

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

Oviatt Library

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 12/13/2017
3. Department or College initiating proposed changes Oviatt Library
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"). We clarified the election process by referring to the college's election procedures.
5. For Department Personnel Procedures, list the date the department faculty voted to approve the proposed changes: / /
6. For College Personnel Procedures, list the date the college faculty voted to approve the proposed changes: 12/13/17

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MAY 24 2018

FOR DEPARTMENT PERSONNEL PROCEDURES: (Sign & Print Name)

Chair, Department Personnel Committee	Date
Department Chair	Date

Office of
Faculty Affairs

FOR DEPARTMENT PERSONNEL PROCEDURES & COLLEGE PERSONNEL PROCEDURES:

<u>[Signature]</u>	<u>5-17-18</u>
Chair, College Personnel Committee	Date
<u>[Signature]</u>	<u>5/17/18</u>
College Dean	Date
<u>[Signature]</u>	<u>5/30/18</u>
Chair, Personnel Planning and Review Committee	Date

(for PP&R use only) <u>S'18</u>	<u>F'18</u> <u>F'21 (For changes in criteria)</u>	<u>S'23</u>
Approval Date	Effective Date (see attached)	Date of Next Review

Revised 10.16

PERSONNEL

Personnel Policies and Procedures of Librarians

This document is intended to supplement Section 600 of the CSUN Administrative Manual.

Responsibilities of Faculty Committees

College Level

Composition and eligibility

- a. Librarians who are serving in two or more University departments are regarded as full-time librarians if their various professional appointments add up to a full-time position. College Personnel Committee members shall be elected from librarians of senior rank who are nominated according to the college's election procedures. Elections shall be by secret ballot. All probationary and tenured library faculty unit employees are eligible to vote. The members shall serve overlapping two-year terms.

Responsibilities

- a. All deliberations and policy decisions that are of a general nature and not specifically related to an individual library faculty member shall be disseminated to the entire library faculty.