

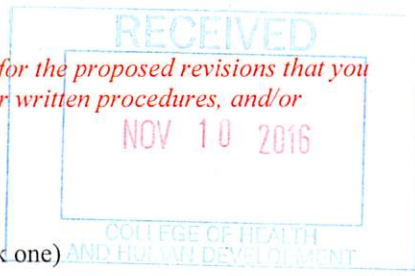
**COVER SHEET FOR PROPOSED CHANGES TO DEPARTMENT/COLLEGE  
PERSONNEL PROCEDURES**

HHD \_\_\_\_\_  
**COLLEGE**

Physical Therapy \_\_\_\_\_  
**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 11-10-16
- Department or College initiating proposed changes Physical Therapy
- 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"). See attached sheet

- For Department Personnel Procedures, list the date the department faculty voted to approve the proposed changes: 11 / 01 / 16
- For College Personnel Procedures, list the date the college faculty voted to approve the proposed changes:       /      /



**FOR DEPARTMENT PERSONNEL PROCEDURES: (Sign & Print Name)**

Amy Kachingwe Aimie Kachingwe 11-10-16  
Chair, Department Personnel Committee Date

Jenna Beling Janna Beling 11/10/16  
Department Chair Date

**FOR DEPARTMENT PERSONNEL PROCEDURES & COLLEGE PERSONNEL PROCEDURES:**

Augie Giordano 12-19-16  
Chair, College Personnel Committee Date

Janell G. Hall 19-DEC-2016  
College Dean Date

Sheila Hunt 6/15/17  
Chair, Personnel Planning and Review Committee Date

(for PP&R use only)	F'17	F'21
<u>S'17</u>	<u>F'20</u> Effective Date (change in criteria)	<u>F'21</u>
Approval Date	Effective Date (see attached)	Date of Next Review

# DEPARTMENT OF PHYSICAL THERAPY PERSONNEL POLICIES & PROCEDURES

REVISED November 2016

## **I. Composition and Eligibility of Personnel Committee** (see Section 600)

- A. The Department will follow the guidelines of Section 600 of the Administrative Manual regarding composition and eligibility of the personnel committee.

## **II. Miscellaneous Policies and Procedures**

- A. The Department Personnel Committee (DPC) will conduct the peer review process as required in Section 600 of the Administrative Manual. The Committee will advise each candidate on the retention, tenure and promotion process including but not limited to the preparation and development of each faculty member's Professional Information File (PIF), the class visit process, selection of pertinent materials for review, and general information about the tenure and promotion process. The Department recommends that each year's PIF highlights activities completed since the prior review.
- B. The DPC will submit the Department Personnel Policies and Procedures to the faculty for evaluation and approval at least every five years, or sooner if the majority of faculty wishes to do so.

## **III. Responsibilities of Personnel Committee**

- A. Procedures for Class Visits (see Section 600).

1. Class Visits.  
The DPC and Department Chair or their designees, in consultation with the candidates, will determine mutually agreeable dates for class visits. Two members of the DPC and the Department Chair will individually visit each faculty member under consideration for retention, tenure or promotion in their class at least once in the Fall semester.
2. During the class visit, each evaluator will use the Department approved "Peer Evaluation of Teaching" form. Each candidate will receive this form in advance, and will provide the evaluator any mutually-agreed upon course materials.
3. The Department Chair will notify the DPC of faculty under review who teach in environments other than a classroom or laboratory setting. The evaluation procedures for "visiting" virtual classes and distance learning courses will be developed and agreed upon by the Department Chair and the faculty member in conjunction with the DPC prior to the start of the review process.

4. The completed “Peer Evaluation of Teaching” form will be placed in the faculty member’s campus mailbox and otherwise be 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 10 calendar days after the written report is placed in the candidate’s campus mailbox. The candidate may also submit a rebuttal statement or response in writing within the 10 calendar days. At the conclusion of the 10 calendar days, the report, and any response or rebuttal statement, will be placed in the PAF and will be sent to the Chair of the Department Personnel Committee and to the Department Chair.
- B. Procedures for collecting, processing, and interpreting written student evaluations of teaching effectiveness.
1. According to the College of Health and Human Development Academic Calendar, the student evaluation of teaching effectiveness instrument adopted by the Department of Physical Therapy is to be administered in all classes for non-tenured faculty members during the Fall and the Spring semesters.
  2. Student evaluation of teaching effectiveness summaries will be placed in each candidate's PAF. Other written sources of information pertaining to the candidate's teaching effectiveness such as sample exams, syllabi, and other classroom materials should be placed in the candidate’s PIF Appendix by the candidate.
- C. Procedures for providing students the opportunity for consultation.
1. Notices will be posted on Physical Therapy Department bulletin boards, in classrooms and will also be disseminated through other appropriate methods of communication. These notices will advise students of the day and hour that they may consult with the DPC about faculty members being considered for retention, tenure and promotion.
  2. Students may sign-up for individual private appointments with the DPC within the hour set aside for consultation with the DPC. These private consultations may be held in person or via synchronous electronic communication (e.g., conference call, Skype, Zoom, FaceTime, etc.).
  3. Student consultations with the members of the DPC shall be conducted at a campus location other than the department complex. The Department Chair may attend.
  4. Written signed statements from students regarding faculty shall be handled in accordance with Section 600 of the Administrative Manual.
  5. Candidates have the right to review and respond to student statements as per Section 600 of the Administrative Manual.

#### **IV. Criteria for Making Judgments**

##### **A. Teaching Effectiveness and Direct Instructional Contributions (see Section 600).**

1. Normally, course syllabi (including course objectives, required and recommended reading assignments, and a course calendar or outline of activities), sample exams, and other classroom materials are part of a candidate's PIF Appendix. These and other class materials may be requested by the DPC if not included in the PIF.
2. Indirect instructional contributions are recognized and valued by the Department of Physical Therapy. These contributions enhance student learning through activities that are required by accreditation standards (Commission on Accreditation of Physical Therapy Education – CAPTE) and utilize faculty expertise and guidance outside of the traditional teaching environment. These may include, but are not limited to, service as Director of Clinical Education, service as Department Chair, supervision of doctoral students' final projects, supervision of doctoral students' evidence-based literature review papers, and supervision of doctoral students' research. Effective contributions in these areas are valued as equal to direct instruction and class teaching.

##### **B. Contributions to the Field of Study (see Section 600).**

1. **Publication Requirements (see Section 600).**  
At least 2 publications and/or significant scholarly and creative contributions (defined below) completed while under tenure consideration are required for promotion to Associate Professor, and at least 2 publications and/or significant scholarly and creative contributions since promotion to the rank of Associate Professor are required for advancement to the rank of Professor. Materials accepted for publication and used for promotion and tenure consideration may not be used in future reviews as "new material." The following criteria clarify the definition of publication and shall be acceptable evidence of publication:
  - a. An article published in a refereed professional or other scholarly journal, or a letter of acceptance for publication from such a journal with a draft of the submitted article.
  - b. A professionally published book or monograph or a letter of acceptance for publication from the editor and/or the publisher with a draft of the submitted book or monograph.
2. **Significant Scholarly and Creative Contributions (see Section 600).**  
The subsection below provides examples of what can be evaluated as "significant scholarly and creative contributions." Refer to subsection 3 below for a set of guidelines for determining the Department standard.

Examples of significant scholarly and creative contributions:

- a. A chapter in a professionally published book or monograph or a letter of acceptance for publication from the editor and/or the publisher with a draft of the

- submitted chapter.
- b. Significant contributions to anthologies when they result in a peer-reviewed publication.
  - c. Author of a funded, peer-reviewed, external grant.
  - d. Author of a media presentation accepted for educational/commercial use (e.g., video, CD, DVD, computer software) when subjected to external peer review.
  - e. Author of an instructional manual designed to complement a text when the manual is accepted for publication and subjected to external peer review.
  - f. Design(s) of a piece of equipment, an item, or a program accepted for commercial use and subjected to external peer review.
3. Determination of Significant Scholarly and Creative Contributions.  
All significant scholarly and creative contributions will be determined by a panel of external peer reviewers and will be consistent with the following guidelines (see Section 600):
- a. The term “peer” refers to individuals outside of CSUN who have demonstrated competency in the subject area of the material to be reviewed.
  - b. Normally the “peers” would be from academic backgrounds consistent with the subject matter. However, individuals who are outside of academia and possess unique knowledge of the field or subject matter may be used if clearly identified in the review.
  - c. The candidate must obtain such a review according to the guidelines below or the material will not be considered as a significant scholarly or creative contribution.
    - 1) A three-person external peer review team will be selected by the candidate, the DPC, and the Department Chair.
    - 2) One reviewer will be chosen by the candidate, one by the DPC, and one by the chair.
    - 3) The external review process must be consistent with deadlines within Section 600.
4. Other Considerations to Contributions to the Field of Study.
- a. The Department of Physical Therapy values contributions/scholarly activities in addition to publications. Examples may include but are not limited to:
    - 1) Invited lecturer or platform/poster presenter at a professional conference
    - 2) Author of a peer-reviewed grant award
    - 3) Author of a published review of a book, book chapter, or published article
    - 4) Service as a reviewer of a manuscript for a journal
    - 5) Service as a reviewer of a research proposal for a granting agency
    - 6) Chairperson of a session at a professional conference
    - 7) Participant at a colloquium
    - 8) Author of a published abstract in a peer-reviewed journal
    - 9) Reviewer of abstracts for publication
    - 10) Contributor or reviewer for evidence-based physical therapy databases (e.g. Hooked on Evidence, etc.)
    - 11) Author of a national association position statement or paper when officially

accepted and published by a national professional organization  
 12) Editor of proceedings for a professional conference, etc., when those proceedings are published

- b. A minimum of 3 activities (from one or more of the example categories listed in section IV.C.4.a.) must be completed while under consideration for promotion to Associate Professor, and a minimum of 3 activities since promotion to the rank of Associate Professor for advancement to the rank of Professor.
- c. In the case of two authors, a co-author shall receive the same credit for an item as does a single author. In the case of three or more authors, the faculty member under review must document his or her level of participation in the generation of the publication.
- d. Publications should be closely related to the author's field of professional expertise and competence (see Section 600).
- e. Minor revision of previously published materials shall not be considered as a separate publication. Major revision of previously published materials (e.g., book, book chapter) is subject to external review to be considered for retention, tenure, or promotion.
- f. "Participation in professional organizations" and "carrying out significant responsibilities in professional organizations" should be documented by the candidate to reflect elements such as (1) the candidate's role in the assignment, (2) the nature of the contribution made by the candidate, and (3) the significance of this involvement as it contributes to the field of study for promotion to Associate Professor or Professor.
- g. The DPC may request external review of activities being considered as contributions to the field of study.

C. Contributions to the University and Community (see Section 600).

- 1. Contributions to the University and community which help make a faculty member a valuable addition to the University, College, and Department include service on Department, College, and University Committees. In addition, service examples may include, but are not limited to, the following activities:
  - a. Director of Clinical Education
  - b. Department Chairperson
  - c. Guest lecturer or presenter on topics related to the discipline
  - d. Appointment as an Adjunct Professor at another regionally accredited College or University (e.g., service on a doctoral committee, etc.)
  - e. Member of an Accreditation team (Self- Study)
  - f. Author of a Self-Study report

- g. Author of a WASC proposal
- h. Teacher of a continuing education course
- i. Clinical Instructor
- k. Report writer or consultant for programs or projects
- l. Developer of clinical practice guidelines
- m. Recruiter of students and faculty
- n. Provider of community presentations
- o. Student adviser and mentor
- p. Peer adviser and mentor for retention, promotion, and teaching
- q. Curriculum developer
- r. Member or Chairperson of a Conference Committee
- s. Moderator at a professional conference session
- t. Provider of professional services in University, community, or Faculty Practice
- u. Elected official in a professional organization

**V. Criteria for Retention (tenure track) (see Section 600)**

Retention should not be recommended if a reviewing agency determines that the candidate has no reasonable chance of being granted tenure according to the criteria stated above.

**VI. Granting of Tenure**

The tenure decision is the most important personnel decision. The candidate must meet the criteria stated above and engender confidence within the reviewing agency that activity and growth in these areas will continue after tenure is granted, and that the candidate will continue to meet the criteria in Section 600 on Professional Responsibility. The award of early tenure is subject to Section 600.

**VII. Criteria for Accelerated Promotion**

Accelerated promotion to Associate Professor with or without the request for early tenure, as well as accelerated promotion to Professor can be requested by any faculty member. The DPC and/or the Department Chair can recommend accelerated promotion if the candidate meets all of the criteria cited in Section 600 as well as the departmental criteria for advancement to the next rank in a period of time shorter than that required for normal promotion. The award of early tenure is subject to Section 600.