

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

DNCBE
COLLEGE

SOM
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:

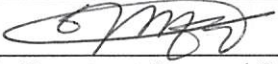
- Are proposed changes those of College or Department procedures? (check one)
- Date that current proposed changes were sent forward 11/30/2018
- Department or College initiating proposed changes Systems and Operations Management (SOM)
- Describe briefly the general reason(s) for your proposed change(s) (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 are (i) to formally include a policy on student evaluations of teaching for probationary faculty members that have been in place for many years, (ii) to clarify that we follow Section 600 and the College Faculty Handbook in evaluating professional responsibilities, and (iii) to delete words that duplicate those in Section 600. (TT)
- For Department Personnel Procedures, list the date the department faculty voted to approve the proposed changes: 11 / 29 / 2018
- For College Personnel Procedures, list the date the college faculty voted to approve the proposed changes: / /


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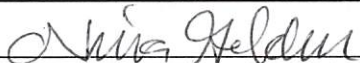
Office of
Faculty Affairs

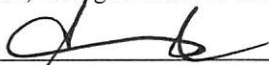
FOR DEPARTMENT PERSONNEL PROCEDURES: (Sign & Print Name)

 Jun-Yeon Lee
Chair, Department Personnel Committee 11/30/2018
Date

 Seung K. Paik
Department Chair 11/30/2018
Date

FOR DEPARTMENT PERSONNEL PROCEDURES & COLLEGE PERSONNEL PROCEDURES:

 Nina Golden
Chair, College Personnel Committee 12-5-18
Date


College Dean 12/6/18
Date


Chair, Personnel Planning and Review Committee 08/21/2019
Date

(for PP&R use only) <u>08/21/2019</u> Approval Date	Fall 2022 for changes in criteria <u>07/01/2019</u> Effective Date (see attached)	<u>Fall 2023</u> Date of Next Review
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Revised 10.16

(Revised in Fall 2018)
SYSTEMS AND OPERATIONS MANAGEMENT DEPARTMENT, CSUN
PERSONNEL POLICIES AND PROCEDURES FOR RETENTION,
TENURE, AND PROMOTION

I. PERSONNEL POLICIES AND PROCEDURES

Personnel policies and procedures of the Department of Systems and Operations Management for retention, tenure, and promotion shall be consistent with those enumerated in Section 600 of the California State University, Northridge, Administrative Manual and the David Nazarian College of Business and Economics Faculty Handbook.

II. EVALUATION OF TEACHING EFFECTIVENESS

Evaluation of teaching competence for Systems and Operations Management faculty members will be based on:

A. Class visits

The Department Chair shall make class visits or may designate a tenured member of the department other than a member of the Department Personnel Committee to make the visits. In addition, one class visit shall be made by a member of the Department Personnel Committee. Among the characteristics to be considered during these visits are:

1. Knowledge of the subject matter.
2. Organization and level of preparedness.
3. Clarity and coherence of presentation.
4. Use of examples to illustrate concepts.
5. Enthusiasm and energy during lecture.
6. Clarity and accuracy in answering questions.
7. Engaging students in the lecture.

All visits shall be scheduled by mutual agreement with the faculty member to be visited at least 5 days before the visits. A written report of each visit shall be submitted to the faculty visited and a copy shall be retained in the faculty member's Personnel Action File in accordance with Section 600 of the Administrative Manual. A copy of the report shall be submitted to the Department Chair and to the Chair of the Department Personnel Committee. The procedures for filing and responding to the written report of the class visit and their timeline will be based on Section 600.

B. Student evaluation of teaching

Student questionnaires will be administered according to the procedures adopted by the David Nazarian College of Business and Economics and included in the Faculty Handbook, except that all probationary faculty members shall have student evaluations administered in all classes in every Fall and Spring semester.

C. Any additional information such as course outlines, class handouts, examinations, etc. that the instructors may wish to include in their Professional Information File.

D. Variety and breadth of courses taught.

III. EVALUATION OF CONTRIBUTIONS TO THE FIELD OF STUDY

Evaluation of Contributions to the Field of Study shall be consistent with those enumerated in Section 600 of the Administrative Manual and the David Nazarian College of Business and Economics Faculty Handbook.

IV. EVALUATION OF CONTRIBUTIONS TO THE UNIVERSITY AND COMMUNITY

Evaluation of Contributions to the University and Community shall be consistent with those in Section 600 of the Administrative Manual and the David Nazarian College of Business and Economics Faculty Handbook.

V. EVALUATION OF PROFESSIONAL RESPONSIBILITIES

Evaluation of Professional Responsibilities shall be consistent with those in Section 600 of the Administrative Manual and the David Nazarian College of Business and Economics Faculty Handbook.