

PERSONNEL PROCEDURES

SECTION 600 (RETENTION, TENURE, AND PROMOTION)

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 changes 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 coversheet for the written material you submit to PP&R. The Department and College Committees are responsible for ensuring that the proposed procedures are consistent with Section 600 or Section 700, 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.

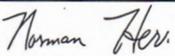
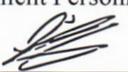
BACKGROUND INFORMATION:

- CHECK ONE:** Check the level the proposed personnel procedures are for: College level Department level
- Date that current proposed changes were sent forward November 5, 2020
- For Department Personnel Procedures:**
 - Indicate the date the department faculty voted to approve the proposed changes: November 5, 2020
 - Indicate the date the CPC voted to approve the proposed changes: _____
- For College Personnel Procedures:**
 - Indicate the date the college faculty voted to approve the proposed changes: _____
- (Optional) Briefly state the rationale for your proposed changes:** to reflect the campus emphasis on community-based learning and scholarship.

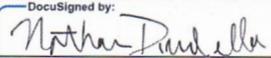
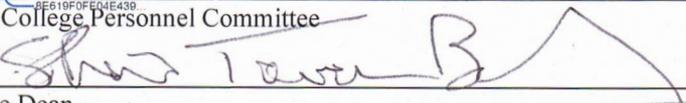
Please email the following to Faculty Affairs email at faculty.affairs@csun.edu:

- WORD DOCUMENT WITH TRACKED CHANGES showing revisions to the personnel procedures**
- Signed cover sheet in PDF format.**

FOR DEPARTMENT PERSONNEL PROCEDURES: (Sign & Print Name)

	Norm Herr	November 5, 2020
Chair, Department Personnel Committee		Date
	Julie Gainsburg	November 5, 2020
Department Chair		Date

FOR DEPARTMENT PERSONNEL PROCEDURES OR COLLEGE PERSONNEL PROCEDURES: (Sign & Print Name)

<small>DocuSigned by:</small> 	Nathan Durdella	11/9/2020
Chair, College Personnel Committee		Date
	Mary-Patricia Stein	11/10/2020
College Dean		Date
	Mary-Patricia Stein	06/11/2021
Chair, Personnel Planning and Review Committee		Date

(for PP&R use only)		
<u>Spring 2021</u>	<u>Fall 2021</u>	<u>Fall 2025</u>
<u>Spring 2021</u>	<u>Fall 2024 (for changes in criteria)</u>	<u>Fall 2025</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 5, 2020

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 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 Provide Written Feedback to 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 provide written feedback to 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 provide feedback to the Department Personnel Committee by submitting a statement of their views, in writing with their name, to the Chair of the Department Personnel Committee, before the Committee's stated deadline.

1.4.3 The Department will follow procedures established in Section 600 written feedback about faculty.

1.5 Procedures for Providing Tenured Department Faculty Members with the Opportunity to Provide Written Feedback to 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 provide written feedback to 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 providing this feedback.

1.5.2 Tenured department faculty members may provide feedback to the Department Personnel Committee by submitting a statement of their views, in writing with their name, to the Chair of the Department Personnel Committee, before the Committee's stated deadline.

1.5.3 The Department will follow procedures established in Section 600 written feedback 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. The Department also recognizes community-based research and creative projects. This scholarship includes artistic, critical, collaborative, scientific, and humanistic work that influences, enriches, and improves the lives of people beyond the academy and is visible to and shared with community stakeholders. Part or all of a community-based project may be considered a scholarly or creative contribution to the field if it results in a tangible product that can be disseminated and peer reviewed and that has implications for the research and practice in the field of education. The works described in 1.6.3 shall be considered if there is documented evidence of external peer review, as per 1.6.4.

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

1.7 Contributions to the University and Community

University policy (Section 632.5.2) requires that "positive recognition shall [...] be given to those faculty who make significant contributions in advancing University programs dealing with teacher education and/or internationalizing education." In addition, the department recognizes the following forms of collaborative work:

- with other departments and faculty in the College of Education;
- with departments and faculty associated with the other departments and colleges within the university;
- and with the wider community (schools, ethnic and linguistic communities, museums, non-profit organizations, and businesses), especially when such collaboration involves uncompensated work and draws crucially from the candidate's areas of academic, research, or professional expertise.

Especially valued in this regard are community-based projects that create strong and sustained partnerships between the campus and community agents, and that base their project design in a reciprocal and mutually beneficial model for the campus and the community.