

**COVER SHEET FOR PROPOSED CHANGES TO DEPARTMENT/COLLEGE  
PERSONNEL PROCEDURES  
SECTION 600 (RETENTION, TENURE, AND PROMOTION)**

Humanities  
COLLEGE

Religious Studies  
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.*

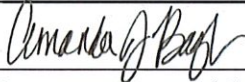

**BACKGROUND INFORMATION:**

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 04/19/2023
3. **For Department Personnel Procedures:**
  - a. Indicate the date the department faculty voted to approve the proposed changes: N/A
  - 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: The Department of Religious Studies is only using section 600 for its RTP procedures, without any additions or changes.

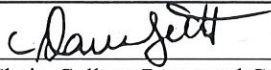

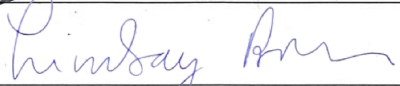
Please email the following to Faculty Affairs email at [faculty.affairs@csun.edu](mailto:faculty.affairs@csun.edu):

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)**

	04/18/2023
Chair, Department Personnel Committee	Date
	04/18/2023
Department Chair	Date

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

	4/19/2023
Chair, College Personnel Committee	Date
	19 APR 2023
College Dean	Date
	May 31, 2023
Chair, Personnel Planning and Review Committee	Date

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