

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

CSBS  
COLLEGE

Sociology  
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

**APR 24 2017**

Office of  
Faculty Affairs

**BACKGROUND INFORMATION:**

1. Are proposed changes those of College  or Department  procedures? (check one)
2. Date that current proposed changes were sent forward 3/29/17
3. Department or College initiating proposed changes SOCIOLOGY
4. 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").  
Mandatory updates
5. For Department Personnel Procedures, list the date the department faculty voted to approve the proposed changes: 3/7/17
6. For College Personnel Procedures, list the date the college faculty voted to approve the proposed changes: 4/21/17

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

Ramon D. Edle Laura Resto Ester 3-29-17  
Chair, Department Personnel Committee Date  
[Signature] 4/3/17  
Department Chair Date

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

[Signature] 4/21/17  
Chair, College Personnel Committee Date  
[Signature] APR 21 2017  
College Dean Date  
[Signature] 7/21/17  
Chair, Personnel Planning and Review Committee Date

|                     |   |                     |
|---------------------|---|---------------------|
| (for PP&R use only) | <u>F'17</u>                                     | <u>F'21</u>         |
| <u>S'17</u>         | <u>F'20</u> (Effective date change in criteria) | <u>F'21</u>         |
| Approval Date       | Effective Date (see attached)                   | Date of Next Review |

Revised 10.16

## 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 612.5.2.c.2.a.iii
- (2) In accordance with Section 612.5.2.c.2.b.1, 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, a memorandum developed by the Department Personnel Committee shall be distributed to students. This memorandum will solicit student input and indicate the time and place when the Personnel Committee will be available to meet with individual students. A copy of this memorandum shall be posted on a bulletin board in the Department office and in other prominent places where sociology students gather. Students shall be encouraged to provide input for faculty considered for retention, tenure, and promotion. The list of faculty who are under review shall be included in the written flyers advertising this meeting. Students who approach Personnel Committee members outside of this scheduled time shall be directed to make their comments directly to the Personnel Committee Chair.

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 632.5.1, 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 632.6, 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, evidence of effective teaching in the discipline of sociology at the college level.
- (2) As indicated in Section b, a sustained pattern 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, evidence of effective teaching in the discipline of sociology at the college level.
- (2) As indicated in Section b, sustained 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 600 of the Administrative Manual, demonstrates leadership qualities and makes significant contributions through effective participation in faculty and student affairs at various levels (University, College, Department) and it is highly desirable for the candidate to be identified as effective in student advisement, mentoring, and retention activities.