

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

EDUCATION  
COLLEGE

SPECIAL 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.

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CSUN

DEC 12 2013

**BACKGROUND INFORMATION:**

Office of  
Faculty Affairs

1. Are proposed changes those of College  or Department  procedures? (check one)
2. Date that current proposed changes were sent forward 11.12.2013
3. Department or College initiating proposed changes SPECIAL EDUCATION DEPARTMENT
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").  
TO ALIGN WITH SECTION 600.
5. The proposed changes have been approved by the faculty of the College  or Department  (check one)

**FOR DEPARTMENT PERSONNEL PROCEDURES:**

Kathy Peckham-Nardis (ps) 11.22.2013  
Chair, Department Personnel Committee Date

Sue Stone 11.22.13  
Department Chair Date

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

Meryl Simon 10/10/13  
Chair, College Personnel Committee Date

Muel 12/10/13  
College Dean Date

Sheik Grant 8/26/14  
Chair, Personnel Planning and Review Committee Date

(for PP&R use only)	F114	F118
<u>S114</u>	<u>F117 (for changes in criteria)</u>	
Approval Date	Effective Date (see attached)	Date of Next Review

Department of Special Education  
Personnel Procedures

I. Department Level

A. Responsibilities

(1) Procedures for evaluating teaching effectiveness

(a) Class visits, not excluding online, distance learning, service-learning, and laboratory classes, shall be made at least once each academic year on all probationary faculty and faculty under consideration for promotion. Class visits shall be conducted early enough in the academic year for use during the annual personnel cycle.

- (i) Class visits shall be made by the Department Chair and at least one representative of the Department Personnel Committee or their designees. An untenured Department Chair shall appoint a designee to make class visits. Designees shall be senior, tenured faculty normally from within the Department.
- (ii) Procedures for making class visits shall be determined by the Department. Scheduling of a class visit shall be made by mutual agreement between the faculty member and the observer.
- (iii) A written report of the class visit shall be placed in the candidate's campus mailbox and otherwise made available upon request within 14 calendar days after the peer class visit. The candidate may request a meeting to discuss the report, to be held within ten (10) calendar days after the written report is placed in the candidate's campus mailbox. The candidate may also submit a rebuttal statement or response in writing within the ten (10) calendar days. At the conclusion of the ten (10) calendar days, the report, and any response or rebuttal statement, will be placed in the Personnel Action File and be sent to the Chair of the Department Personnel Committee and to the Department Chair. A copy of the report shall be retained in the candidate's Personnel Action File for a period of five years.

(b) Department Personnel Committees shall establish procedures

for collecting, processing, and interpreting written student evaluations of teaching effectiveness.

- (i) Evaluations shall be anonymous and identified only by course and/or section. The format of student evaluation shall be quantitative (e.g., "Scantron" form, etc.) or a combination of quantitative and qualitative (e.g., space provided on the quantitative form for student comments). Nothing in this section will prejudice the rights of Departments to determine the exact nature of the student evaluation forms.
- (ii) 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.
- (iii) After semester grades are assigned, the Department Chair shall provide each faculty member with the results of the faculty member's evaluation(s) and shall place a summarized copy of the results (quantitative results and qualitative student comments) in the Personnel Action File where it shall be retained for a minimum period of five years.

(2) Student Consultation Procedures.

Each Department Personnel Committee shall provide students the opportunity to consult with the Committee regarding the teaching performance of probationary or tenured faculty members under consideration for retention, tenure, and/or promotion.

(3) Scholarly and Creative Contributions

a. 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/or 2) pedagogical research and/or teacher education in the candidate's academic discipline or closely-related field.

b. Scholarly and creative contributions as defined by the Department include

(i) An externally peer-reviewed proposal that includes a scholarly review of the literature and extends an existing or develops a scholarly model or theory, and is approved for funding to conduct research, training, or development projects in the candidate's academic discipline or closely-related field.