

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

COBAE
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.

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BACKGROUND INFORMATION:

- Are proposed changes those of College or Department procedures? (check one)
- Date that current proposed changes were sent forward 3/11/2014
- Department or College initiating proposed changes 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").

Cal. State Univ., Northridge
Office of Faculty Affairs

Reason: To reflect the new language in Section 600 regarding the written report of class visits.

- The proposed changes have been approved by the faculty of the College or Department . (check one)

FOR DEPARTMENT PERSONNEL PROCEDURES:

<u>[Signature]</u> (SIVA SANKARAN)	<u>3/11/2014</u>
Chair, Department Personnel Committee	Date
<u>A. Behzad</u> Ali Behzad	<u>3/11/2014</u>
Department Chair	Date

FOR DEPARTMENT PERSONNEL PROCEDURES & COLLEGE PERSONNEL PROCEDURES:

<u>[Signature]</u> Glen Whitman	<u>3/11/2014</u>
Chair, College Personnel Committee	Date
<u>[Signature]</u>	<u>3/12/14</u>
College Dean	Date
<u>[Signature]</u>	<u>4/2/14</u>
Chair, Personnel Planning and Review Committee	Date
	<u>4/2/14</u>

(for PP&R use only)	F'14	F'18
<u>S'14</u>	<u>F'17 (for changes in criteria)</u>	
Approval Date	Effective Date (see attached)	Date of Next Review

The new language that is being incorporated into the department's personnel procedures is:

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.

(Revised in Spring 2014 and approved by PP&R)
SYSTEMS AND OPERATIONS MANAGEMENT DEPARTMENT, CSUN
PERSONNEL POLICY 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 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 classroom 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, at least one but not more than three classroom visits shall be made by different members of the Department Personnel Committee with no more than one visitor in any one class meeting. 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 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 evaluation of teaching

Student questionnaires will be administered according to the procedures adopted by the College of Business and Economics and included in the Faculty Handbook.

C. Any additional information such as course outlines, class handouts, examinations, etc. that the instructor may wish to include in his/her 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 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 College of Business and Economics *Faculty Handbook*.