

**COVER SHEET FOR PROPOSED CHANGES TO DEPARTMENT PERIODIC REVIEW OF
TENURED FACULTY (POST-TENURE REVIEW) PROCEDURES**

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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 Post-Tenure Review 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 has determined that the proposed new or revised procedures are consistent with Section 600 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. Date that current proposed changes were sent forward 11/03/2020
2. Describe briefly the general reason(s) for your proposed change(s) (e.g., "proposed changes were initiated by the Department to be in compliance with the current Faculty Contract and Section 600"). _____
The proposed changes are (i) to be consistent with the language ("performance review") _____
in the Section 600, ii) to use all of the SEF information since the last review, _____
instead of just the past three years, and (iii) to incorporate the comments by PP&R liaisons. _____
In addition, there are some editorial/cosmetic changes. _____
3. List the date the tenured and probationary faculty of the Department voted to approve the proposed changes:
11 / 02 / 2020


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**

DEPARTMENT APPROVAL: (Sign & Print Name)

 _____ 11/03/2020
Date
Department Chair or Chair, Department Personnel Committee

COLLEGE APPROVAL: (Sign & Print Name)

 _____ 06-Jun-2021
Date
College Dean

PP&R APPROVAL:

 _____ 06/11/2021
Date
Chair, Personnel Planning and Review Committee

(for PP&R use only)	Fall 2021	
Spring 2021	Fall 2024 (for changes in criteria)	Fall 2025
Approval Date	Effective Date	Date of Next Review

Revised 3.30.20

SYSTEMS AND OPERATIONS MANAGEMENT DEPARTMENT, CSUN
POLICY ON EVALUATION OF TENURED FACULTY (POST TENURE REVIEW)

I. PURPOSE OF EVALUATION:

To assist tenured faculty in the development and/or improvement of their teaching effectiveness, contributions to the field of study, and contributions to the University and Community.

II. EVALUATION PROCEDURES:

The procedures will follow the guidelines indicated in Section 600 of the CSU Northridge Administrative Manual.

- A. Identification of Faculty Members to be Evaluated and Frequency of Evaluation.
Each tenured faculty member in the Department will be evaluated at least once every five years. A performance review for promotion or tenure will be considered an evaluation under these procedures. Pursuant to Section 600 faculty will not be reviewed while on sabbatical leave or leave of absence. Further, and pursuant to Section 600, participants in the Faculty Early Retirement Program (FERP) will not be required to undergo evaluation unless an evaluation is requested by either the FERP participant or the appropriate administrator. Notification will be given to the faculty at the beginning of the academic year.
- B. Election of the Peer Review Committee. Each year in which peer review evaluation must be done, the department faculty will elect two tenured full professors of the department, excluding those being evaluated, to serve as that year's Peer Review Committee.
- C. Calendar for Evaluation. Evaluation of eligible tenured faculty members will be done during the academic year in compliance with the schedule set by the office of the Dean.
- D. Evidence to be used in Evaluating Faculty Performance
1. Student evaluations of instructional performance in all courses evaluated since the last review.
 2. Reports of a minimum of one class visit by a member of the Peer Review Committee in accordance with the Department procedures.
 3. Current course syllabi, sample examinations and other course materials may also be submitted to the Peer Review Committee.
 4. A curriculum vitae highlighting the faculty member's activities since the last formal review is required. A brief statement from the faculty member describing activities

during the previous five years indicating currency in the field. Such activities could be research appropriate to the discipline, membership in appropriate professional organizations, attendance at professional conventions, attendance at seminars or workshops related to pedagogy, service on faculty committees dealing with instruction and/or faculty development, or outside work experience.

5. Contributions to the University and the community should be indicated as well.
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- E. The Written Evaluation. The Peer Review Committee will prepare a written evaluation and send it to the College Dean in compliance with Section 600 of the Administrative Manual. This evaluation will address teaching effectiveness, contributions to the field of study, and contributions to the University and the Community.
 - F. The Evaluation Conference. The Chair of the Peer Review Committee and the College Dean will meet with the tenured faculty member under review to discuss the faculty member's strengths and weaknesses along with suggestions, if any, for improvement. The meeting will take place prior to the end of the academic year. The Dean will submit a summary report to be placed in the faculty member's Personnel Action File.