

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

CSBS  
COLLEGE

Sociology  
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 11/3/2021
3. **For Department Personnel Procedures:**
  - a. Indicate the date the department faculty voted to approve the proposed changes: 11/2/2021
  - b. Indicate the date the CPC voted to approve the proposed changes: \_\_\_\_\_
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:** \_\_\_\_\_  
\_\_\_\_\_

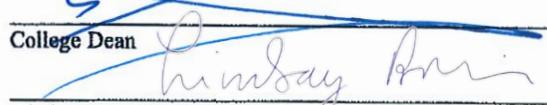
Please email the following to Faculty Affairs email at [faculty.affairs@csun.edu](mailto:faculty.affairs@csun.edu):

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)**

Michael J. Carter Digitally signed by Michael J. Carter  
Date: 2021.11.02 12:43:23 -07'00' 11/3/2021  
 Chair, Department Personnel Committee Date  
 11/4/21  
 Department Chair Date

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

Dr. Susan Love Date  
 Chair, College Personnel Committee 8-24-22  
 College Dean  Date  
 Chair, Personnel Planning and Review Committee May 25, 2022  
Date

<small>(for PP&amp;R use only)</small>		
SP 2022	FA 2022	FA 2026
_____	FA 2025 (for changes in criteria)	_____
Approval Date	Effective Date (see attached)	Date of Next Review

## DEPARTMENT OF SOCIOLOGY

The Sociology Department adopts the following policy as its criteria for retention, tenure, and promotion:

a) Evidence of Teaching Effectiveness

Multiple procedures will be used to assess teaching effectiveness. These shall be applied as follows:

- 1) Class visits shall be conducted early enough in the academic year for use during the personnel cycle. Class visits shall be carried out as follows: At least two evaluations of classes, each 50 minutes or longer, shall be administered. The reviewer shall contact the instructor prior to the class visit to request information relevant to the visit. When feasible from year to year, the Department Personnel Committee should alternate evaluators, as well as classes, among faculty being visited. If requested by either party, the evaluator and the instructor shall meet after the class visit to discuss the evaluation and the evaluator's suggestions. The evaluator will also review the syllabus and other course materials. Written evaluations will be submitted to the reviewed faculty as stipulated in Section 612 (under Department Level, Responsibilities-Procedures for evaluating teaching effectiveness.)

For faculty teaching fully online asynchronous courses, the Department Personnel Committee and the chair must have access to the course Learning Management System (LMS) during the review period. Access should be granted in such a way as to protect students' private information and grades, such as providing the observer view of the course LMS, or its equivalent, to the Department Personnel Committee and the chair.

For faculty teaching fully online courses with some synchronous class meetings, the Department Personnel Committee and the chair must have access to the course syllabus, a synchronous class visit, and access to the course Learning Management System (LMS) during the review period. Access should be granted in such a way as to protect students' private information and grades, such as providing the observer view of the course LMS, or its equivalent, to the Department Personnel Committee and the chair.

For faculty teaching fully in-person or hybrid courses, the Departmental Personnel Committee and the chair must have access to the course syllabus, an in-person class visit, and a sample of course content that is offered to students (e.g., course assignments, class activities, group discussion boards, PowerPoint slides, and/or video lectures during the review period).

- 2) In accordance with Section 612-, (under Department Level, Responsibilities-Procedures for evaluating teaching effectiveness) the format of student evaluation of faculty shall consist of a combination of quantitative and qualitative measures. Individual instructors may develop and apply their own teaching evaluation instruments to supplement the instruments that are universally required throughout the Department. Supplemental instruments are to be placed in the Professional Information File.

- 3) To comply with guidelines regarding student consultation during the fall semester, the department shall solicit feedback from students as outlined in section 600 (612(College Level); 613).

b) Contributions to the Field of Study

Publications:

Given the strong and rapidly expanding scientific research orientation in the field of sociology, a faculty member in this discipline, qualified under this section for retention and eventual promotion, is one who demonstrates continuing involvement in professional research activities and significant scholarly contributions to the field of study as evidenced by the faculty member's publication of research findings. Publications are defined as:

- 1) Any article in a peer-reviewed social science, or related, academic journal (including printed and online journals);
- 2) Books, book chapters, or monographs in any university or academic press that are peer reviewed

In cases of multiple authors, the candidate shall clearly identify the importance of his/her input. Materials in press (e.g. accepted for publication and/or forthcoming publications) are treated the same as materials already published.

For publications, peer-review is defined as a review process that is identified as including two or more external academic reviewers organized by the publisher/editor of the work. Furthermore, publication of the work requires that the peer review process yield a favorable decision to publish said work.

c) Contribution to the University and Community

As stated in Section 632(Under Contributions to the University and Community, Quality of the Contribution), the quality of the contribution is more important than the level at which it is made. For example, quality of contribution can be demonstrated by working on reports for or chairing a committee, beyond simply being a member of the committee. Chairing typically involves greater involvement relative to other committee members.

Agency Reports including, but not limited to: Program Evaluations, Needs Assessments, and Social Impact Research are considered as Contributions to University and Community Service.

Other recognized activities may include but are not limited to: sociologically relevant service to the community, serving on graduate thesis or comprehensive examination committees, serving as a peer reviewer for social science journals or university/academic presses.

d) Professional Responsibility

In addition to the requirements for professional responsibility outlined in Section 632-(Professional Responsibilities), professional responsibility also is reflected by, but not limited to, attending department meetings, retreats, and other activities, and submitting grades on time.

## IMPLEMENTATION

### PROMOTION

#### a) To Associate Professor

- 1) As indicated in Section a, a record of effective teaching in the discipline of sociology at the college level.
- 2) As indicated in Section b, a record of research and publication activities including at least three peer-reviewed, scholarly publications (following the criteria outlined in Section b) since appointment to a tenure track position at CSUN is viewed as evidence of continued professional productivity and significant scholarly contributions to the field of study.
- 3) As indicated in Section c, university and community service at the department, college or university level.

#### b) To Full Professor

- 1) As indicated in Section a, a record of effective teaching in the discipline of sociology at the college level.
- 2) As indicated in Section b, a record of research and publication activities after promotion to the rank of Associate Professor, including at least three peer-reviewed, scholarly publications (following the criteria outlined in Section b) since last promotion is viewed as evidence of continued professional productivity and significant scholarly contributions to the field of study.
- 3) As indicated in Section c, university and community service at the department, college or university level.

### ACCELERATED PROMOTION

Faculty may be considered for accelerated promotion to associate or full professor if a faculty member has accomplished what is expected regarding teaching, scholarship, and service in less than normative time (normative time equates to six years from the time of hire [for accelerated promotion to associate professor] or five years from last promotion [for accelerated promotion to full professor]). Specific requirements for accelerated promotion are as follows:

#### a) To Associate Professor

- 1) As indicated in Section a, a record of effective teaching over time in the discipline of sociology at the college level.
- 2) As indicated in Section b, a record of research and publication activities including at least three peer-reviewed, scholarly publications (following the criteria outlined in Section b) since appointment to a tenure track position at CSUN is viewed as evidence of continued professional productivity and significant scholarly contributions to the field of study.

3) As indicated in Section c, university and community service at the department, college or university level.

b) To Full Professor

1) As indicated in Section a, a record of effective teaching over time in the discipline of sociology at the college level.

2) As indicated in Section b, a record of research and publication activities including at least three peer-reviewed, scholarly publications (following the criteria outlined in Section b) since promotion to Associate Professor at CSUN is viewed as evidence of continued professional productivity and significant scholarly contributions to the field of study.

3) As indicated in Section c, university and community service at the department, college or university level.