

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

MCCAMC

Music

COLLEGE

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.

BACKGROUND INFORMATION:

1. Are proposed changes those of College or Department procedures? (check one)

2. Date that current proposed changes were sent forward April 22, 2016

3. Department or College initiating proposed changes NA

4. 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"). Review and revision of procedures to be in line with Section 600

Review and revision of procedures to be in line with Section 600
and update language for clarity.

These procedures are for one year only.

5. The proposed changes have been approved by the faculty of the College or Department . (check one)

FOR DEPARTMENT PERSONNEL PROCEDURES:

[Signature] 4/27/16
Chair, Department Personnel Committee Date
[Signature] 4/27/16
Department Chair Date

FOR DEPARTMENT PERSONNEL PROCEDURES & COLLEGE PERSONNEL PROCEDURES:

[Signature] 4/27/16
Chair, College Personnel Committee Date
[Signature] 4/27/16
College Dean Date
[Signature] 8/30/16
Chair, Personnel Planning and Review Committee Date

(for PP&R use only)	F110	(change in criteria)	F20
<u>S114</u> Approval Date	F19 Effective date Effective Date (see attached)		Date of Next Review

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APR 27 2016

Office of
Faculty Affairs

MUSIC DEPARTMENT **PERSONNEL PROCEDURES**

Revised 4/29/10–Revised 3/11/15

Section 600 of the Administrative Manual mandates all academic personnel policies and procedures. Section 300 describes additional Department procedures, consistent with Section 600 of the Administrative Manual.

300 PERSONNEL POLICIES AND PROCEDURES

300.1 Consideration for Retention, Tenure and Promotion

During the first semester after appointment, the tenure track faculty member, the Department Chair and the Chair of the Department Personnel Committee will meet in order to develop a plan outlining the professional expectations for the faculty member's retention, tenure and promotion. The plan will provide specific guidance as to what the faculty member will need to accomplish in the areas of teaching, contributions to the field of study and service to the Department, College and University. A document describing the plan will be drafted and then signed by the faculty member, the Department Chair, the Chair of the Department Personnel Committee and the Dean. This document will be filed in the faculty member's Personnel Action File. Upon agreement of all parties involved, this document may be amended in the future.

300.2 Professional Preparation

The appropriate terminal degree in most cases will be the doctoral degree in Music in order to be hired for a tenured or probationary position. However, the Department also recognizes that musicians with exceptional professional stature may be eligible for appointment and for meeting the degree requirements for promotion and tenure even without the doctoral degree. Equivalencies to the terminal degree shall be stated in the position description and advertisement for the tenure-track position. Any requirements beyond the terminal degree for tenure and promotion shall also be stated at the time of appointment.

300.3 Teaching Effectiveness

Teaching effectiveness is a primary criterion for retention and tenure as well as promotion to any rank (Section 600). During the probationary period, the faculty member must demonstrate to the Department Chair and the Department Personnel Committee abilities as a teacher, dedication to good teaching and continued development of teaching effectiveness in order to be granted retention, tenure and

promotion. Teaching evaluations will be made according to the procedures outlined in Section 600 and in the Music Department Personnel Procedures Section 300.3.1.

1. Procedures.

Procedures for Evaluating Teaching Effectiveness shall consist of:

- (a) Evidence based upon materials associated with class preparation, such as syllabi, assignment sheets, bibliographies, etc.
- (b) Evidence based upon faculty observation:
 - (1) For each RTP candidate, the Department Chair or designee will annually conduct one class visit lasting a minimum of 30 minutes. The Department Personnel Committee will also annually conduct two class visits lasting a minimum of 30 minutes each.
 - (2) The Department of Music "Report of Class Visit" form will be used by the Department Personnel Committee member and Department Chair to write comments regarding each class visit. Within 14 calendar days after the peer class visit, the peer class visit report will be placed in the candidate's campus mailbox or otherwise made available upon request. The peer class visit report will then be held for 10 calendar days in which time a candidate may request a meeting to discuss the report and/or provide a statement or rebuttal. At the end of the 10 calendar day period the peer class report and any candidate statement or rebuttal will be placed in the candidate's personnel action file for a period of five years.
- (c) Evidence based upon student written evaluation of classes.

The Music Department's procedures for implementing and interpreting student evaluation of teaching effectiveness are as follows:

- (1) All student evaluations are administered in accordance with Section 600.
- (2) The Music Department has developed three evaluation forms: (1) Applied Music, (2) Performance Group, and (3) Lecture-Discussion. The evaluation will be administered in the absence of the instructor. After semester grades have been assigned, the summarized results of student evaluation will be given to the candidate.

- (d) Other evidence
 - (3) Evaluation of relevant achievements associated with instruction such as: performances, end of semester student juries, creative and scholarly work by students of the faculty member.
 - (4) The Department Personnel Committee may consult with the Department Chair, tenured faculty, and students.

300.4 Contributions to the Field of Study

“The University standard requires that the individual demonstrate continued growth as a recognized scholar and contributor to the field of study,” (Section 600). The faculty member will also refer to the Section 600 regarding significant scholarly and creative contributions to the field of study.

1. Publications

Research is defined as clear contribution through inquiry into the area of specialization. Publications are peer-reviewed scholarly books and peer-reviewed articles that are published by recognized presses and journals (including peer-reviewed e-journals) devoted to the candidate's academic discipline or closely-related field. Primary importance will be given to material within the area of specialization.

2. Other Significant Scholarly and Creative Contributions

Creative contributions may include such activities as live performances, recordings, media broadcasts, compositions, technological applications and other creative activities in the area of specialization.

The faculty member will provide specific information on the public venue in which the creative activity took place and a statement on the significance of the creative activity to the field of study, and may also provide outside reviews of the scholarly and creative contributions, and other documentation of the quality of the scholarly and creative contributions ~~creative activity~~ deemed appropriate by the faculty member.

The Music Department subscribes to the process of peer judgment as found in juried publications. For those contributions to the field of study that are expressed in forms other than books, articles and monographs we rely upon, but are not limited to, critical reviews of performances, recordings, compositions, discipline-based bulletins and journals. Where there is a time lag in the appearance of a publication, a letter from the editor stating that the publication is accepted for publication will suffice as evidence. A letter from a sponsoring organization or a contract will also suffice as evidence of performances and other creative activities.

For material to be accepted as scholarly and creative contributions, the candidate must submit it to the following review process. The candidate, the Department Personnel Committee, and the Department Chair will each select an external peer reviewer who shall be a:

- (a) full professor at another institution of higher education who is in a field related to the work; or
- (b) recognized and qualified professional representing an academic or professional organization, e.g. National Association for Music Education, American Music Therapy Association, Society for Ethnomusicology.

Each of the three reviewers will be asked to comment in writing on the quality of the material with respect to standards of the field, the material's originality, and its impact in the field.

300.5 Contributions to the University and Community

Contributions to the University and community include membership on committees at the Department, College or University level, student advisement and other responsibilities, including community service, undertaken to advance the goals of the University (Section 600). The Department Chair and the Department Personnel Committee will help the faculty member to identify which committees would particularly benefit from the faculty member's contribution.