

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

MDECOE  
COLLEGE

Secondary Educatic  
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.

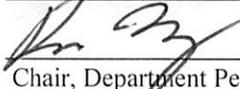
**FORMAT:** Please use a complete copy of your existing procedures as the starting point for the proposed revision that you submit to PP&R for approval. Strike over any text that you wish to have deleted from your written procedures, and/or underline any text that you wish to have added to your written procedures.

**RECEIVED**  
CSUN  
**NOV 08 2018**  
  
Office of  
Faculty Affairs

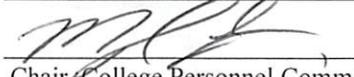
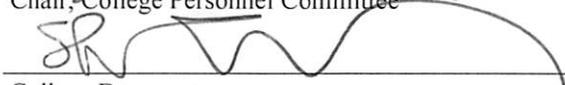
**BACKGROUND INFORMATION:**

- Are proposed changes those of College  or Department  procedures? (check one)
- Date that current proposed changes were sent forward November 2, 2018
- 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 addition initiated by department in response to advice given in "RTP Roadshow" to solicit faculty input on a colleague's RTP. No provision for faculty input currently exists in our department procedures.
- For Department Personnel Procedures, list the date the department faculty voted to approve the proposed changes: 11 / 1 / 2018
- For College Personnel Procedures, list the date the college faculty voted to approve the proposed changes:           /          /

**FOR DEPARTMENT PERSONNEL PROCEDURES: (Sign & Print Name)**

	Brian Foley	Nov. 2, 2018
	Chair, Department Personnel Committee	Date
	Julie Gainsburg	Nov. 2, 2018
	Department Chair	Date

**FOR DEPARTMENT PERSONNEL PROCEDURES & COLLEGE PERSONNEL PROCEDURES:**

	Miguel Ceja	11/5/18
	Chair, College Personnel Committee	Date
		11/7/18
	College Dean	Date
		08/21/2019
	Chair, Personnel Planning and Review Committee	Date

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

DEPARTMENT OF SECONDARY EDUCATION  
PERSONNEL POLICIES AND PROCEDURES  
FOR TENURE-LINE FACULTY

**Approved by SED on November 1, 2018**

Section 600 of the Administrative Manual mandates all academic personnel policies and procedures. The Department of Secondary Education Personnel Procedures for Tenure-Line Faculty describe additional Departmental procedures, consistent with Section 600 of the Administrative Manual.

## 1. PERSONNEL POLICIES AND PROCEDURES

### 1.1 Consideration for Retention, Promotion and Tenure

1.1.1 The Department Chair will provide a copy of the departmental personnel procedures to all faculty members prior to or during the first 14 days of instruction of the academic term.

1.1.2 The Department Personnel Procedures will be posted and maintained by the Department Chair on the Department's internal website.

### 1.2 Class Visits

1.2.1 Class visits will be made by the Department Chair and at least one representative of the Department Personnel Committee, or eligible tenured designees. Visits will be made at least once per year for each faculty member who is probationary or under consideration for promotion, as per the personnel-cycle schedule.

1.2.2 Visits by the Department Chair will be scheduled by mutual agreement between the faculty member and the Department Chair.

1.2.3 Visits by Personnel Committee member(s) will be scheduled by mutual agreement between the faculty member and a Department Personnel Committee member.

1.2.4 Visitors shall observe. They will not participate in class discussions.

1.2.5 The visitor will write a report documenting the teaching effectiveness of the candidate that is based on items such as knowledge of subject matter; assessment of student learning; engaging and supporting students in learning; creating and maintaining an effective environment for learning; planning, including attention to the needs of diverse learners; and professionalism.

1.2.6 Reports will be delivered to the candidate within 14 calendar days of the visit.

1.2.7 Upon receipt of the written report of the committee member, visited candidates may request, within five working days, an additional visit by a different committee member.

In this case both reports are submitted to the Personnel Action File.

1.2.8. Within ten working days of receiving the written report of the committee member, visited candidates may request a meeting with the visiting committee member to discuss the report and/or may submit a written rebuttal statement or response. At the end of the ten-day response period, any rebuttal/response statement will be placed in the Personnel Action File and sent to the Department Chair and Department Personnel Committee Chair.

### 1.3 Course Evaluations by Students

1.3.1 Student questionnaire evaluations shall be required for all faculty members who teach. A minimum of two (2) classes annually for each faculty member will have such student evaluations. Student evaluations shall be conducted in classes representative of the faculty member's teaching assignment. Unless consultation with an academic unit has resulted in an agreement by the administration and faculty to evaluate all classes, the classes evaluated shall be jointly determined in consultation between the faculty member being evaluated and the faculty member's Department Chair. In the event of disagreement, each party shall select 50% of the total courses to be evaluated.

1.3.2 Anonymous student evaluations for a minimum of two classes will be collected for Probationary Faculty in both the fall and spring semesters, provided they teach this many classes. Anonymous student evaluations for a minimum of two classes will be collected each academic year for tenured faculty.

1.3.3 Student evaluations will be available by the eighth week of class or as soon as available from the Office of Institutional Research each semester.

1.3.4 Department Staff will inform the Secondary Education faculty of the deadline for completing student evaluations each semester.

A. Faculty must follow approved Departmental instructions for the completion of student evaluation forms.

B. After grades have been turned in, and when available from the responsible University office, evaluation summary results are returned to the faculty member.

C. The evaluations will be divided between standardized forms and narrative appraisals. Copies of all evaluation results shall be placed in the Personnel Action File where they shall be retained in the Dean's Office for a minimum of five years.

D. The faculty member may choose to summarize narrative responses and standardized forms for inclusion in the Professional Information File.

#### 1.4 Procedures for Providing Students with the Opportunity to Consult with the Department Personnel Committee

1.4.1 The Department Chair will post a notice on the Department bulletin board and throughout the College of Education early enough in the academic year to be useful to the retention, tenure, and promotion process, advising students of the opportunity to consult with the Department Personnel Committee regarding the teaching performance of probationary or tenured faculty members under consideration for reappointment, tenure, and/or promotion. The Department Chair will also email the notice to all current department instructors asking them to forward the information to all current students.

1.4.2 Students may contact or consult with the Department Personnel Committee as follows:

- A. Meet with the Department Personnel Committee at a time scheduled by the Committee. If verbal comments from students are substantive, the students will be asked to put them in writing with their signature and CSUN ID number.
- B. Submit a statement of their views, in writing with their signature, to the Chair of the Department Personnel Committee.

1.4.3 The Department will follow procedures established in Section 600 regarding oral and written comments about faculty.

#### 1.5 Procedures for Providing Tenured Department Faculty Members with the Opportunity to Consult with the Department Personnel Committee

1.5.1 By email or at a department meeting, the Department Personnel Committee will notify tenured department faculty members of the opportunity to consult with the Department Personnel Committee regarding the teaching performance, scholarship, and/or service of probationary or tenured faculty members under consideration for reappointment, tenure, and/or promotion. This notification must come early enough in the academic year to be useful to the Retention, Tenure, and Promotion process, and it must explain the process and timeline for consultation.

1.5.2 Tenured department faculty members may contact or consult with the Department Personnel Committee as follows:

- A. Meet with one or more members of the Department Personnel Committee at a time convenient to all parties but before the Department Personnel Committee's stated deadline. If the verbal comments from a faculty member are substantive, the faculty member will be asked to put them in writing with their signature.
- B. Submit a statement of their views, in writing with their signature, to the Chair of the Department Personnel Committee, before the Department Personnel Committee's stated deadline.

1.5.3 The Department will follow procedures established in Section 600 regarding oral and written comments about faculty.

## 1.6 Significant Scholarly and Creative Contributions to the Field of Study

1.6.1 The department recognizes as significant contributions to the field of study, peer-reviewed scholarly books and peer-reviewed articles that are published by recognized presses and journals (including peer-reviewed e-journals) devoted to 1) the candidate's academic discipline or closely-related field; and 2) pedagogical research and/or teacher education in the candidate's academic discipline or closely-related field.

1.6.2 The University definitions for publication delineated in Section 600 are followed.

1.6.3 Scholarly and Creative Contributions to the Field include originally developed multimedia works, computer software, web-based resources, externally funded grant proposals, curricular materials, and translations of major works. These shall be considered if there is documented evidence of external peer review.

1.6.4 Material that has not been peer reviewed may be accepted as a significant or creative contribution to the field of study after the candidate submits it to the following review process. The candidate, the Department Personnel Committee, and the Department Chair will each select an external peer reviewer who shall be a:

(1) professor at another institution of higher education who is in a field related to the work

or

(2) recognized and qualified professional representing an academic organization, e.g., Association of Supervision and Curriculum Development, National Council of Teachers of English, National Council of Teachers of Mathematics, International Reading Association

or

(3) member of a K-12 or other institution who has expertise in the field of study (maximum of one reviewer in this category). Expertise is defined as having a record of significant scholarship in the field, and/or holding a professional position in the field and/or national/international recognition in the field.

Each of the three reviewers will be asked to comment in writing on the quality of the material with respect to standards of the field, the material's originality, and its impact in the field. These reports will be submitted to the Personnel Action File to be considered by the individuals and committees reviewing the candidate's file.