

COVER SHEET FOR PROPOSED CHANGES TO DEPARTMENT/COLLEGE
PERSONNEL PROCEDURES

Social & Behavioral Sciences
COLLEGE

Pan African Studies
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 2008
3. Department or College initiating proposed changes Pan African Studies
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").
Proposed changes were initiated by the Department in response to the Personnel Planning and Review Committee which felt that editorial and terminological changes were necessary to make the Department procedures consistent with the new Union Contract and the latest version of Section 600.
5. The proposed changes have been approved by the faculty of the College or Department (check one)

FOR DEPARTMENT PERSONNEL PROCEDURES:

Signature on file.

Chair, Department Personnel Committee

07/21/08
Date

Signature on file.

Department Chair

June 2, 2008
Date

FOR DEPARTMENT, PERSONNEL PROCEDURES & COLLEGE PERSONNEL PROCEDURES:

Signature on file.

Chair, College Personnel Committee

7/17/08
Date

Signature on file.

College Dean

7-21-08
Date

Signature on file.

Chair, Personnel Planning and Review Committee

8/6/08
Date

(for PP&R use only)

8/08
Approval Date

F'08
Effective Date (see attached)

F'12
Date of Next Review

**DEPARTMENT OF PAN AFRICAN STUDIES
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE**

PROCEDURES FOR PROBATION, TENURE AND PROMOTION

April 2008

The Department of Pan African Studies will adhere to the provisions for Probation, Tenure and Promotion outlined in the Administrative Manual (academic Personnel Policies and Procedures) Section 600, including the time frames established by the Faculty Senate as established in Appendix A of the Administrative Manual.

Professional Preparation:

The Pan African Studies Department will confirm to the Requirements for Professional Preparation as contained the Administrative Manual Section 600.

Procedures for Evaluating Teaching Effectiveness and Direct Instructional Contributions

The Department of Pan African Studies has adopted the University's procedures for evaluating teaching effectiveness, as set down by the Administrative Manual Sections 600. The Department will place considerable emphasis on the following:

- 1) Observation of Classroom Performance:
 - a) The Department's Personnel Committee Chair and one or two other members of the Personnel Committee will visit a class of each instructor under consideration for retention, tenure or promotion. A written report of the visit will be given to the candidate, the Chair of the Personnel Committee, and the Department Chair. A copy of the letter is placed in the Personnel Action File in the Dean's Office of the College of Social and Behavioral Sciences.
 - b) The Chair of the Department, or a designee, will visit the classes of all faculty subject to personnel action. A written report of the visitation will be given to the candidate and the Chair of the Personnel Committee. A copy of the report will be placed in the Personnel Action File in the Dean's Office of the College of Social and Behavioral Sciences. The faculty member shall be provided with a copy at least ten days prior to such placement.
 - c) The Department Chair will meet with the instructor at a mutually agreeable time to discuss the evaluation of his/her teaching.

2) Direct Student Involvement at the Time of Promotion or Consideration for Tenure:

The Department of Pan African Studies provides interested students the opportunity to express, either orally or in written form, their opinions of particular faculty members directly to the Department Personnel Committee or the Chair of the Department.

- a) Students may prepare signed written statements and present them to the Personnel Committee in a timely manner as determined by the Calendar of Personnel Action and Procedures. Notice of this opportunity will be widely circulated.
- b) As an alternative to, or in addition to the written statement, students may speak to the Personnel Committee or the Chair directly. The Committee or the Chair will schedule such meetings in a timely manner as determined by the Calendar of Personnel Action and Procedures. These meetings will be between the Committee or the Chair and the individual students, not groups of students.

Procedures for Evaluating Contributions to the Field of Study

The Department of Pan African Studies has adopted the University's procedures for evaluating Contributions to the Field of Study, as set down by the Administrative Manual Section 600. Within these procedures, the following are amplifications:

The Departments' definition of publication is as follows:

A publication is a scholarly work that appears in traditional printed form, such as a monograph, article in a periodical or serial chapter in a collection of works by various authors, maps, or reviews. It may also appear in other media. However, as in the case of more traditional forms of publication, it must be subject to other peer review and professional editorial assessment.

Contributions to the University and Community

The Department of Pan African Studies has adopted the University's procedures for evaluating Contributions to the University and Community, as set down by the Administrative Manual Section 600.

The Department will evaluate service based on the material present in the Professional Information File and Personnel Action File.

In additions to service within the University, the Department of Pan African Studies encourages activity in the community, the schools, government, and private sector. Because of the Department's desire to strengthen linkages with the community, special recognition will be given to faculty who actively and prolifically initiate and/or support Department programs in the community.