

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

CSBS \_\_\_\_\_  
**COLLEGE**

POLS \_\_\_\_\_  
**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:**

- Are proposed changes those of College  or Department  procedures? (check one)
- Date that current proposed changes were sent forward 5/16/18
- Department or College initiating proposed changes POLS
- 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 clarify our intent during the normal review period.

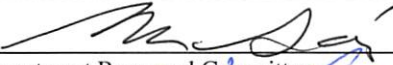

- For Department Personnel Procedures, list the date the department faculty voted to approve the proposed changes: 3 / 30 / 18
- For College Personnel Procedures, list the date the college faculty voted to approve the proposed changes: 3 / 30 / 18

**RECEIVED**  
CSUN

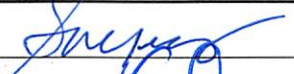

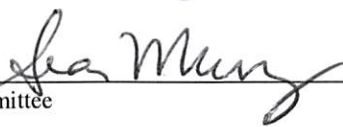
**MAY 23 2018**

Office of  
Faculty Affairs

**FOR DEPARTMENT PERSONNEL PROCEDURES: (Sign & Print Name)**

Martin Saiz		5-16-2018
Chair, Department Personnel Committee		Date
David Leitch		5/16/18
Department Chair		Date

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

Steven Graves		5/23/18
Chair, College Personnel Committee		Date
Matthew Cahn		5/23/18
College Dean		Date
Sean Murray		5/30/18
Chair, Personnel Planning and Review Committee		Date

(for PP&R use only)	F'18	S'23
<u>S'18</u>	F'21 (For changes in criteria)	
Approval Date	Effective Date (see attached)	Date of Next Review

Revised 10.16

**DEPARTMENT OF POLITICAL SCIENCE**

**PERSONNEL POLICIES AND PROCEDURES**

October 2017

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 on-line student questionnaire evaluations shall be completed for all faculty members who teach. A minimum of two (2) classes annually for each faculty member shall have such written student evaluations. The faculty member may select to have additional classes evaluated as well. Student evaluations shall be conducted in classes representative of the faculty member's teaching assignment. The classes to be evaluated shall be jointly determined in consultation between the faculty member being evaluated and the faculty member's Department Chair. In the event of disagreement, each party shall select 50 percent of the total courses to be evaluated. All probationary faculty members shall have student evaluations administered in two classes in each of their first two semesters of service.

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

1. The Department Personnel Committee will schedule a time and place when they will be available to confer with students concerning faculty who are being considered for retention, tenure, and promotion.
2. Approximately two weeks prior to the meeting date, a notice listing the faculty under consideration and the place and time of

the meeting will be posted on the Department bulletin board. This notice also will be distributed to full-time faculty.

3. On the day and during the announced hours for the meeting, students may meet individually with the Committee and students' comments will be used in the Committee's evaluations according to the procedures described in the Administrative Manual in the section "Oral or Written Comments About Faculty."
- C. Self Evaluation: All probationary faculty are encouraged to formulate their own teaching goals and their on-going methods of fulfilling these goals in ways that will clarify and 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, organization and supervision of field work, and development of field and service learning opportunities for students. Supervision of graduate culminating projects will be evaluated based on how many students are supervised and whether they successfully complete their projects. Organization and supervision of field work and service learning opportunities will be considered as part of the courses in which they take place, and thus can be discussed in self evaluations, peer evaluations, or student evaluations.

## 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. A candidate who has two scholarly peer-reviewed publications or equivalencies accepted since the date of appointment for probationary faculty or since promotion to Associate Professor in the case of candidates for promotion to Full Professor shall have met the requirements, provided such work is published with CSUN as the institutional affiliation. A published book that is an original work, has been subject to peer-review, and is published by a university or commercial press (not self published) will be sufficient to meet the two publication requirement. 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.