

COVER SHEET FOR PROPOSED CHANGES TO DEPARTMENT/COLLEGE
PERSONNEL PROCEDURES

HHO
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:

1. Are proposed changes those of College or Department procedures? (check one)
2. Date that current proposed changes were sent forward _____
3. Department or College initiating proposed changes Physical Therapy
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 a request from PP&R to add a section on criteria for early promotion

5. The proposed changes have been approved by the faculty of the College or Department (check one)

FOR DEPARTMENT PERSONNEL PROCEDURES:

Signature on file. _____ 4/12/07
Chair, Department Personnel Committee Date
Signature on file. _____ 4/12/07
Department Chair Date

FOR DEPARTMENT PERSONNEL PROCEDURES & COLLEGE PERSONNEL PROCEDURES:

Signature on file. _____ 4/12/07
Chair, College Personnel Committee Date
Signature on file. _____ 4/12/07
College Dean Date
Signature on file. _____ 4/18/07
Chair, Personnel Planning and Review Committee Date

(For PP&R use only)
5/07 _____ F'07 _____ F'10 _____
Approval Date Effective Date (see attached) Date of Next Review

DEPARTMENT OF PHYSICAL THERAPY PERSONNEL POLICIES & PROCEDURES

Approved April 11, 2007

I. Composition and Eligibility of Personnel Committee (see section 600)

- A. The Department will follow the guidelines of Section 600 of the Administrative Manual but will elect at least three Professors to evaluate the promotion to Professor when applicable.

II. Miscellaneous Policies and Procedures

- A. The Department Personnel Committee will conduct the peer review process as required in Section 600 of the Administrative Manual. The Committee will advise each candidate on the tenure and promotion process including but not limited to the preparation and development of each faculty member's Professional Information File (PIF), the classroom visitation process, selection of pertinent materials for review, and general information about the tenure and promotion process.
- B. The Department Personnel Committee will submit these policies and procedures to the faculty for continued evaluation and approval at least every five years, or sooner if the majority of faculty wishes to do so.
- C. Preparation
 - 1. The Associate Vice-President for Faculty Affairs notifies the Department Personnel Committee concerning the names of those candidates eligible for retention, promotion and tenure, and supplies the "Academic Year Calendar of Personnel Procedures" complete with deadline dates. The Personnel Committee shall then adopt a specific calendar by which the retention, promotion and tenure process can be implemented.
 - 2. The Personnel Committee and Department Chair shall provide these procedures and the calendar to all Department faculty for their information.
 - 3. Each faculty member under consideration will be invited to meet with the Department Personnel Committee as a group and the Department Chair individually to elaborate upon material in their Personnel Action File and their Professional Information File, or to answer questions that may exist prior to the committee's and the Department Chair's recommendation submission.

III. Responsibilities of Personnel Committee

- A. Procedures for Classroom Visitations (see section 600)
1. Classroom Visitation
The Personnel Committee and Department Chair, in consultation with the candidates, will determine mutually agreeable dates for classroom visitations. Two members of the Department Personnel Committee and the Department Chair shall visit each faculty member under consideration for retention, promotion and tenure in their classroom at least annually. Other members of the Personnel Committee may make additional visits in consultation with the instructor.
 2. The Department Chair will be notified by any faculty member who plans to offer a full or partial virtual class or distance learning course. 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 Personnel Committee.
- B. Procedures for collecting, processing, and interpreting written student evaluations of teaching effectiveness (see section 600)
1. According to the College of Health and Human Development Academic Calendar, the student evaluation of instruction instrument adopted by the Department of Physical Therapy is to be administered to the classes of all faculty members during the Fall, and in the Spring semester for all probationary and tenured faculty who select to be evaluated. A minimum of two classes annually for each faculty member shall have such written student evaluations.
 2. Student evaluation of teaching effectiveness summaries for Fall and Spring semesters are to be reviewed by members of the Personnel Committee and placed in each candidate's file (PAF). Other written sources of information pertaining to the candidate's teaching effectiveness such as sample exams, syllabi, and other classroom materials may be placed in the candidate's PIF by the candidate.
 3. The median and mean scores along with the standard deviation for the sum of all student evaluation of teaching effectiveness scores for full-time Physical Therapy faculty will be provided by the Department Chair and used for comparison purposes for all faculty involved in the retention, promotion and tenure process, as well as for providing all full-time faculty with a means of additionally evaluating their own scores.
- C. Procedures for providing students the opportunity for consultation.
1. Notices will be posted on all Department bulletin boards, in classrooms and by other appropriate methods of communication, advising students of the day and hour that they may consult with the Department Chair and/or the Personnel Committee

about faculty members being considered in the retention, promotion and tenure process.

2. Students sign-up for appointments with the Department Chair and the Department Personnel Committee.
3. Student consultations with the Department Chair and members of the Department Personnel Committee shall be conducted at a campus location other than the department complex in order to be done in a manner designed to preserve confidentiality.
4. Written signed statements from students regarding faculty shall be handled in accordance with Section 600 of the Administrative Manual.
5. Faculty have the right to review and respond to negative statements as per Section 600 of the Administrative Manual.

IV. Criteria for Making Judgments

A. Professional Preparation (see Section 600)

1. A doctorate degree is required for promotion to Associate Professor and Professor.
2. Examples of extensive relevant experience are: Attendance at conferences, attendance at professional continuing education courses, achievement of specialization/certifications, additional licensure in relevant field, additional degrees, and clinical experience.

B. Teaching Effectiveness and Direct Instructional Contributions (see Section 600)

1. Normally, course outlines and reading lists are part of the candidate's Professional Information File. These and other materials such as exams and assignments may be requested by the Personnel Committee if not in the PIF.

C. Contributions to the Field of Study (600)

1. Publication Requirements (see Section 600)

At least 2 publications completed while under tenure consideration are required for promotion to Associate Professor, and at least 2 publications since promotion to the rank of Associate Professor are required for advancement to the rank of Professor. Materials not yet published and used for retention/promotion/tenure considerations may not be used in subsequent personnel decisions. 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 from a journal with a draft of the submitted article.

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

2. Equivalencies to Publication (see Section 600)

The subsection below provides examples of what can be evaluated as “equivalency to a scholarly publication”. Subsection 3 below provides a set of guidelines for determining “equivalency”.

Examples of equivalency to scholarly publications:

- a. Significant contributor to anthologies when they result in a peer-reviewed publication.
 - b. Author of a media presentation accepted for education/commercial use (e.g., videotapes, CD's) when subjected to external peer review.
 - c. Instruction manual designed to complement a text when the manual is accepted for publication and subjected to external peer review.
 - d. Design of equipment, item, or program accepted for commercial use and subjected to external peer review.
3. For purposes of the determining “Equivalency to Publication,” external peer review shall be consistent with the following guidelines (see Section 600):
- a. The term “peer” refers to individuals outside of the Department of Physical Therapy 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 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 equivalent to a publication.
 - 1) A three-person external peer review team will be jointly selected by the candidate and/or the Personnel Committee.
 - 2) Names can be submitted by the candidate or Personnel Committee in consultation with the Department Chair.
 - 3) One reviewer will be chosen by the candidate, one by the Personnel committee, and one jointly selected.
 - 4) 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:
 - 1) Invited lecturer or platform/poster presenter at professional conferences
 - 2) Author of peer-reviewed grant awards
 - 3) Recognized scholar at State, regional, national, and/or international

communities

- 4) Author of published reviews of books, book chapters, and published articles
 - 5) Reviewer of manuscripts for journals
 - 6) Reviewer of research proposals for granting agencies
 - 7) Chairperson of sessions at professional conferences
 - 8) Participant at colloquia
 - 9) Author of published abstracts in a peer-reviewed journal
 - 10) Reviewer of abstracts, Hooked on Evidence physical therapy database, etc
 - 11) Author of national association position statement or paper when officially accepted and published by a national professional organization
 - 12) Editor of proceedings for professional conference, etc., when those proceedings are published
 - 13) Other examples may be considered subject to external review
- b. A minimum of 3 activities (from one or more of the example categories listed above) within this Section must be completed for promotion to Associate Professor while under tenure consideration and since promotion to the rank of Associate Professor for advancement to the rank of Professor.
 - c. 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 Department Personnel Committee shall seek information from the faculty member and the primary author regarding the contribution of each author in question.
 - d. Publications should be closely related to the author's field of professional expertise and competence. (600)
 - e. Revision of previously published materials shall not be counted as a publication.
 - f. "Participation in professional organizations" and "carrying out significant responsibilities in professional organizations" should be documented by the candidate to reflect elements such as: your role in the assignment, the nature of the contribution made by the candidate, and the significance of this involvement as it contributes to the field of study for promotion to Associate Professor or Professor.
- D. Contributions to the University and Community (600)
1. Clarification of the term "Community Service"
Community Service involves contributions of unpaid or underpaid "services" to community agencies and organizations, which draw upon the academic expertise and professional competence of the candidate.
 2. Clarification of the Term "Effective Participation"
"Effective participation" should be documented by the candidate to reflect elements such as: the nature of the committee assignment, the expenditure of time, the nature of the contribution made by the candidate, and the significance of this involvement

as it contributes to the mission of the university.

3. Contributions to the University and community which help make a faculty member a valuable addition to the University, College, and Department include service on Departmental, College, and University Committees. In addition, service examples may include, but are not limited to, the following activities:
 - a. Academic Coordinator of Clinical Education
 - b. Department Chairperson
 - c. Guest lecturer or giving presentations related to discipline
 - d. Adjunct Professor at another regionally accredited College or University (i.e. service on doctoral committee, etc)
 - e. Member of an Accreditation team
 - f. Teacher of a continuing education course (unpaid or underpaid)
 - g. Clinical Instructor
 - h. Consultation team member, report writer as consultant (unpaid or underpaid)
 - i. Report writer of programs or projects
 - j. Developer of practice patterns
 - k. Recruiter of students and faculty
 - l. Provider of community service – may include presentations
 - m. Student adviser and mentor
 - n. Peer adviser and mentor for retention, promotion, and teaching
 - o. Curriculum developer
 - p. Member or Chairperson of a Conference Committee
 - q. Provider of pro-bono professional services in community or Faculty Practice
 - r. Elected officer in professional organization

V. Criteria for Retention (tenure track) (600)

Retention should not be recommended if the Committee 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 Committee and the Department 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.

VII. Criteria for Early Promotion

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

In order to establish sufficient evidence of significant accomplishments, the candidate may request that the Personnel Committee or Department Chair gather outside evaluations

from peers in the area of expertise of the candidate that will objectively assess the quality and originality of his/her research and scholarly contributions to the field of study as well as teaching effectiveness and service. In this case, the candidate can expect to be compared with other respected researchers who are at similar points in their careers and who may have obtained promotion at universities with a comparable teaching load.

The outside evaluations will be handled as described above in Section IV. C. 3. The selected peers will be advised to factor the CSUN teaching load into their assessment of the candidate.