

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

SECTION 600 (RETENTION, TENURE, AND PROMOTION)

CSBS

Political Science

COLLEGE

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.

BACKGROUND INFORMATION:

1. **CHECK ONE:** Are proposed changes those of College or Department procedures?
2. Date that current proposed changes were sent forward _____
3. **For Department Personnel Procedures:**
 - a. Indicate the date the department faculty voted to approve the proposed changes: Oct 21 and 28, 2022
 - b. Indicate the date the CPC voted to approve the proposed changes: _____
4. **For College Personnel Procedures:**
 - a. Indicate the date the college faculty voted to approve the proposed changes: _____
5. (Optional) Briefly state the rationale for your proposed changes: To improve and clarify our existing procedures as part of the standard review cycle.

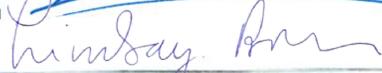
Please email the following to Faculty Affairs email at faculty.affairs@csun.edu:

1. **WORD DOCUMENT WITH TRACKED CHANGES** showing revisions to the personnel procedures
2. Signed Cover Sheet in PDF format.

FOR DEPARTMENT PERSONNEL PROCEDURES: (Sign & Print Name)

	LAWRENCE BECKER	11/1/2022
Chair, Department Personnel Committee		Date
	Tom Hogen-Esch	11-1-2022
Department Chair		Date

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

	Kristy Michael	11/22/22
Chair, College Personnel Committee		Date
		12/22
College Dean		Date
		May 31, 2023
Chair, Personnel Planning and Review Committee		Date

(for PP&R use only)		
SP 2023	FA 2023 FA 2026 for changes in criteria	FA 2027
Approval Date	Effective Date (see attached)	Date of Next Review

DEPARTMENT OF POLITICAL SCIENCE

PERSONNEL POLICIES AND PROCEDURES

October 2022

The Department of Political Science, in evaluating faculty for retention, tenure, and promotion, is guided by the criteria outlined in the *Administrative Manual* (Section 600). At each level of evaluation, we look for evidence of excellence in areas of

- 1) professional preparation
- 2) teaching effectiveness and direct instructional contributions
- 3) contributions to the field of study, and
- 4) contributions to the University, College, Department, and the community as well as professional and personal responsibilities.

Faculty members being considered for retention, tenure, and promotion must meet with the Department's Personnel Committee to discuss their progress towards promotion and/or tenure including their Professional Information File (PIF).

I. Teaching Effectiveness and Competence

Teaching effectiveness and competence are evaluated on the basis of: peer evaluation, student evaluation and, if provided, self-evaluation.

- A. Peer Evaluation: As defined in Section 600.
- B. Student Evaluation: The Department of Political Science requires that online student questionnaire evaluations shall be completed for all faculty members who teach. Online student evaluations will be administered in all classes offered by the Department.

The Personnel Committee of the Department will follow the procedures described below for student consultation in retention, tenure, and promotion decisions.

1. Prior to the review of candidates for reappointment, tenure, and/or promotion, the Department Personnel Committee will post a notice listing the faculty under consideration and will invite any interested students to submit written comments to the Department.
 2. The notice of faculty under consideration will be posted on the Department bulletin board five weeks prior to the submission of files by candidates. Students must submit any comments three weeks prior to submission of files. This notice also will be distributed to full-time faculty.
- C. Self Evaluation: All probationary faculty are required to provide a written statement in their PIF of their teaching philosophy, including goals and

methods, that will facilitate assessment of their teaching effectiveness at various levels of review. They also are urged to describe any innovations in teaching and the development of curriculum materials, special projects or other self-improvements, and their response to issues raised in student and peer evaluations.

- D. Also, to be considered under teaching effectiveness are such activities as supervising graduate culminating project research and high impact teaching activities, such as internships and service-learning opportunities. Supervision of graduate culminating projects will be evaluated based on how many students the faculty member supervises and the role the faculty member plays (i.e., chair or committee member). Positive recognition will be given to candidates who participate in high impact teaching activities, such as internships and service-learning opportunities.

II. Contributions to the Field of Study

- A. Pattern of Scholarly Activities: Political Science faculty are expected to make sustained contributions to the body of information within the purview of the discipline. Such activity can be evidenced in several ways, including but not limited to:
- actual or accepted publications
 - book reviews
 - active commitment to an ongoing research project (evidenced by research proposals and/or documents generated by such research)
 - presentation of completed research at professional organizations such as the American Political Science Association or the Western Political Science Association
 - professional honors (e.g., invited addresses, membership on outside granting and review committees).

In evaluating a candidate's professional commitment, the personnel committee will be concerned with both the quality of the contributions and the quantity.

- B. The Department of Political Science follows the definition of publication as stated in Section 600. These publications may appear in traditional published form or in electronic form. To be considered a publication, the text should have been subjected to scholarly peer review practices. By 'scholarly peer review practices' we mean any of the following:
- Double blind review
 - Single blind review

- Nonblind review by an editor or member of an editorial board, provided the reviewer holds a faculty position.

The characteristics of scholarly peer review include but are not limited to such features as a revision process, originality of work, evidence of research, and critical assessments. In case of dispute between the faculty member submitting and Committee, the work should be submitted with three accompanying external peer evaluations of the work in order to be considered equivalent to publication. External peer review shall consist of reviews by three peers from outside CSUN, one chosen by the Department Chair, one by the Department Personnel Committee Chair, and one by the candidate. A written work is considered published when it has been printed or when all revisions have been made and accepted.

- C. **Publication:** Department of Political Science faculty are expected to establish a record of scholarship and professional contributions to the field of political science. Candidates for promotion and tenure are expected to have demonstrated a sustained pattern of scholarly and professional activity. In the case of a candidate seeking promotion to Associate Professor, having had two peer-reviewed publications or equivalencies accepted since the date of appointment will meet the requirements, provided such work is published with CSUN as the institutional affiliation. In the case of a candidate seeking promotion to Full Professor, having had two peer-reviewed publications or equivalencies accepted since the candidate submitted their Professional Information File for promotion to Associate Professor will meet the requirements, provided such work is published with CSUN as the institutional affiliation. A published book will be sufficient to meet the two publication requirement, provided that: (1) the book is an original work; (2) the book has been subject to peer-review; (3) the book is published by a university or commercial press (not self-published); (4) if the book is an edited volume, and the candidate is one of the editors, the candidate also has authored or co-authored at least one chapter in the edited volume; and (5) if the book is co-authored, the candidate was one of no more than three authors. Major grants (of \$75,000 or more) funded by external organizations are also considered as publications, as are law review articles and book chapters in peer-reviewed volumes in the field of study.
- D. **Other Scholarly Contributions:** In case of dispute between the faculty member and Committee, the work should be submitted with three accompanying external peer evaluations of the work in order to be considered weighted equally to a publication. External peer review shall consist of reviews by three peers from outside CSUN one chosen by the Department Chair, one by the Department Personnel Committee Chair, and one by the candidate. A written work is considered published when it has been printed or when all revisions have been made and accepted.

III. Contributions to the University and Community

Candidates in the Department of Political Science will follow the criteria for assessing contributions to the University and community, as stipulated in Section 600. These include: active committee work at departmental or other levels, sponsorship of student organizations and/or activities outside the classroom, active student advisement, participating on any level of University governance, service on student committees outside the University (such as master's thesis or dissertation committees), media contributions, work with community groups and organizations, conferences and symposia, and participation in teacher preparation. This list is not meant to be exclusive of other activities that contribute to the mission of the Department and University.