

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

Science and Mathematics

Physics and Astronomy

COLLEGE

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 April 18, 2007
3. Department or College initiating proposed changes Physics and Astronomy
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").  
The Department of Physics and Astronomy has reviewed, revised and approved its  
personnel criteria, policies and procedures. Since the Department didn't have the criteria  
for early promotion, the Chair and the Department Personnel Committee felt that it was  
necessary to develop clear and fair criteria for early promotion, so that the faculty  
members know what is required for early promotion consideration.
5. The proposed changes have been approved by the faculty of the College  or Department . (check one)

**FOR DEPARTMENT PERSONNEL PROCEDURES:**

**Signature on file.**

04/24/07

Chair, Department Personnel Committee

Date

**Signature on file.**

4/29/07

Department Chair

Date

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

**Signature on file.**

4-24-07

Chair, College Personnel Committee

Date

**Signature on file.**

4/24/07

College Dean

Date

**Signature on file.**

5/11/07

Chair, Personnel Planning and Review Committee

Date

(for PP&R use only)

8/07

Approval Date

F/07

Effective Date (see attached)

F'10

Date of Next Review

INTERPRETATION OF ADMINISTRATIVE MANUAL, SECTION 600  
CRITERIA FOR PERSONNEL RECOMMENDATION  
DEPARTMENT PERSONNEL PROCEDURES  
DEPARTMENT OF PHYSICS AND ASTRONOMY  
*Approved April 18, 2007*

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

I. Reappointment (tenure track):

Reappointment to the third year should not be recommended if the Committee feels certain that the candidate has no reasonable chance of being granted tenure according to the criteria stated below.

II. Granting of Tenure:

The tenure decision is the most important personnel decision. The candidate must meet the criteria within the following areas 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 604 on Professional Responsibility.

A. Teaching Performance and Qualifications for Teaching: The candidate must have demonstrated to the satisfaction of the committee abilities as a teacher and dedication to good teaching. The candidate must be acceptable in these areas for tenure to be recommended.

The following material will be used to assess the teaching effectiveness of a candidate:

1. Sample exams, syllabi, and other classroom materials in the candidate's PIF file.
2. Reports of classroom visitations by the Department Chair and at least one member of the Personnel Committee, who each will visit at least one of the classes taught by the candidate.

3. Student evaluations consisting of both computer-graded multiple-choice questions, and written comments.
4. Other student input as described in section 600 of the Administrative Manual

B. **Research and Scholarship:** It is required that the candidate be active in research and demonstrate a knowledge of current developments in his/her field. The candidate is required to publish results based upon research carried out since he/she was hired at CSUN, and is required to seek extramural funding to support his/her research program at CSUN. The Personnel Committee may solicit outside evaluation from peers in the area of expertise of the candidate in order to assess objectively the quality and originality of his/her scholarly contribution to the field of study.

The term "to publish results" is restricted to mean to report on the results of research in the form of *refereed articles*, which has been published or accepted for publication. The publication requirement refers only to publications not used in evaluations for prior promotions or hiring. In the event that an individual was promoted to associate professor without tenure, then all publications since hiring will be considered for tenure decision.

C. **Departmental, College and University Contribution:** The candidate is also expected to work on Department, College and University assignments and demonstrate initiative for improving the academic welfare of the students, the Department, the College and the University.

*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, 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 original MOU document, the probationary period will follow the criteria listed in section 600 of the Administrative Manual.

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 in the 3<sup>rd</sup>, 4<sup>th</sup> or 5<sup>th</sup> year of the candidate's probationary period if sufficient strength is demonstrated to the Committee as specified in Section V.

IV. Promotion to Professor:

The candidate must have continued to perform at a significant level in all areas of Section III above and engendered confidence within the Committee 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 in the 3<sup>rd</sup> or 4<sup>th</sup> year of the candidate's serving in the rank of Associate Professor if sufficient strength is demonstrated to the Committee as specified in Section V.

A. Teaching excellence is the primary criterion for promotion.

B. Evidence of research in the form of refereed publications is required. Normally, the candidate is also required to apply for extramural grant support for his/her research program at CSUN. The number of such publications and grant applications is subsidiary to the quality of the contributions, which may be determined through evaluation by authorities in the field and through references to the candidate's work in the literature. If the candidate suggests the authorities, they must not be former collaborators. Evidence of scholarship is given by published textbooks, review articles, book

reviews, paper refereeing, obtaining research grants, research proposal refereeing for granting agencies, chairing sessions at professional societies, invited lectures before professional groups, invited participation in colloquia, election to fellowship in learned societies, editing journals, etc. It is not required that the candidate perform in all of these areas. This listing simply illustrates areas to be used by the Committee for evidence of scholarly achievement. The level of achievement must be such as to bring credit to the Department and to engender respect for the candidate in the academic community.

C. A professorial candidate must, in view of the likelihood of his/her being called upon to serve in various administrative capacities, participate actively and effectively in University, College and Departmental affairs.

#### V. Early Promotion:

Promotion to Associate Professor with or without tenure, as well as to Professor, can be recommended earlier than normal if a candidate for **early promotion** has demonstrated an **exceptional record of achievements** in the areas of research and teaching and shows the **promise for continuing that level of performance**. Faculty who are candidates for promotion before the normal period must demonstrate that they meet and exceed, in a period of time shorter than that required for normal promotion consideration, all of the criteria cited in Section 632 as well as the departmental criteria for advancement to the next rank. In order to establish sufficient evidence of significant accomplishments, the Department strongly recommends that the candidate:

A. provides more learning experiences for students and makes more contributions to the instructional mission of the University than that normally expected for regular promotion. Examples include, but are not limited to, the following: developing a new laboratory or course, and providing research experiences for students,

B. produces scholarship of high quality in a period of time shorter than that normally expected for regular promotion,

C. obtains extramural support for her/his research either alone or with collaborators,

D. requests that the Department Chair or Personnel Committee gather outside evaluations from peers in the area of her/his expertise. The Personnel Committee and the Department Chair, with mutual agreement of the candidate, will select three external reviewers. External reviewers must be professionally capable to evaluate the candidate's scholarly work objectively and to comment on its significance in the discipline. 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 tenure at universities with a comparable teaching load.