

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

MUSIC

**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:**

- Date that current proposed changes were sent forward n/a
- 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"). The department elects to use Section 645 of the Administrative Manual for periodic review of tenured faculty.  
The department will address any potential changes the next academic year.
- List the date the tenured and probationary faculty of the Department voted to approve the proposed changes:  
12/2/2020

Please email the following to Faculty Affairs email at [faculty.affairs@csun.edu](mailto:faculty.affairs@csun.edu):

- WORD DOCUMENT WITH TRACKED CHANGES showing revisions to the personnel procedures**
- Signed cover sheet in PDF format**

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

Alexandra Monchick, Chair, Music Department Personnel Committee 12/2/2020  
Department Chair or Chair, Department Personnel Committee Date

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

Daniel Hosken 14-Dec-202  
College Dean Date

**PP&R APPROVAL:**

Mary Pat Stein 06/11/2021  
Chair, Personnel Planning and Review Committee Date

<i>(for PP&amp;R use only)</i>	Fall 2021	
<u>Spring 2021</u>	<u>Fall 2024 (for changes in criteria)</u>	<u>Fall 2025</u>
<b>Approval Date</b>	<b>Effective Date</b>	<b>Date of Next Review</b>

Revised 3.30.20