

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

Education

Secondary Education

COLLEGE

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.

**RECEIVED
CSUN**

AUG 30 2016

**Office of
Faculty Affairs**

BACKGROUND INFORMATION:

- Are proposed changes those of College or Department procedures? (check one)
- Date that current proposed changes were sent forward February 16, 2016
- Department or College initiating proposed changes Secondary Education
- 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 change requested by PP&R to separate these post-tenure review procedures
Proposed change requested by PP&R to separate these post-tenure review procedures
into a separate document with a separate cover letter. No other changes were requested or made.
- The proposed changes have been approved by the faculty of the College or Department (check one)

FOR DEPARTMENT PERSONNEL PROCEDURES:

<u>Norm Herr</u> Chair, Department Personnel Committee	<u>Julie Gainsburg</u> Date	<u>2/16/16</u> Date
<u>Julie Gainsburg</u> Department Chair		<u>2/16/16</u> Date

FOR DEPARTMENT PERSONNEL PROCEDURES & COLLEGE PERSONNEL PROCEDURES:

<u>Stacy J. Mowbray</u> Chair, College Personnel Committee	<u>8/30/16</u> Date
<u>Michael E. Sprung</u> College Dean	<u>8/30/16</u> Date
<u>[Signature]</u> Chair, Personnel Planning and Review Committee	<u>8/30/16</u> Date

(for PP&R use only)		
<u>S'16</u> Approval Date	<u>F'16</u> Effective Date (see attached)	<u>F'20</u> Date of Next Review

DEPARTMENT OF SECONDARY EDUCATION
PROCEDURES FOR THE PERIODIC REVIEW OF TENURED FACULTY

Approved by SED on October 8, 2015

Section 600 of the Administrative Manual mandates all academic personnel policies and procedures. This document describes additional Departmental procedures, consistent with Section 600 of the Administrative Manual.

2. PROCEDURES FOR THE PERIODIC REVIEW OF TENURED FACULTY

2.1 Full Professors already serving on the Department Personnel Committee will serve as the Peer-Review Committee (PRC) for post-tenure reviews.

2.2 A faculty member undergoing post-tenure review will submit a CV/resume outlining accomplishments since the prior review or promotion, using headings from Section 600. This CV/resume should be accompanied by selected supporting evidence and documentation for the major areas of accomplishment (e.g., publications, grants, awards, major initiatives). The PRC will establish a due date for these materials, based on deadlines set by the university and college, and will inform faculty needing post-tenure review of these dates.

2.2.1 The CV/resume and supporting evidence may be submitted in hard copy or electronically.

2.3 The post-tenure review follows the procedures described in Section 645.