

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

Social & Behavioral Sciences

Social Work

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
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DEC 10 2015

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 11/10/15
- Department or College initiating proposed changes Social Work
- 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"). We want to enhance our program.
We want to enhance our program.
- The proposed changes have been approved by the faculty of the College or Department . (check one)

FOR DEPARTMENT PERSONNEL PROCEDURES:

Eli Bartle 11-10-15
Chair, Department Personnel Committee Date

Amy Feri 11-10-15
Department Chair Date

FOR DEPARTMENT PERSONNEL PROCEDURES & COLLEGE PERSONNEL PROCEDURES:

W. Hill DEC 04 2015
Chair, College Personnel Committee Date

[Signature] DEC 07 2015
College Dean Date

[Signature] 8/30/16
Chair, Personnel Planning and Review Committee Date

(for PP&R use only)		
<u>S'16</u>	<u>F'16</u> <u>F'19 (For changes in criteria)</u>	<u>F'20</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
April 2016**

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.

1. The Department of Social Work Committee

1.1 Committee Membership

The tenured and probationary faculty members shall elect a Department Personnel Committee of 3 Tenured members for a two-year term. The Committee will elect a chair from among its members.

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 Departments 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 members are expected to be effective teachers. The candidate will include a self-assessment of teaching effectiveness in the introductory narrative of the faculty member's Professional Information File (PIF).

2.1.1 Indicators for Evaluating Teaching Effectiveness

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

- Self-assessment – to be included in the introductory narrative of the candidate's Professional File (PIF).
- Summaries of 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 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.
- Moving courses online.
- Mentoring of students.

In evaluating teaching effectiveness, it is the responsibility of the faculty member to explain the significance of their work in regards to those indicators.

2.1.2 Criteria for Evaluation

Based upon 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 take into consideration the breadth of courses taught, including the number of different courses, the number of new preparation 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 efforts to improve 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 Personnel Committee. A minimum of one visit by the Personnel Committee shall be made. 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 in advance of the visit. The reviewer will complete a written report using the Department's Class Visit Form 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 600 which is "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/or (2) pedagogical research in the candidate's academic discipline or closely-related field."

The Department of Social Work recognizes refereed international, national, regional, and state publications that may be interdisciplinary and related to social work. Further, the social work 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.
- Minimum requirements for promotion (since last promotion or appointment at CSUN) are 3 peer-reviewed publications (in press or in print), including at least 2 peer-reviewed journal articles. The third or more 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 recognizes artistic or creative forms of peer-reviewed "publication," 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 tenured-professor from another University (other than CSUN). Each of the reviewers shall provide written comments of 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 University service at the Department, College, and University levels, community service including participation in activities related to the field internships carries equal weight. Given that the Department of Social Work's mission is to promote wellbeing in the context of the urban setting of the San Fernando Valley, contributions in this area are strongly encouraged. Community Service may include, but is not limited to service to 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 community agency in grant procurement.

Final 11-5-15

- Non-paid consultation and training in a community agency.
- Partnership with community agencies to evaluate programs and to train staff, this would be non-paid.
- Extensive work with student field placements such as serving as a field liaison or working with field agencies to develop or evaluate programs.
- Community engagement related to research activities (e.g., advisory board member, review member for community agency grants, benefits gained from participatory research, completion of a needs assessment).

Evidence of Professional Development activities

- Significant contributions to Council on Social Work Education (CSWE) such as curriculum assessment, accreditation document, or another area of expertise that is formally recognized by CSWE.

References:

Section 600, page 51, <http://www.csun.edu/sites/default/files/section-600.pdf>; downloaded Fall, 2015.