

**COVER SHEET FOR PROPOSED CHANGES TO DEPARTMENT/COLLEGE
PERSONNEL PROCEDURES
SECTION 600 (RETENTION, TENURE, AND PROMOTION)**

CSM
COLLEGE

Physics & Astronom
DEPARTMENT

In order to facilitate a complete and expeditious review by the Personnel Planning and Review Committee (PP&R) of the changes 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 coversheet for the written material you submit to PP&R. The Department and College Committees are responsible for ensuring that the proposed procedures are consistent with Section 600 or Section 700, and with the Collective Bargaining Agreement.

FORMAT: *A complete Word version of your existing procedures is required as the starting point for the proposed revisions. Any proposed changes to your existing procedures must be indicated using the Track Changes feature of Word. The personnel procedures and a cover sheet are required to be submitted even if there are no proposed changes.*

BACKGROUND INFORMATION:

- CHECK ONE:** Check the level the proposed personnel procedures are for: College level Department level
- Date that current proposed changes were sent forward 11/5/2020
- For Department Personnel Procedures:**
 - Indicate the date the department faculty voted to approve the proposed changes: 10/30/2020
 - Indicate the date the CPC voted to approve the proposed changes: _____
- For College Personnel Procedures:**
 - Indicate the date the college faculty voted to approve the proposed changes: _____
- (Optional) Briefly state the rationale for your proposed changes:** There is no change in the existing procedure.

Please email the following to Faculty Affairs email at faculty.affairs@csun.edu:

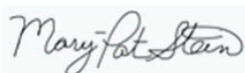
- WORD DOCUMENT WITH TRACKED CHANGES showing revisions to the personnel procedures**
- Signed cover sheet in PDF format.**

FOR DEPARTMENT PERSONNEL PROCEDURES: (Sign & Print Name)

	11/06/2020
Chair, Department Personnel Committee	Date
Damian J. Christian	11/06/2020
Department Chair	Date

Digitally signed by Damian J. Christian
Date: 2020.11.06 10:36:13 -08'00'

FOR DEPARTMENT PERSONNEL PROCEDURES OR COLLEGE PERSONNEL PROCEDURES: (Sign & Print Name)

Chair, College Personnel Committee	Date
College Dean	Date
	06/11/2021
Chair, Personnel Planning and Review Committee	Date

<i>(for PP&R use only)</i>		
Spring 2021	Fall 2021 Fall 2024 (for changes in criteria)	Fall 2025
<i>Approval Date</i>	<i>Effective Date (see attached)</i>	<i>Date of Next Review</i>

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.