, the Department accepts other scholarly books, textbooks, monographs, chapters in books, creative writing, translation of works from another language into English, and articles and article-length reviews, which have not been peer-reviewed as part of the process of publication, provided that each of these items which is offered as evidence of a significant scholarly and creative contribution is submitted to the Departmental peer review process. This process shall include an outside review by two peers in the field who will be chosen by mutual consent between the Chair of the department's Personnel Committee and the candidate. The outside evaluators should be members from outside the university who are knowledgeable in the candidate's area of expertise.

B. Other Contributions to the Field:

While not considered as publications (above, III.A.), the following contributions to the Field of Study are considered to be valuable and are evaluated as part of the candidate's pattern of scholarly activity:

- (1) Research papers accepted for presentation or presented before regional, national and international conferences.
- (2) Web sites which demonstrate innovative and creative approaches to the Department's teaching mission, or which make available scholarly material to the community-at-large.
- (3) Workshops offered by the candidate to colleagues or the community, which present the candidate's creative or innovative methodologies in the research or teaching of language or literature.
- (4) Video tapes, CDs and DVDs that demonstrate a creative and innovative approach to the candidate's field, especially when embodying innovative techniques in the theory of teaching methodologies.

- (5) Artistic performances by the candidate, of an original character, evaluated by published reviews.
- (6) Book Reviews

DEPARTMENTAL EXPECTATIONS:

1. Retention as Assistant Professor:

A candidate must demonstrate evidence of original scholarly activity. Section A (Scholarly and Creative Contributions) is normally expected. The research should be in the field for which the candidate was appointed.

2. Promotion to Associate Professor:

Since the appointment at CSUN, the candidate should have carried out research from which results have been presented or published. A candidate must present evidence of original scholarly activity. Section A (Scholarly and Creative Contributions) is required. There should be an established research program that the candidate will likely continue to maintain. It is normally expected that the research will be in the field for which the candidate was appointed.

IV. CONTRIBUTIONS TO THE UNIVERSITY AND COMMUNITY:

The Department of Modern and Classical Languages and Literatures will follow the procedures specified in the CSUN Administrative Manual regarding Contributions to the University and Community (Section 632.5).

A. Additional Contributions considered by the Department:

The Department of Modern and Classical Languages and Literatures recognizes the especially heavy workload and responsibility accepted by faculty who serve in the following capacities:

Graduate Program Coordinator/Advisor
Section Head of Program
Lecturer Recruitment Coordinator
Assessment Coordinator