

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

MICHAEL D. EISNER

COLLEGE OF EDUCATION

**COLLEGE**

SECONDARY EDUCATION

**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**

**DEC 12 2013**

**BACKGROUND INFORMATION:**

**Office of  
Faculty Affairs**

- Are proposed changes those of College  or Department  procedures? (check one)
- Date that current proposed changes were sent forward NOVEMBER 7, 2013
- 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").  
The proposed changes are minor changes in procedures and wording, not major changes in substance.
- The proposed changes have been approved by the faculty of the College  or Department . (check one)

**FOR DEPARTMENT PERSONNEL PROCEDURES:**

DAVID L. MOQUEL 11/7/13  
Chair, Department Personnel Committee Date  
Mike Rivers [Signature]  
Department Chair Date

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

Mervin A. Simon 11/21/13  
Chair, College Personnel Committee Date  
Mervin A. Simon [Signature]  
College Dean Date  
Sheila Grant 8/26/14  
Chair, Personnel Planning and Review Committee Date

(for PP&R use only)		
<u>S'14</u>	<u>F'14</u> <u>F'17 (for changes in criteria)</u>	<u>F'18</u>
Approval Date	Effective Date (see attached)	Date of Next Review

DEPARTMENT OF SECONDARY EDUCATION  
PERSONNEL PROCEDURES

Approved by PP&R on April 30, 2014

Section 600 of the Administrative Manual mandates all academic personnel policies and procedures. Section 1 describes additional Departmental procedures, consistent with Section 600 of the Administrative Manual.

I. DEPARTMENTAL PROCEDURES

**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 website.

**1.2 Class Visits**

1.2.1 Class visits shall be made by the Department Chair and at least one representative of the Department Personnel Committee or their designees.

1.2.2 Written student questionnaire evaluations shall be required for all faculty members who teach. A minimum of two (2) classes annually for each faculty member shall have such written 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. Student evaluations of at least two classes of probationary faculty members in their first year of service at this University shall be administered in both Fall and Spring semesters.

1.2.3 Visits by the Department Chair shall be scheduled by mutual agreement between the faculty member and the Department Chair.

1.2.4 Visits by Personnel Committee member(s) shall be scheduled by mutual agreement between faculty member and a Department Personnel Committee member.

1.2.5 Visitors shall observe. They shall not participate in class discussions.

1.2.6 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.

1.2.7 Reports will be distributed as follows: Original to the candidate, with copies to the Department Chair, Chair of the Department Personnel Committee, and the Dean of the College of Education, for inclusion in the candidate's Personnel Action File In the Dean's Office.

1.2.8 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.

1.3 Anonymous student evaluations for a minimum of two classes will be collected for Probationary Faculty in both the fall and spring semesters. Anonymous student evaluations for a minimum of two classes will be collected each academic year for tenured faculty.

1.3.1 Department Staff will have the packets for the student evaluations ready by the eighth week of class or as soon as available from the Office of Institutional Research each semester.

1.3.2 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. Student proctors will distribute and collect forms, seal envelope, sign across the seal, and return the envelope to the Department of Secondary Education.

B. The envelope will be submitted by Department Staff following the established University protocol.

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

D. The evaluations will be divided between computerized 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.

E. The faculty member may choose to summarize narrative appraisals and computerized 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 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.

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

- A. Submit a written, signed statement of their views to the Chair of the Department Personnel Committee.
- B. Meet with the Department Personnel Committee at a time scheduled by the Committee.

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

#### 1.5 Significant Scholarly and Creative Contributions to the Field

1.5.1 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.

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

1.5.3 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.

1.5.4 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).

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.