

**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:

- Are proposed changes those of College or Department procedures? (check one)
- Date that current proposed changes were sent forward 4-16-09
- Name of Department or College initiating proposed changes Systems and Operations Management
- Proposed change(s) was(were) initiated at the request of Department Personnel Committee , College Personnel Committee , College Dean , PP&R , other (please specify). (If more than one applies, use a letter code to relate changes to specific initiators.)
- 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.)
Five Year Review
- 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).

RECEIVED

SEP 23 2009

Calif. State University, Northridge
Office of Faculty Affairs

FOR DEPARTMENT PERSONNEL PROCEDURES:

<u>[Signature on File]</u>	<u>(Avi Dechter)</u>	<u>9/23/09</u>
Chair, Department Personnel Committee		Date
<u>[Signature on File]</u>	<u>ALI BEHNEZHAD</u>	<u>9-23-09</u>
Department Chair		Date

FOR DEPARTMENT PERSONNEL PROCEDURES & COLLEGE PERSONNEL PROCEDURES:

<u>[Signature on File]</u>	<u>F. CONNETT</u>	<u>09/23/09</u>
Chair, College Personnel Committee		Date
<u>[Signature on File]</u>		<u>9/23/09</u>
College Dean		Date
<u>[Signature on File]</u>		<u>10-1-09</u>
Chair, Personnel Planning and Review Committee		Date

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next Review

(Proposed: 4-16-09)

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.

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*.