

COVER SHEET FOR PROPOSED CHANGES TO DEPARTMENT PERIODIC REVIEW OF TENURED FACULTY (POST-TENURE REVIEW) PROCEDURES

Physics and Astronomy
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 Post-Tenure Review 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 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.*

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Office of
Faculty Affairs

BACKGROUND INFORMATION:

1. Date that current proposed changes were sent forward April 4, 2016
2. Describe briefly the general reason(s) for your proposed change(s) (e.g., "proposed changes were initiated by the Department to be in compliance with the current Faculty Contract and Section 600"). _____

The review was initiated by the Department in compliance with the current Faculty Contract and Section 600. There are no changes to the previous procedure. _____

3. The proposed changes have been approved by the tenured and probationary faculty of the Department:

DEPARTMENT APPROVAL: (Sign & Print Name)

Say-Peng Lim Say-Peng Lim 4/1/16
Department Chair or Chair, Department Personnel Committee Date

COLLEGE APPROVAL: (Sign & Print Name)

[Signature] 4/4/16
College Dean Date

PP&R APPROVAL:

[Signature] 8/30/16
Chair, Personnel Planning and Review Committee Date

(for PP&R use only)		
<u>8/16</u>	<u>7/16</u>	<u>F'20</u>
Approval Date	Effective Date	Date of Next Review

Department of Physics and Astronomy

Procedures for Periodic Review of Tenured Faculty

The following is an interpretation and addendum of the Administrative Manual related to Periodic Review of Tenured Faculty in the Department of Physics and Astronomy:

1. Each tenured member of the faculty shall be evaluated at least once every five years; a normal evaluation expected for promotion to Professor as described in the Administrative Manual would serve this purpose.
2. The Department Chair shall inform the eligible faculty in the first department meeting of the academic year that they will be evaluated in the current academic year.
3. The faculty of the Department elects a committee of three tenured faculty at the rank of professor to serve as evaluators in the Department Peer Review Committee. The committee, which may not include any faculty member subject to evaluation, shall elect a chair.
4. Each evaluatee has the responsibility of preparing a short Professional Information File or current Curriculum Vitae. These documents shall contain data on: 1) Teaching Effectiveness; 2) Contributions to the Field of Study and 3) Contributions to the University and Community.
5. The Department Peer Review Committee shall have access to summaries of student evaluations of instructional performance obtained during the previous three years and any other documents or evidence in the public domain. They shall have access to evidence contained in the faculty member's Personnel Action File and Professional Information File or Curriculum Vitae.
6. When the evaluation is complete, the Department Peer Review Committee shall provide a written report of the evaluation to the faculty member under review, ten (10) days before it is sent to the College Dean.
7. After the evaluation process by the College Dean is completed according to the Administrative Manual, and before the end of the academic year, the Chair of the Department Peer Review Committee or designee shall meet with the faculty member and the Department Chair in order to discuss the evaluation and make plans for the future.