


Date: September 19, 2023

To: Departments Chairs and Program Directors

From: Diane Guido 
Associate Vice President, Faculty Affairs

Subject: Peer Class Visit of First-Year Faculty Members

I want to remind you of the provisions in Section 600 related to peer class visits of all probationary faculty, including first-year faculty.

While there is no performance review of probationary faculty in their first year at CSUN, there are provisions requiring student evaluations and peer class visits. Section 612.5.2.c.(2)(a) of the *Administrative Manual* provides that “Class visits, not excluding online, distance learning, service learning, and laboratory classes, will be made at least once each academic year on all probationary faculty and faculty under consideration for promotion.” The class visits are to be conducted by both the Department Chair or designee and at least one representative of the Department Personnel Committee or designee. A written report of the class visit should be submitted to the candidate, copied to the Chair of the Department Personnel Committee and the Department Chair, and placed in the Personnel Action File.

Please be reminded of a requirement in Section 612.5.2.c.(2)(a)(iii) which specifies that class visit reports be shared with the candidate within 14 calendar days of the class visit. Specifically, the section states that “A written report of the class visit will be sent to the faculty member’s CSUN email address and otherwise made available upon request within 14 calendar days after the peer 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.”

If you have not done so already, please arrange for peer class visits for your new tenure-track faculty in order to meet this Section 600 requirement. If you have any questions about this matter, please contact me at ext. 2962.

DG:am

cc: College Deans
All new probationary faculty members