

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

Humanities
COLLEGE

Philosophy
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:

- Are proposed changes those of College or Department procedures? (check one)
- Date that current proposed changes were sent forward 11 April 2019
- Department or College initiating proposed changes Philosophy
- 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"). _____

PP&R requested changes during the periodic review of existing procedures. Section 600

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- For Department Personnel Procedures, list the date the department faculty voted to approve the proposed changes: 11 April 2019
- For College Personnel Procedures, list the date the college faculty voted to approve the proposed changes: _____

MAY 10 2019

Office of
Faculty Affairs

FOR DEPARTMENT PERSONNEL PROCEDURES: (Sign & Print Name)

<u>Adam Swenson</u> Chair, Department Personnel Committee	<u>4/17/19</u> Date
<u>TIM BLACK</u> Department Chair	<u>4/23/19</u> Date

FOR DEPARTMENT PERSONNEL PROCEDURES OR COLLEGE PERSONNEL PROCEDURES:

<u>[Signature]</u> Chair, College Personnel Committee	<u>5.8.19</u> Date
<u>[Signature]</u> College Dean	<u>5-8-19</u> Date
<u>[Signature]</u> Chair, Personnel Planning and Review Committee	<u>08/21/2019</u> Date

(for PP&R use only) <u>08/21/2019</u> Approval Date	Fall 2022 for changes in criteria <u>07/01/2019</u> Effective Date (see attached)	<u>Fall 2023</u> Date of Next Review
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Revised 10.16

Department of Philosophy
Tenure Track Personnel Criteria, Policies, and Procedures

Preamble

The following are additions to Section 600 of the *Administrative Manual*.

A. Contributions to Field of Study

1. The Department of Philosophy considers publication of peer-reviewed

(1) original research

or

(2) translations that serve a scholarly purpose

or

(3) pedagogical research

in recognized presses and journals (including peer-reviewed e-journals) to be the only form of significant scholarly or creative contribution to the field of study.

2. The Department of Philosophy considers an item published when it has received final editorial acceptance for publication. Documentation must be provided by the Candidate.

3. The Department of Philosophy recognizes various types of contributions to the field of study that are not significant scholarly or creative contributions to the field of study. These constitute evidence of continued growth as a recognized scholar and contributor to the field of study as required by the University Standard. These include, but are not limited to :

(1) oral presentation of written original academic research in a professionally recognized forum outside the Department;

(2) published book reviews.

(3) oral presentation of written commentary on academic research in a professionally recognized forum outside the Department;

(4) editing of an academic journal or anthology;

(5) refereeing for an academic journal or publisher;

39 (6) organizing an academic conference or meeting;

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41 (7) serving as an officer of a professionally recognized academic body; e.g., the American
42 Philosophical Association;

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44 (8) founding a new professional association;

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47 Evidence of these activities should be placed in the category of contributions to the field of
48 study.

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51 **B. Evaluation of Teaching**

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53 *a. Class Visits*

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55 1. Current candidates for retention, tenure, or promotion

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57 (1) Each academic year, all faculty under current consideration for retention, tenure, or

58 promotion will have two class visits by two tenured faculty members. One of the visitors
59 must be a member of the Department Personnel Committee or their designee, and one
60 must be the Department Chair (or the Department Chair's designee).

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62 (2) The Candidate may request that the visits be conducted by a particular member or

63 members of the Department Personnel Committee, or that the Department Personnel
64 Committee designate a particular faculty member or members to serve as their
65 designee(s), or that the Department Chair designate a particular faculty member to serve
66 as the Chair's designee.

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68 (3) Each visitor writes a report comprising a description and evaluation of the conduct of

69 the class for inclusion in the Candidate's Personnel Action File. The report must be placed
70 in the candidate's mailbox or otherwise be made available to the candidate within 14
71 calendar days of the visit. The candidate has 10 calendar days to request a meeting to
72 discuss the report or submit a rebuttal in writing. After this 10-day period has expired,
73 the report is placed in the Candidate's Personnel Action File.

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75 (4) The Candidate and visitor will confer before class regarding the methods and goals of
76 the Candidate's teaching and after the class regarding what happened in the class and
77 how it should be interpreted.

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b. *Teaching Evaluation Forms*

1. Student course evaluations are conducted in all philosophy classes taught in the fall semester. Course evaluations are also conducted in all spring semester classes taught by first-year probationary faculty, by full-time faculty who taught fewer than two classes in the fall semester, and by any faculty who request spring semester evaluations.

c. *Student Consultation*

1. The Department Personnel Committee shall provide students with the opportunity to consult with the Committee regarding the teaching performance of faculty being considered for retention, tenure or promotion.

2. An announcement inviting student consultation is posted in the Departmental Conference Room, and copies are sent via email to all philosophy majors. The Candidate is encouraged to read the announcement to students in all of their classes.