

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

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 X procedures? (check one)
2. Date that current proposed changes were sent forward 4/27/07
3. Name of Department or College initiating proposed changes: Department of Recreation and Tourism Management
4. Proposed change(s) was(were) initiated at the request of Department Personnel Committee , College Personnel Committee , College Dean , PP&R , other Faculty (please specify). (If more than one applies, use a letter code to relate changes to specific initiators.)
5. 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"). (Again, if more than one applies, use a letter code to relate specific reasons to specific proposed changes.):
Name of department changed effective spring semester 2007. Changes are editorial only to reflect the name change and to reflect current language suggested by PP&R.

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COLLEGE OF HEALTH

6. If in a previous year you submitted an earlier version of the present proposed change(s) to PP&R, please provide the date of the previous submittal _____ and attach beneath this cover sheet a copy of the "rejection" memo sent to you at that time that specifies the reason(s) PP&R or College Personnel Committee could/would not approve the requested change(s).

FOR DEPARTMENT PERSONNEL PROCEDURES:

Signature on file. _____ Date 4/27/07
Chair, Department Personnel Committee

Signature on file. _____ Date 6/5/07
Department Chair

FOR DEPARTMENT PERSONNEL PROCEDURES & COLLEGE PERSONNEL PROCEDURES:

Signature on file. _____ Date 6/13/07
Chair, College Personnel Committee

Signature on file. _____ Date 6/17/07
College Dean

Signature on file. _____ Date 8-07-07
Chair, Personnel Planning and Review Committee

Approval 8/07 Effective F'07 Review F'11

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
Department of Recreation and Tourism Management

DEPARTMENT PERSONNEL PROCEDURES

The Department of Recreation and Tourism Management views the Retention, Promotion, and Tenure process as primarily formative in nature and encourages active involvement by the candidate throughout the review process.

I. PROCEDURES FOR EVALUATING TEACHING COMPETENCE:

Teaching effectiveness shall be appraised upon the basis of evidence provided through:

- A. Class visits by members of the Department's Personnel Committee and the Department Chair or other designees on an annual basis, or as determined by the faculty of the whole. Class visits shall be conducted early enough in the academic year for use during the annual personnel cycle. There shall be two visits: one scheduled each semester. Written reports of visits shall be distributed in accordance with the CSUN Administrative Manual. The results of class visits shall be shared with those being evaluated.
- B. Student evaluations of teaching effectiveness will be conducted in accordance with Section 600. Requests for additional evaluations may be requested by individual faculty members. In accordance with Section 600, after semester grades are assigned each faculty member will receive the results of his/her evaluation/s and shall place a summarized copy of the results in his/her Personnel Information File where it shall be retained for a minimum period of five years. Scores below 3.5, or scores showing significant decline over the previous year/s, are discussed with the affected non-tenured faculty person by the Department Personnel Committee. Candidates may include in the Personnel Information File an explanation for scores below 3.5 and/or scores showing a significant decline.
- C. Consultations held by the Department Personnel Committee with the following individuals and groups: (a) tenured faculty of the department; (b) students in the department; and (c) the individual faculty being considered.
- D. Evaluation of the appropriateness of instructional materials, course syllabi, examinations and tests, assignments and projects. These materials shall be submitted by the candidates with the Personnel Information File to the Department Personnel Committee for review.

II. PROCEDURES FOR STUDENT CONSULTATION ON PERSONNEL MATTERS

Members of the Department Personnel Committee will receive student input at a date, time, and place announced orally and on printed materials delivered to students in advance of the meetings. This process shall be completed during the fall semester, in accordance with Section 600.

This procedure shall include the following:

- A. Notices shall be posted on all Department bulletin boards and in proprietary classrooms advising students of dates and times they may consult with the Department Chair and members of the Personnel Committee regarding any faculty member. Such notices shall emphasize that responses are requested, both positive and/or otherwise.
- B. Students consult with the Department Chair and two members of the Department Personnel Committee. Oral testimony shall be processed in accordance with Section 600.
- C. Written statements from students regarding faculty will be handled in accordance with Section 600.

III. DEPARTMENT DEFINITION OF PUBLICATION OR EQUIVALENT:

In the case of co-authored publications or equivalents to publication, the candidate will provide a description of his/her role in the co-authorship.

- A. See Section 600 for specific application of publication requirements for promotion. The following activities shall be acceptable evidence of publication:
 - 1. Article/s published in professional journals or other scholarly journals that are subjected to an editorial board or a peer review body. Letter of acceptance from a publisher or editor of an article, which is accepted for publication.
 - 2. Published book.
- B. The following may be considered as equivalents to publication normally appropriate for promotion to the Associate Professor rank. Exceptions may be granted for consideration for advancement to Professor rank for work that is pioneering and has a national impact; or, in the opinion of the Department Personnel Committee, qualifies as a scholarly contribution to the field.
 - 1. Chapter in a published text.

2. Media presentation suitable for education/ commercial use (i.e. videotapes, slide presentations, TV materials) and accepted for use by licensed commercial or public media broadcaster, or accepted for distribution by a national organization which distributes such material or by a national professional organization who endorses the material for sale or distribution to its membership.
3. Instruction manual designed to complement a text and accepted for publication and submitted for external peer review.
4. Design of play structure or item accepted for marketing by a manufacturer and subject to external peer review.
5. Computer software suitable for instructional purposes or professional development, and accepted for distribution by commercial computer software company.

IV. CRITERIA FOR MAKING JUDGMENTS ON PUBLICATION OR EQUIVALENT:

- A. The Department of Recreation and Tourism Management procedures for evaluating equivalencies shall be in accordance with Section 600.
- B. All publications shall be evaluated as to scholarship and/or quality and significance to the field.
- C. Articles published in journals without established peer reviewing bodies must be submitted to external peer review by the candidate in consultation with the Department Personnel Committee. In consultation with the Department Personnel Committee, the RTP candidate may identify scholars in the candidate's disciplinary area of expertise to be asked to provide peer review in a specific area of scholarship. A current academic vita may be requested to confirm publications etc.
 1. If the candidate chooses to submit peer reviews from outside jurors (no less than 3), the following procedures will be followed:
 - (a) selection of three (3) jurors will be rendered by a majority vote of the department tenure track faculty;
 - (b) the Department Personnel Committee Chair, on behalf of the candidate, will then send a formal letter of request to (3) three jurors.

2. When materials are sent to a juror for review, explicit instructions are to be provided to the juror to return the review and/or material to the Department Personnel Committee Chair, who will in turn give it to the candidate as a blind review. The candidate then has the choice of adding this information to his/her personnel file. Further, a "Verification of Review Statement" shall be submitted by the juror to the Department Chair to verify that the blind review has been completed and returned to the candidate.

Personnel Committee Blind Review Form

<u>Criteria</u>	<u>Rating</u>				
Scholarly	1	2	3	4	5
Timely	1	2	3	4	5
Significance to Profession	1	2	3	4	5
Pioneering work	1	2	3	4	5

- 1=very descriptive
- 2=descriptive
- 3=somewhat descriptive
- 4=not descriptive
- 5=unable to assess

V. **DEPARTMENT POLICY: PERSONNEL COMMITTEE COMPOSITION:**

When there is not a sufficient number of RTM faculty to constitute a personnel committee, the following procedure will be utilized.

- A. Names of colleagues outside the department will be submitted to the Department Chair.
- B. The Chair will convene the tenure track faculty at which time these colleagues will consider individuals from other University disciplines to serve on the committee in accordance with Section 600. The process to consider these colleagues shall be as follows: (a) open discussion about a candidate's background, and (b) secret ballot vote to determine approval or disapproval of candidates.
- C. Those individuals deemed appropriate will be contacted by the Department Chair to obtain permission to place their names on the ballot.
- D. The ballot will then be distributed to the tenure track faculty for their voting.