

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

Science and Mathematics

COLLEGE

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 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.

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MAR 29 2017

**Office of
Faculty Affairs**

BACKGROUND INFORMATION:

- Are proposed changes those of College or Department procedures? (check one)
- Date that current proposed changes were sent forward November 28, 2016
- Department or College initiating proposed changes Physics and Astronomy
- 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 the Dean who thought the existing criteria for promotion and tenure were not enough rigorous.

- For Department Personnel Procedures, list the date the department faculty voted to approve the proposed changes: 11 / 28 / 2016
- For College Personnel Procedures, list the date the college faculty voted to approve the proposed changes: / /

FOR DEPARTMENT PERSONNEL PROCEDURES: (Sign & Print Name)

<u>Ana Cristina Cadavit</u>	<u>11/28/16</u>
Chair, Department Personnel Committee	Date
<u>Sammy L.</u>	<u>11/28/16</u>
Department Chair	Date

FOR DEPARTMENT PERSONNEL PROCEDURES & COLLEGE PERSONNEL PROCEDURES:

<u>[Signature]</u>	<u>3-28-17</u>
Chair, College Personnel Committee	Date
<u>[Signature]</u>	<u>3/29/17</u>
College Dean	Date
<u>[Signature]</u>	<u>6/5/17</u>
Chair, Personnel Planning and Review Committee	Date

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

Revised 10.16

CRITERIA FOR PERSONNEL RECOMMENDATION
DEPARTMENT PERSONNEL PROCEDURES
DEPARTMENT OF PHYSICS AND ASTRONOMY

(Approved for submission by the Physics and Astronomy Faculty November 28, 2016)

The following is an interpretation of the Administrative Manual, Section 600, Criteria for retention, reappointment, tenure, and promotion decisions in the Department of Physics and Astronomy:

I. Reappointment (tenure track):

- A. Reappointment to the third year should not be recommended if the Department Personnel Committee feels certain that candidates have no reasonable chance of being granted tenure according to the criteria stated in Section II.

Evidence should be presented of teaching effectiveness, and if necessary of working towards improving teaching skills through peer mentoring. Also, it is expected that the candidates possess the potential, with more experience, to become effective instructors. It is desirable that the candidates have attracted interest from students to participate in their research.

To be granted retention, candidates must show that an independent research program is being established. The candidates must have submitted applications for internal funding, and for external funding as appropriate to the level of the required research infrastructure and the subfield.

The candidates are expected to show that they have begun to be active and responsible departmental citizens through participation in various departmental activities, such as: participation in committees, attendance at departmental faculty meetings, colloquia, and retreats.

- B. For reappointment to the fourth and fifth years there must be evidence that the candidates continue to make progress to meet the standards for tenure (as in section II) within the normal timeframe if they continue their current trajectory.

Candidates should demonstrate high quality and effective teaching, or of continuous improvement. Sustained involvement of students in research activities is expected as well as participation in thesis committees.

An independent research program must have been established and ongoing. The candidates should have been regularly submitting internal and external grant proposals. For reappointment to the fourth year candidates must have published in refereed journals or present hard evidence that publications are imminent. Funding secured from internal and/or external small grants will be taken as evidence that an independent research program is being established but is not a replacement for major-grant proposals. For reappointment to the fifth year candidates must have refereed publications and present evidence that external funding has been secured or that it is being persistently sought.

Candidates should participate in departmental activities as required for reappointment to the third year, and contribute to departmental service needs including: membership in departmental committees and/or as department representatives to the College and University. It is expected that they serve their professional community as reviewers for publications and proposals.

II. Granting of Tenure:

The tenure decision is the most important personnel decision. The candidates must meet the criteria within the following areas and provide evidence to the Department Personnel Committee and the Department that activity and growth in these areas will continue after tenure is granted and that the candidates will continue to meet the criteria in Section 600 on Professional Responsibility. The overall recommendation for tenure and/or promotion will give more weight to teaching and scholarship than to service for all actions.

A. Teaching Performance and Qualifications for Teaching: The candidates must have demonstrated to the satisfaction of the Department Personnel Committee that they have achieved a high level of teaching effectiveness. The Department considers an important element of its mission to offer students opportunities to learn through research experiences.

The following will be used as evidence to assess the teaching effectiveness of the candidates:

1. Positive reports of class visits by the Department Chair and at least one member of the Department Personnel Committee, who each will visit at least one of the classes taught by the candidates per year.
2. Student evaluations consisting of both computer-graded multiple-choice questions, and written comments. The scores will be assessed in the context of each class, taking into account the course level, target audience, size, and the number of times that the instructor has taught the course.
3. Sponsoring and supervising students in research, mentoring of students, and serving on thesis committees.
4. Additional materials may include: curriculum development, teaching innovations, teaching awards, other student input as described in Section 600 of the Administrative Manual.

B. Research and Scholarship:

It is required that the candidates have established an ongoing research program at CSUN, with evidence of a clear trajectory for future work and productivity. The contributions to research and scholarship will be primarily assessed by peer-reviewed publications and external grant proposals.

1. By the time of the tenure review the candidates must have published results based upon research carried out since they were hired at CSUN. The quality of publications is the most important criterion, but the number of publications will also be considered as an important factor. The quality of the publications will be judged by a combination of criteria: impact factor of the journal, discussion/citations of the publication(s), expert opinion within the Department and of outside reviewers (see point 3 below). A minimum of four peer-reviewed publications in which the candidates have made major contributions are expected during the tenure-earning

years. Credit in the publication category will be given to refereed conference proceedings, book chapters and university/scholarly press published books, but will not be a substitute for the minimum of peer-reviewed journal articles.

2. Candidates should demonstrate that throughout their probationary period they have been consistently submitting grant proposals to support their research and that of their students. At the time of consideration for tenure, candidates must demonstrate that they are capable of securing external funding. As funding success will very likely require multiple submissions per year, if funding was not obtained, continually improving and strongly favorable peer reviews of proposals will be viewed as evidence of significance in research and productivity and likely future success.
3. The Department Personnel Committee and the Department Chair will solicit outside evaluation from peers in the area of expertise of the candidates in order to assess objectively the quality and originality of their scholarly contributions to the field of study. The candidates can expect to be compared with other respected researchers who are at similar points in their careers and who may have obtained tenure at universities with a comparable teaching load.

The Personnel Committee and the Department Chair, with mutual agreement of the candidates, will select three external reviewers. Two of the reviewers will be from experts in the field who know the candidates well (a former advisor, collaborator or co-author), and the third will be selected from a list of six experts in the field provided by the candidates that has no close ties to the candidates.

4. Additional evidence of the candidates' standing in their field of study may include invitations to speak at other universities or conferences and appointments to grant review panels.

C. Contributions to the University and Community:

The candidates are expected to serve on Department and College and/or University committees and demonstrate initiative for improving the academic welfare of the students and the Department. Of equal importance is the expectation that the candidates serve their professional communities. This may include: chairing committees, service as reviewers for publications and proposals, and organization of conference sessions.

Memorandum of Understanding (MOU)

During the first semester after appointment, the tenure track faculty member and the Department Chair will develop a plan outlining the expectations that the faculty member will have to meet in order to be recommended for tenure. The plan will provide guidance, in as specific detail as practical, as to what the faculty member needs to accomplish in teaching, research, and service to the Department, College, and University. A letter describing the plan will be drafted and then signed by the Chair of the Department, the Chair of the Department Personnel Committee, the Dean of the College, and the tenure track faculty member. This document will be filed in the faculty member's PAF. Upon the agreement of the faculty member, and the current Chair of the Department Personnel Committee, Department Chair and the Dean, the original MOU document may be amended in the future. If agreement cannot be reached by the various parties upon a specific plan for the MOU document, the probationary period will follow the criteria listed in Section 600 of the Administrative Manual and the supplementary criteria of the Department and

College Personnel Procedures.

III. Promotion to Associate Professor:

Normally, promotion will be recommended at the same time when the decision on tenure will be made. However, promotion with or without tenure can be recommended earlier in the candidates' probationary period if sufficient strength is demonstrated to the Committee as specified in Section V below.

IV. Promotion to Professor:

The candidates must have continued to perform at a significant level in all areas of Section II above and provided evidence that this activity will continue after promotion. Tenured faculty members in the rank of Associate Professor will normally be considered for promotion when they have served five years in the same rank and every year thereafter until promotion is granted. However, promotion can be recommended earlier if sufficient strength is demonstrated to the Committee as specified in Section V below. An important guiding criterion for promotion to Professor should be that the candidate has a record of accomplishments that exceeds the standard for promotion to Associate Professor.

- A. Candidates for promotion to Professor must demonstrate a sustained high level of teaching effectiveness in the classroom. They should have also established a successful record as research mentors of undergraduate and graduate students.
- B. For promotion, the candidates must have established a record of sustained research productivity as represented by high quality peer reviewed publications and pursuit of external funding to support their work and that of their students. Criteria for evaluation of scholarly publications is described in Section II. In addition to the contributions described in Section II, additional evidence of scholarship at the Professor level may be given by published textbooks, review articles, book reviews, and election to fellowship in learned societies.
- C. Candidates are expected to serve on Department, College and/or University committees, and their professional communities. For promotion to Professor, candidates must demonstrate that they have contributed more to service than is expected for promotion to Associate Professor. Examples of service at this level also include: serving as reviewers for publications and proposals, chairing committees, chairing sessions and serving as officers at professional societies, providing editorial services for journals, and organizing workshops/sessions/conferences.

V. Early Promotion:

Promotion to Associate Professor with or without tenure, as well as to Professor, can be recommended **one year** before the normal period if candidates have demonstrated that they have met the criteria cited in Section 600 as well as the departmental criteria (Sections II and IV) in the areas of **teaching** and **research** for advancement to the next rank, and show the **promise for continuing that level of performance**. In order to establish sufficient evidence of significant accomplishments, the Department requires that additional criteria be satisfied.

- A. Candidates have actively mentored students in research projects.

- B. While at CSUN candidates have produced scholarship of high quality in a period of time shorter than that normally expected for regular promotion.
- C. Candidates have obtained external support for their research either alone or with collaborators.

Promotion to Associate Professor with or without tenure, as well as to Professor, can be recommended **two years** before the normal period if candidates have met the criteria cited in Section 600 as well as the departmental criteria (Sections II and IV) for advancement to the next rank, and have demonstrated an **exceptional record of achievements** in the area of **research** and show the **promise for continuing that level of performance**. In order to establish sufficient evidence of significant accomplishments, the Department requires that additional criteria be satisfied.

- A. Candidates are a corresponding author of publications in high impact journals for papers based on work done at CSUN.
- B. Candidates have obtained significant extramural support from multiple sources for their research, either alone or with collaborators. Significance may be determined by the total dollar amount of funding for several grants, by the dollar amount of a major grant compared to the average for a granting agency, or by how competitive, in a given year, is the program for which the award was received.