

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

SECTION 600 (RETENTION, TENURE, AND PROMOTION)

Health & Human Development
COLLEGE

Recreation & Tourism Management
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:

1. **CHECK ONE:** Check the level the proposed personnel procedures are for: College level Department level
2. Date that current proposed changes were sent forward November 5, 2021
3. **For Department Personnel Procedures:**
 - a. Indicate the date the department faculty voted to approve the proposed changes: November 3, 2021
 - b. Indicate the date the CPC voted to approve the proposed changes: November 23, 2021
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:** _____



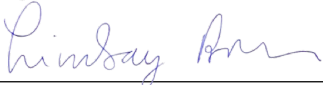
Please email the following to Faculty Affairs email at faculty.affairs@csun.edu:

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)

Joong-won Lee		11/5/21
Chair, Department Personnel Committee		Date
Mechelle Best		November 5, 2021
Department Chair		Date

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

		December 11, 2021
Chair, College Personnel Committee		Date
College Dean		<u>December 10, 2021</u>
College Dean		Date
		May 25, 2022
Chair, Personnel Planning and Review Committee		Date

<i>(for PP&R use only)</i>		
<u>SP 2022</u>	<u>FA 2022</u> <u>FA 2025 (for changes in criteria)</u>	<u>FA 2026</u>
Approval Date	Effective Date (see attached)	Date of Next Review

DEPARTMENT OF RECREATION AND TOURISM MANAGEMENT

PERSONNEL POLICIES & PROCEDURES

Introduction:

The Department of Recreation and Tourism Management (RTM) views the retention, tenure and promotion process as formative in nature and actively involves each candidate throughout the review process. Although the candidate has the obligation to meet established criteria, faculty colleagues have the obligation to support, encourage, and mentor candidates. Faculty will be provided the department personnel procedures each academic year as specified in Section 600. Throughout this document, the intent is to be compliant with Section 600 of the *California State University, Northridge (CSUN) Administrative Manual* for minimum standards.

I. Composition and Eligibility of Personnel Committee

When there is an insufficient number of RTM faculty (as described in Section 600) to constitute a personnel committee, the following procedure will be utilized to fill the minimum remaining seats on the committee.

1. Names of tenured campus colleagues of senior rank from other academically related departments will be submitted to the Department Chair by tenured/tenure track RTM faculty. Willingness to serve will be a precondition for submitting names to the Chair.
2. Those nominated will be contacted by the Department Chair to obtain permission to place their names on the ballot.
3. The ballot will then be created along with a short bio of each of the candidates. The ballot will be distributed to the tenure track faculty for their vote according to secure procedures.
4. The name(s) of those elected to serve will be disseminated to the entire faculty.

II. General Policies and Procedures

- A. The Department Chair, the Department Personnel Committee will advise each candidate regarding the retention, tenure, and promotion process consistent with Section 600. Advisement will include but will not be limited to guidance about the preparation and development of each faculty member's Professional Information File (PIF), the class visit process, selection of pertinent materials for review, and general information about the retention, tenure, and promotion process.
- B. The Department Personnel Committee will submit the RTM Personnel Policies and Procedures to the tenure track faculty for review and approval at least every five years consistent with University policy (or sooner if a majority of faculty wishes to do so).
- C. Preparation
 - 1. The Office of Faculty Affairs notifies the Department Chair of candidates eligible for retention, promotion and tenure, and supplies the “Academic Year Calendar of Personnel Procedures,” complete with deadline dates. Upon receipt of the information, the Department Chair will provide the “Academic Year Calendar of Personnel Procedures” as well as the RTM Personnel Policies and Procedures to RTM faculty. The Personnel Committee will then adopt and distribute to the faculty a specific calendar by which the retention, promotion, and tenure process will be implemented.
 - 2. Each faculty member under consideration may request to meet with the Department Personnel Committee and/or the Department Chair. The request must be made at least six weeks prior to the due date for the Department letters. The purpose of the meeting is to elaborate upon material in their Professional Information File.

III. Procedures for Gathering Teaching Effectiveness Data

- A. Class visits will be conducted by the Department Chair (or designee) and at least one member of the Department Personnel Committee, at least one time per year until the faculty member reaches the rank of Professor. Class visits will be conducted in a manner consistent with scheduling criteria and feedback criteria identified in Section 600. Visits will be completed early enough in the semester for inclusion in the personnel review cycle. Peer class visits from a representative set of courses (levels, types, and formats) taught since hire will be conducted for each candidate. Peer class visits will be conducted over the total period of review for each candidate.
 - 1. The RTM faculty approved *Teaching Effectiveness Peer Review Forms* will be used.
 - 2. Those conducting peer reviews will offer to meet with those being evaluated to discuss findings. Written reports of visits will be distributed to faculty as part of the review and will then be placed in the PAF according to scheduling criteria identified in Section 600: “A written report of the class visit shall be placed in the candidate’s campus mailbox and otherwise made available upon request within 14 calendar days after the peer class visit. The candidate may request a meeting to discuss the report, to be held within ten (10)

calendar days after the written report is placed in the candidate's campus mailbox. The candidate may also submit a rebuttal statement or response in writing within the ten (10) calendar days. At the conclusion of the ten (10) calendar days, the report, and any response or rebuttal statement, will be placed in the Personnel Action File and be sent to the Chair of the Department Personnel Committee and to the Department Chair. A copy of the report shall be retained in the candidate's Personnel Action File for a period of five years."

- B. Student evaluations of teaching effectiveness will be conducted for at least two different courses where possible with the minimum number of student evaluations consistent with Section 600. Additional evaluations may be requested by individual faculty members. At the conclusion of each semester, a copy of the completed campus standardized quantitative and qualitative student evaluation forms will be placed in the appropriate Personnel Action File (PAF).
 - 1. Scores demonstrating a significant variance (a standard deviation below the department mean or showing significant decline over previous years) from the Department's current mean will be discussed with the candidate by the Department Chair or designated faculty member. Since individual courses vary, comparison of student scores is one factor in the evaluation process. Candidates may include an explanation for such scores in the Personnel Information File (PIF).
 - 2. Upon receipt of the student evaluations of teaching effectiveness scores, the Department Chair will distribute to faculty under review the composite departmental median and mean scores and the standard deviation for all student evaluation of teaching effectiveness. Composite scores provide a baseline for comparison purposes for faculty involved in the retention, promotion and tenure process, as well as for providing faculty with a means of additional evaluation of their own scores.
- C. Samples of instructional materials, such as course syllabi, various forms of assessment and evaluation of student learning, electronic platforms or other documentation should be placed by the candidate in the PIF for review.

IV. Procedures for Student Consultation on Personnel Matters

Members of the Department Personnel Committee will receive student input regarding all areas of faculty responsibilities for candidates under review.

- A. Announcements will be disseminated by word-of-mouth, bulletin boards, through electronic communication (student mail-list), and other appropriate means.
- B. Only written testimony from students will be handled in accordance with Section 600. Student emails from CSUN-based accounts are acceptable. Other forms of written testimony must be identified and signed by the student.

V. Procedures for External Peer Review of Scholarship

Scholarly material not currently part of a systematic peer review process (e.g., peer reviewed journal article) can be submitted for peer review in order to evaluate the scholarship for acceptance as a *Category One* product (see Section VI.C.1, 2 and 3). Peer review will be consistent with the following guidelines:

- A. The term “peer” refers to an individual outside of CSUN who has demonstrated expertise in the subject area of the material to be reviewed.
- B. Normally the “peer” would be from academic backgrounds consistent with the subject matter. However, individuals from outside academia who possess unique knowledge of the field or subject matter may be invited if their expertise is clearly identified.
- C. The candidate must obtain a peer review according to the process described herein.
 1. The candidate will make a written request for a peer review to the Department Personnel Committee with a copy to the Department Chair.
 2. For the purpose of forming a pool of potential reviewers, names with current resumes may be submitted by the candidate to members of the Department Personnel Committee, and the Department Chair within three weeks of the written request.
 3. The Department Chair and the Department Personnel Committee will jointly review and verify the peer reviewers' expertise within two weeks of receipt of names.
 4. A three-person peer review team will be identified within two weeks of verification of expertise. One reviewer will be chosen by the candidate, one by the Department Personnel Committee and one jointly selected by the candidate and the Department Personnel Committee. If no agreement can be reached between the candidate and the Department Personnel Committee regarding the selection of the third reviewer, the Department Chair will make that selection.
 5. A single-blind review of the submitted work will be conducted. Materials will be sent to each peer reviewer with explicit instructions to return the review to the Department Chair within six weeks. The Department Chair will provide the reviews to the candidate. The candidate then has the choice of adding this scholarship submission to his/her PIF as evidence of a significant scholarly or creative activity (Section VI-C-1 of this document). The individual reviews will be submitted to the Department Personnel Committee but do not need to be included in the PIF.
 6. An aggregate mean score of 3.5 or higher on the faculty approved RTM *Scholarly Peer Review Form* is considered acceptable as a peer-reviewed scholarly contribution.

VI. Criteria for Making Judgments for Retention and Promotion

A. Teaching Effectiveness and Direct Instructional Contributions

Evidence of effective teaching and instructional contributions includes but is not limited to the following:

1. Course outlines, syllabi, reading lists and other instructional materials/platforms.
2. Student evaluations of teaching effectiveness that meet or exceed the department mean scores of the last three years. (Scores more than a standard deviation below the department mean or scores showing significant decline over previous year/s are discussed with the faculty person as outlined in Procedures Section III).
3. Reviews that reflect an aggregate mean of 3.5 or higher on the RTM faculty approved *Teaching Effectiveness Peer Review Form*.

B. Contributions to the Field of Study

The key principles for evaluation by the department are documentation of several types of scholarship, dissemination of the scholarship, and evidence of the quality of scholarship by a peer reviewed process.

The relative weight of any type of scholarship will be determined in the context of departmental and university mission and needs, combined with personal strengths and interests of the faculty member. The scholarship/creative endeavors must relate to the recreation, hospitality, and/or tourism field of study.

Category One and *Category Two* reflect a broad range of scholarship. *Category One* reflects specific material that is peer-reviewed and disseminated through traditional publication or non-traditional distribution. *Category One* scholarship represents products that can be disseminated through classic academic distribution channels (e.g., journals). *Category Two* reflects other important forms of scholarship that are presented to the field through means other than those described in *Category One*.

The aforementioned broad range of significant scholarly or creative endeavors represent the minimum criteria for contributions to the field of study for RTM faculty. At least 3 of the following activities are required from *Category One* and at least 3 activities from *Category Two* are required while under consideration for tenure and/or promotion to Associate Professor. At least 3 activities from *Category One* and 3 activities from *Category Two* are required for advancement to the rank of Professor.

Materials counted in an earlier promotion/tenure decision may not be used in subsequent promotion decisions. The following criteria clarify the definition of publication and will

be acceptable evidence of publication: Category One has three expressions (A, B, C). Category Two has multiple expressions (a through o)

Faculty are expected to subject their publication outlets to appropriate scrutiny before submitting for publication. This is to avoid the myriad pitfalls that come from predatory publication practices. If a journal is suspected to be predatory, the DPC will conduct further investigation to determine if it is. Faculty who publish in suspect and/or identified predatory journals may not receive appropriate credit toward RTP. The University provides a repository of information on predatory publishing. All publications must be scrutinized using the University Library's Predatory Publishing guide https://libguides.csun.edu/predatory_publishing to determine whether an article has been published in a peer-reviewed and non-predatory journal.

1. *Category One-A: Published Scholarly and Creative Activity Contributions Resulting from an Established Peer Review Process.*
 - a. An article published in a refereed professional or other scholarly journal, or a letter of acceptance from a journal with a copy of the accepted article.
 - b. A professionally peer-reviewed published book or monograph or a letter of acceptance from the editor and/or the publisher with a copy of the submitted book or monograph.
2. *Category One-B: Significant Scholarly or Creative Activities that Include an Existing Peer Review Process*
 - a. A chapter in a peer-reviewed professionally published book or monograph or a letter of acceptance from the editor and/or the publisher with a draft of the submitted chapter.
 - b. Artistic products that have a juried or refereed process such as competitively reviewed murals, poetry, performance, music.
3. *Category One-C: Significant Scholarly or Creative Activities that Require External Peer Review.*

The following range of contributions will be considered as significant scholarly or creative activities as they have established peer-review systems. The assumption is that any significant scholarly or creative activities would not show evidence of a personal or professional conflict of interest. Examples of scholarship that can be submitted for external peer review using the *Scholarly Peer Review Form* are listed below:

- a. Media presentation suitable for education/commercial use (e.g., videotapes, slide presentations, TV materials) and accepted for use by a licensed commercial or public media broadcaster, or accepted for distribution by a national organization which distributes such material, or by a national professional organization which

endorses the material for sale or distribution to its membership, subject to external peer review.

- b. Instruction manual accepted for publication designed to complement a published text and submitted for external peer review.
- c. Design of recreation, play, or tourism structure or product or item accepted for marketing by a manufacturer and subject to external peer review.
- d. Computer software suitable for instructional purposes or professional development, and accepted for distribution by a commercial computer software company, submitted for external review.
- e. Funded or unfunded research with clear written products that are publicly available, but not resulting in traditional publication, subject to external peer review (as described in section 5).

4. *Category Two: Contributions to the Field of Study:*

The Department of Recreation and Tourism Management values other contributions/scholarly activities in addition to publications. Examples include:

- a. Invited lecturer or non-peer-reviewed platform/poster presenter at professional conferences
- b. Author of peer-reviewed grant awards
- c. Recognition as an exemplary scholar award at regional, state, regional, national or international professional association
- d. Author of published reviews of books, book chapters, and published articles
- e. Reviewer of manuscripts for professional or scholarly journals
- f. Reviewer of research proposals for granting agencies
- g. Chairperson of sessions at professional conferences
- h. Invited participant at colloquia
- i. Author of published abstracts in a peer-reviewed journal
- j. Design and implementation of curriculum for professional development programs in the field

- k. Author of national association position statement or paper when officially accepted and published by a national professional organization
 - l. Editor of proceedings for professional conference, etc., when those proceedings are published
 - m. Dissemination of evaluation or assessment studies for communities or recreation organizations serving those communities
 - n. Administration of grants awarded
 - o. A candidate may request to have other items be considered, subject to the decision of the Departmental Personnel Committee.
5. Other criteria considerations related to contributions to the field of study
- a. Co-authored (2 authors) or multi-authored (3 or more authors) publications require a statement explaining the level and nature of the candidate's contribution to that publication. Candidates may use the “PIF Co-authorship Disclosure Form” that is posted on the HHD website for this purpose.
<https://www.csun.edu/sites/default/files/2020%20HHD%20PIF%20PAF%20Authorship%20Disclosure%20Form.docx>
 - b. Publications should be closely related to the author’s identified field (s) of professional expertise and competence.
 - c. A significant revision of previously published materials for re-publication (e.g., a second edition) must be documented by a letter from the editor/publisher.
 - d. Participation in professional organizations and fulfillment of significant responsibilities should be documented by the candidates to describe their contribution.

C. Contributions to the University and Community

- 1. Clarification of the term “Community Service”
Community Service involves contributions of “services” to community agencies and organizations, which draw upon the academic expertise and professional competence of the candidate.
- 2. Clarification of the Term “Effective Participation”
“Effective participation” should be documented by the candidate to reflect elements such as: the nature of the committee assignment, the expenditure of time, the nature of the contribution made by the candidate, and the significance of this involvement as it contributes to the mission of the university.
- 3. Minimum criteria for contributions to the University and Community

A minimum of 4 different activities (from one or more of the example categories listed below in VI.C.4) must be completed for promotion to Associate Professor and tenure. Promotion from the rank of Associate Professor to the rank of Professor would require a minimum of 5 activities during the normal period in rank as outlined in Section 600.

4. Contributions to the University and community which help make a faculty member a valuable addition to the University, College, and Department include service on Departmental, College, and University Committees. In addition, service examples may include, but are not limited to the following roles:
 - a. Mentor a visiting scholar
 - b. Department chairperson
 - c. Guest lecturer or giving presentations related to discipline
 - d. Service on graduate committees at another regionally accredited College or University
 - e. Member of an external accreditation team
 - f. Teacher of a continuing education course
 - g. Clinical supervision
 - h. Primary writer of accreditation report
 - i. Extensive student advisement and mentoring
 - j. Leadership role in development of university-based program initiatives
 - k. Extensive recruiter of students and faculty
 - l. Provider of direct community services – may include presentations or consultations or training
 - m. Faculty advisor to a student organization
 - n. Peer adviser and mentor for retention, promotion, and teaching
 - o. Curriculum developer
 - p. Member or chairperson of a professional conference committee
 - q. Active (not honorary) board member in a community, professional, or educational organization or active implementation of organization initiatives

- r. Elected officer in professional organization
- s. Participation in training or other educational programs that result in certification or licensure

VII. Granting of Tenure

The tenure decision is the most important decision in the personnel process. The primary consideration for the award of tenure is benefit to the University and evidence of commitment to continued personal and professional development consistent with the Department and University expectations and criteria.

VIII. Criteria for Accelerated Promotion

A candidate who exceeds, in a period of time shorter than that required for normal promotion, all of the criteria cited in Section 600 as well as the Departmental criteria for advancement to the next rank, may request consideration for accelerated promotion prior to the normal period of review. The request for accelerated promotion will be consistent with Section 600.

Final Approval by PPR.

Submitted for updated review December 2021