

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

SECTION 600 (RETENTION, TENURE, AND PROMOTION)

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 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.*


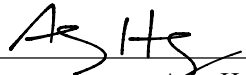
BACKGROUND INFORMATION:

- CHECK ONE:** Check the level the proposed personnel procedures are for: College level Department level
- Date that current proposed changes were sent forward October 27, 2023
- For Department Personnel Procedures:**
 - Indicate the date the department faculty voted to approve the proposed changes: October 30, 2023
 - Indicate the date the CPC voted to approve the proposed changes: _____
- For College Personnel Procedures:**
 - Indicate the date the college faculty voted to approve the proposed changes: _____
- (Optional) Briefly state the rationale for your proposed changes:** _____


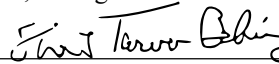

Please email the following to Faculty Affairs email at faculty.affairs@csun.edu:

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

FOR DEPARTMENT PERSONNEL PROCEDURES: (Sign & Print Name)

| | |
|---|----------|
|  | 11/06/23 |
| Chair, Department Personnel Committee Wendy W. Murawski, Ph.D. | Date |
|  | 11/8/23 |
| Department Chair Amy Hanreddy, Ph.D. | Date |

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

| | | |
|---|----------------------|--------------|
|  | Ivor Weiner, Ph.D. | 12/11/2023 |
| Chair, College Personnel Committee | | Date |
|  | Shari Tarver Behring | 12/23 |
| College Dean | | Date |
|  | Sylvia Macauley | May 31, 2024 |
| Chair, Personnel Planning and Review Committee | | Date |

| | | |
|--------------------------------|--|---------------------|
| <i>(for PP&R use only)</i> | | |
| <u>SP 2024</u> | <u>FA 2024</u> <u>FA 2027 for changes in criteria</u> | <u>FA 2028</u> |
| Approval Date | Effective Date (see attached) | Date of Next Review |

Department of Special Education Personnel Procedures

612.5 Department Level

1. Responsibilities

- (l) Procedures for evaluating teaching effectiveness
(see section 612.5.2)

- (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 and qualitative (student comments). Nothing in this section will prejudice the rights of the Department to determine the exact nature of the student evaluation forms.

- (ii) Electronic 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 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 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 reappointment, tenure, and/or promotion.

(3) Scholarly and Creative Contributions

- (a) The department values and recognizes a variety of scholarly and creative contributions in the field of education. The department requires these scholarly and creative contributions to be peer reviewed or reviewed according to the procedures outlined in (3)(c). Peer-reviewed is defined as a scholarly contribution that has been reviewed by one or more experts in the field; this may consist of an editor, a committee of two or more journal reviewers, or some other documented review process. A minimum of three scholarly or creative contributions to the field of education are required by the department for the promotion to associate professor. The variety of scholarly and creative contributions that can count toward tenure and promotion is outlined in further detail below but, as the field changes and grows, the given list is not considered all-inclusive. It is the desire of the department to be inclusive and broad in its ability to recognize a wide range of contributions, faculty strengths, and attributions to the field of study.

- (b) Scholarly and creative contributions as defined by the Department include:
 - (i) Peer-reviewed scholarly journals: The department requires three scholarly contributions for the award of tenure and promotion to the rank of Associate Professor overall; one of these contributions must be in a peer-reviewed scholarly journal in the field of education.
 - (ii) Other published works: These may include (but are not limited to): monographs (e.g., scholarly study on a defined topic), published proceedings from professional conferences, modules, sound recordings, video recordings, computer software, curriculum materials used at the Pre-Kindergarten through doctoral program levels, peer-reviewed book chapters and books, and/or professional standards for the teaching profession. These must be widely available to the larger educational community. Additional options may include: recognition of work by professional organizations or commercial organizations engaged in the production and distribution of such material, if the material is widely used and accepted in the field of Special Education as an appropriate activity indicating the application of scholarship and professional service.
 - (iii) Self-published works: Books, video or audio recordings, or software published at the author's expense or other material for which the author pays the whole or part for publication (other than articles printed in a professional journal that normally charges for publication and are not considered "predatory journals") shall be considered a publication according to the Criteria and Procedures for Evaluation of Scholarly and Creative Contributions set below in (3)(c).
 - (iv) Externally funded grants: In addition to the criteria in Section 600, the Department shall consider as a significant scholarly contribution to the field of

study externally funded proposals for research, training or development grants in the field of Special Education when such a proposal includes a scholarly review of the literature and encompasses an original scholarly model or theory or the development or extension of such model or theory. Proposals shall be externally refereed. The original proposal and the external reviews, if attainable, should be submitted by the candidate for consideration in the personnel process.

- (v) Collaborative works: Documents resulting from collaborative or consulting efforts with local, regional, state, national or international education agencies to improve practices in Special Education or through Inclusive Practices will be considered, if evaluated according to the Criteria and Procedures for the Evaluation of Scholarly and Creative Contributions set below in (3)(c).

- (c) Criteria and Procedures for the Evaluation of Scholarly and Creative Contributions. Significant Scholarly and Creative Contributions that have not been peer- reviewed may be accepted as a significant or creative contribution to the field of study after the candidate submits it to the following review process:
 - (i) For external reviews of Significant Scholarly and Creative Contributions, there shall be at least two but preferably three external reviewers: one each selected by the candidate, the Department Personnel Committee, and the Department Chair. External reviewers must be independent of CSUN. Each reviewer shall write a letter addressing the contribution and reviewing it for the goals, purpose, relevance to the field, and so on. The reviewer should explicitly state if they find the contribution to be worthy of consideration as a peer-reviewed significant scholarly and creative contribution to the field. The evaluation should be completed by the reviewer within three weeks from the initial date given for this review assignment.
 - (ii) The external reviewers may be:
 - a. Scholars at other institutions of higher education;
 - b. Recognized and qualified professionals from professional organizations, e.g., Association of Supervision and Curriculum Development (ASCD), Council for Exceptional Children (CEC), Teacher Education Division (TED) of CEC, International Literacy Association (ILA), American Educational Research Association (AERA), Association of College Educators - Deaf and Hard of Hearing (ACE-DHH)
 - c. Recognized and qualified professionals, with a minimum of an earned MA/MS and documented expertise in the content area or area of focus.