

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

EDUCATION  
COLLEGE

SPECIAL EDUCATION  
DEPARTMENT

2554  
UNIVERSITY OF EDUCATION  
MAY 15 2009  
DEAN'S OFFICE

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.

**BACKGROUND INFORMATION:**

- Are proposed changes those of College \_ or Department **X** procedures? (check one)
- Date that current proposed changes were sent forward MAY 14, 2009
- Department or College initiating proposed changes: DEPARTMENT OF SPECIAL EDUCATION
- 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").

RECEIVED

MAY 18 2009

Calif. State University, Northridge  
Office of Faculty Affairs

Proposed changes align Department procedures and reduce redundancies with Section 600.

(previous editorial revisions contain original language).

- The proposed changes have been approved by the faculty of the College \_ or Department **X**. (check one)

**FOR DEPARTMENT PERSONNEL PROCEDURES:**

<u>[Signature on File]</u>	<u>5.14.09</u>
Chair, Department Personnel Committee	Date
<u>[Signature on File]</u>	<u>5/14/09</u>
Department Chair	Date

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

<u>[Signature on File]</u>	<u>5-15-09</u>
Chair, College Personnel Committee	Date
<u>[Signature on File]</u>	<u>5/15/09</u>
College Dean	Date
<u>[Signature on File]</u>	<u>9-21-09</u>
Chair, Personnel Planning and Review Committee	Date

(for PP&R use only)		
<u>5/09</u>	<u>5/09</u>	<u>5/13</u>
Approval Date	Effective Date (see attached)	Date of Next Review

**Department of Special Education  
Personnel Procedures**

I. Responsibilities of Faculty Committees

A. Department Level

1. Class visits

- a. Candidates for retention, tenure, and/or promotion shall notify the Department Chair and the Chair of the Department Personnel Committee of their teaching schedule, room location, and appropriate dates for visits. Notification shall be on or before October 15.
- b. Visits by the Department Chair shall be mutually determined by the Chair and the candidate under consideration.
- c. Visits by the Department Personnel Committee members shall be mutually determined by the Committee member and the candidate under consideration.
- d. Candidates will be notified at least 5 days in advance of a visit by members of the Department Personnel Committee or by the Department Chair.
- e. Written reports shall consider the criteria encompassed by the visit evaluation form currently accepted for use by the Department.
- f. Written reports by the Chair and the Department Personnel committee will be submitted to the candidate's Personnel Action File after 10 days. The candidate may submit a written response or rebuttal statement and/or request a meeting to discuss the recommendation within 10 calendar days of receiving the report.

2. Written student evaluations of teaching effectiveness

- a. The Department staff will have the packets for the student evaluations ready for distribution to faculty by the eighth week of class or as soon as they are available, each semester.

- b. The Department staff will inform the Special Education faculty of the deadline for processing each semester.
  - i. The faculty member will not be present in the room during student evaluations. Student proctors will distribute and collect the forms, seal the envelope, sign across the seal and return the envelope to the Department office or the Department's mailbox in the College of Education.

### 3. Student consultation procedures

- a. The Department Chair will post a notice on the Department bulletin board advising students of the following procedures. In addition, no later than the 8<sup>th</sup> week of classes, faculty will read the procedures aloud in class and provide the names of all faculty under consideration for retention, promotion and/or tenure.
- b. Students may consult with the Department Chair and/or with the Department Personnel Committee. All communication will follow procedures as outlined in Section 600, Oral or Written Comments About Faculty.

### 4. Publication requirements

- a. Equivalencies to publication
  - i. 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 the extension of an existing, or development of an original scholarly model or theory. Such a proposal should be externally refereed and approved for funding.