

**COVER SHEET FOR PROPOSED CHANGES TO DEPARTMENT/COLLEGE
PERSONNEL PROCEDURES
SECTION 600 (RETENTION, TENURE, AND PROMOTION)**

CSBS
COLLEGE

SOCIAL WORK
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:

1. **CHECK ONE:** Check the level the proposed personnel procedures are for: College level Department level
2. Date that current proposed changes were sent forward: 12-11-2020
3. **For Department Personnel Procedures:**
 - a. Indicate the date the department faculty voted to approve the proposed changes: 10-26-2020
 - b. Indicate the date the CPC voted to approve the proposed changes: 11-19-2020
4. **For College Personnel Procedures:**
 - a. Indicate the date the college faculty voted to approve the proposed changes: _____
5. **(Optional) Briefly state the rationale for your proposed changes:** _____

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

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

FOR DEPARTMENT PERSONNEL PROCEDURES: (Sign & Print Name)

	6/7/2021
Chair, Department Personnel Committee	Date
	6/7/2021
Department Chair	Date

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

	11-19-2020
Chair, College Personnel Committee	Date
	12.11.20
College Dean	Date
	06/11/2021
Chair, Personnel Planning and Review Committee	Date

<i>(for PP&R use only)</i>	Fall 2021	
<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 Social Work
California State University, Northridge

Procedures Applicable to Retention, Tenure, and Promotion
Academic Year 2020-2021

The Department of Social Work follows the guidelines on Retention, Tenure, and Promotion as set forth in Section 600 of the Administrative Manual and adheres to the time frame established in the Administrative Manual. The Social Work Department Policies and Procedures will further clarify discipline-specific areas for consideration in making these decisions. The mission of the Department of Social Work is to prepare professional social workers to be anti-oppressive, socially just agents of change, utilizing a lens that espouses an intersectional, trauma-informed, strengths-based, collaborative perspective toward promoting well-being in urban settings. This mission's values are embedded and practiced throughout our Department culture, curriculum, field instruction, course syllabi, and other implicit curricula. All policies and procedures in this document are informed by the mission of the Department of Social Work. The Department infuses the mission into all of its documents, including applicant interviews, teaching evaluations, and syllabi.

1. The Department of Social Work Personnel Committee

1.1 Committee Membership

The tenured and probationary faculty members shall elect a Department Personnel Committee of 3 tenured faculty members for a one-year term. The Committee will elect a chair from among its members. If an elected member cannot serve, the candidate with the next highest number of votes in the original election will fill a vacancy on the DPC. In the case of a tie, a revote between those two members will take place.

1.2 Nomination Procedures

During the first week of the academic year, the Department Chair will disseminate a list of eligible Department Faculty members and prepare a slate for election by all eligible voting members of the Department's faculty.

1.3 Voting Procedures

The voting procedures will be the same as those used by the Faculty Senate for campus-wide elections, where candidates are not ranked. Ballots will list candidates in alphabetical order by last name. Those casting ballots may vote for no more than the number of Committee members to be elected, and any ballot identifying more than the allowable number will be invalid.

1.4 Committee Vacancy

Should a vacancy on the Committee occur, a replacement will be selected by a special election following the original voting procedures.

1.5 Committee Responsibilities

Personnel Committee responsibilities are set forth in section 600.

2. Procedures for Evaluation

Tenure, retention, and promotion evaluations are based on progress in the areas of teaching effectiveness and direct instructional contributions, contributions to the field of study, and contributions to the University and community.

2.1 Procedures for Evaluating Teaching Effectiveness

All faculty are expected to be effective instructors whose pedagogy embody an intersectionality-based lens to examine power and privilege, address social, political, and systemic change, advocate for an equitable and socially just society, enhance critical consciousness, and empower and be relevant to the diverse needs of the multi-national, multi-ethnic, multi-cultural societies. The candidate will include a self-assessment of teaching effectiveness in the introductory narrative of the faculty member's Professional Information File (PIF). The self-assessment of teaching effectiveness must reflect a clear demonstration of an anti-oppressive, intersectional, trauma-informed, strengths-based, collaborative perspective.

2.1.1 Indicators for Evaluating Teaching Effectiveness

The following indicators are required and will be used in evaluating teaching effectiveness:

- Self-assessment — to be included in the introductory narrative of the Professional File (PIF).
- Summaries of the student evaluation form and student comments [included in the Personnel Action File (PAF)].
- Peer Class Visit Evaluations [included in the PAF].
- Course syllabi and materials — The most recent syllabus of the class chosen for the Peer Class Visit evaluation and any supplemental materials must be included for this course. Other syllabi and related materials should be included for each course taught [included in the PIF].

Other indicators may be used by the candidate and included in the PIF to document teaching effectiveness. These indicators include the following:

- Helping in curriculum development with new courses or making significant improvements to existing courses.
- Moving courses online or making significant improvements to online courses.
- Mentoring and advising of students and colleagues within the Department of Social Work.
- Developing and conducting training that directly benefits students, field instructors/partners, and colleagues within the Department of Social Work.

In evaluating teaching effectiveness, it is the faculty member's responsibility to explain their work's significance regarding those indicators.

2.1.2 Criteria for Evaluation

Based on the total evidence provided by the indicators, the reviewers will evaluate the faculty member's overall teaching performance. It should be noted that faculty members' teaching performance generally is rated according to the same criteria across all ranks. The evaluation shall consider the breadth of courses taught, including the number of different courses, the number of new preparations assigned to the faculty member, and the class characteristics (e.g., size, level, or elective). The evaluation shall also take into account the faculty member's documented efforts to develop and improve their teaching performance.

2.1.3 Procedures for class visits

The Department of Social Work has adopted the procedures for class visits in Section 600. Class visits for each faculty member under review shall be made annually by at least one member of the Department Personnel Committee. The Department Chair (or designee as consistent with Section 600) shall make separate visits. Class visits are scheduled by mutual agreement between the faculty member and the reviewer at least five working days before the visit. The reviewer will complete a written report to be submitted to the faculty member and the Chair of the Department within 14 days of the visit.

2.2 Procedures for Evaluating Contributions to the Field of Study

The Department of Social Work has adopted the University's procedures for evaluating Contributions to the Field of Study as set forth by the Administrative Manual Section 600.

The Department of Social Work adheres to the definition of publication as outlined in Section 632.4.2(b), which is "[s]ignificant scholarly or creative contributions to the field of study" and, as stated in Section 632.4.2(a), "must include the principle of peer review as a means of verifying the significance of the candidate's professional achievements." As further stated in Section 632.4.2(b), "[t]he peer-reviewed scholarly books and peer-reviewed articles that are published by recognized presses and journals (including peer-reviewed e-journals) [are] devoted to 1) the candidate's academic discipline or closely-related field; and/or 2) pedagogical research and/or teacher education in the candidate's academic discipline or closely-related field."

The Department of Social Work recognizes peer-reviewed international, national, regional, and state publications that may be interdisciplinary and related to social work. Further, the Department makes the following additional clarifications to the procedures for evaluating contributions to the field of study.

- The candidate shall identify the candidate's contribution/responsibility in the production of multiple-authored works.
- The Department requires a minimum of 4 publications for promotion to the next rank. Minimum requirements for promotion (since last promotion or appointment at CSUN) are 4 peer-reviewed publications (in print), including at least 3 peer-reviewed journal articles in print (includes online articles) or in press. The fourth publication can be peer-reviewed book chapters, peer-reviewed books, peer-reviewed external grants awarded for scholarly activities or training programs (must be a Principal Investigator on the grant), and/or peer-reviewed creative or artistic works.
- Because of the multi-disciplinary nature of the social work field, the Department equally recognizes artistic and creative forms of peer-reviewed publications, such as documentaries, films, plays, or other forms of multimedia works. If evidence of peer-reviewed publication is not available, the candidate, the Department Personnel Committee, and the Department Chair shall each select a qualified external independent reviewer. One of the external reviewers will be a tenured professor from another University (other than CSUN). Each of the reviewers shall provide written comments on the quality of the material with respect to field standards, originality, and impact on the field. The comments shall be placed in the candidate's Personnel Action File.

2.3 Procedures for Evaluating Contributions to the University and the Community

The Department of Social Work has adopted the University's procedures for evaluating contributions to the University and community, as set forth by the Administrative Manual Section 600. In addition to service at the Department, College, and University levels, community service, including participation in activities related to the field internships, carries equal value. Given that the Department of Social Work's mission is to prepare professional social workers to be anti-oppressive, socially just agents of change by promoting well-being in urban settings, contributions in this area are encouraged. Community service may include, but is not limited to, service to Tribal Nations, public or private agencies, or community-based organizations that draw upon the academic expertise and professional competence of the candidate and result in institutionalized changes such as the following:

- Partnership with a Tribal Nation or community agency in grant procurement.
- Nonpaid consultation, training, and presentations for a Tribal Nation and/or community agency.
- Partnership with a Tribal Nation or community agencies to evaluate programs and to train staff, and this would be nonpaid;
- Extensive work with student field placements such as serving as a field instructor (nonpaid) or working with field agencies to develop or evaluate programs.
- Community engagement related to research activities and projects (e.g., advisory board member, review member for community agency grants, benefits gained from participatory research, completion of a needs assessment).
- Creating, organizing, and coordinating time-limited emergency response-based actions and/or projects (e.g., loss of income/housing/federal protections, gender-based violence, etc.) that directly benefit the well-being of students, colleagues, and community members.
- Evidence of Professional Development activities including significant contributions to the Council on Social Work Education (CSWE) such as curriculum assessment, accreditation document, or another area of expertise formally recognized by CSWE.

Procedures Applicable to Voting

1. Voting Procedures for Department Chairs and Curriculum Changes

Section 622.6.2(c) (2020-2021) states: "The Department Search and Screen Committee will conduct an advisory vote to allow the Department's tenure track faculty to indicate their preference for Department Chair. The Department Search and Screen Committee will tabulate and advance the number of votes received by each candidate, on the advisory ballot, along with its certification of the process to the Dean of the College."

1.1 Vote for Department Chair

Voting eligibility is extended to (1) tenure/tenure-track faculty, (2) full-time field administrative lecturers (who have served 3 or more years in their administrative position), (3) full-time grant-funded lecturers (who have served for 3 or more years in the grant-funded position), (4) full-time 3-year appointment lecturers, (5)

part-time lecturers with 3-year appointments for 6 or more units, and (6) full-time administrative staff with 3 or more years in an administrative staff position in the Department.

1.2 Vote on Curriculum Changes

The vote for curriculum changes includes the same people stated above, except for the administrative staff. The administrative staff does not participate in curriculum development.

Rationale: Social work departments function differently than most disciplines in academia. Specifically, we recognize that the Western academy's dominant traditions have historically normalized unequal and inequitable work conditions, which unfortunately have led to the undervaluing and underappreciation of specific positions and people. With this awareness, we are challenged to critically reflect and develop congruent strategies with a more diverse and equitable representation of the world. We are committed to enacting our mission statement by creating a Department work environment that is an anti-oppressive and intersectionality based. Within our Department, we have an established history of collaboration, friendship, and community. However, the current voting structure significantly limits and threatens our Department's ability to collectively carry out our mission and essential duties. Further, social work departments at other universities (e.g., USC and CSU Dominguez Hills) have set a precedent that has embraced an equity-based view by ensuring voting rights for non-tenure-track faculty and staff.

Secondly, the Council on Social Work Education (CSWE), the accrediting body for social work departments in the United States, recognizes that field education is the signature pedagogy. Educational Policy 2.2 of the CSWE 2015 Educational Policy and Accreditation Standards state the "intent of field education is to integrate the theoretical and conceptual contribution of the classroom with the practical world of the practice setting." This structure necessitates that tenure/tenure-track faculty and full-time and part-time lecturers work collaboratively to bring together practice and classroom learning. Social work education requires that the internship coincides with course work. This integrated process means that field is one of 5 curriculum sequences. All curriculum sequences serve to integrate coursework with practice.

Field lecturers are non-tenure-track full-time and part-time instructors actively involved in the field program and curriculum development. The contract full-time lecturers are tasked with developing child welfare curriculum and are actively involved in all levels of Department service.