

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

AMC  
COLLEGE

THEATRE  
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.*

**BACKGROUND INFORMATION:**

1. Are proposed changes those of College  or Department  procedures? (check one)
2. Date that current proposed changes were sent forward 10/28
3. Department or College initiating proposed changes THEATRE
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").

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THE EXISTING PROMOTION CRITERIA WERE TOO VAGUE AND NEEDED TO EMBRACE THE FACULTY GROWTH IN THE DEPARTMENT WITH MORE VARIED DISCIPLINES

5. The proposed changes have been approved by the faculty of the College  or Department  (check one)

**FOR DEPARTMENT PERSONNEL PROCEDURES:**

[Signature] 10/27/14  
Chair, Department Personnel Committee Date  
[Signature] 10/27/14  
Department Chair Date

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

[Signature] 12-2-14  
Chair, College Personnel Committee Date  
[Signature] 12-16-14  
College Dean Date  
[Signature] 8/19/15  
Chair, Personnel Planning and Review Committee Date

(for PP&R use only)  
SP15 Fall 15 Fall 19  
Approval Date Effective Date (see attached) Date of Next Review

**Department of Theatre**  
**Personnel Policies and Procedures**

Revised

Approved by Theatre faculty 11/12/14

**INTRODUCTION AND OVERVIEW**

The Department of Theatre values excellence in teaching, scholarship in its many forms, and creative activity in its many forms. We also value active involvement in the Department, College, University and community. We view the personnel process as an opportunity for dialogue within the Department and University that will enable each faculty member to achieve success in each of the multidisciplinary areas of expertise.

All Department of Theatre personnel evaluations will conform to the Mike Curb College of Arts, Media, and Communication Personnel Handbook and to the Academic Personnel Policies and Procedures detailed in Section 600 of the CSUN Administrative Manual. The following procedures articulate the application of the provisions of the College Personnel Handbook and of Section 600 that are specific to the Department of Theatre.

Department of Theatre Personnel Policies and Procedures supplement selected personnel policies and procedures in the California State University Northridge (CSUN) Administrative Manual (Section 600, Academic Personnel Policies and Procedures); Section 600 parts are updated at the beginning of each academic year, based on changes in each year's printing of Section 600 by the University. Faculty members are urged to review all of Section 600 each year.

**Part I**

Part I of the Department's personnel policies and procedures focuses on the section entitled Responsibilities of Faculty Committees

The following additions to the section entitled *Responsibilities*.

**Department Level Responsibilities of Faculty Committees.**

**1. Responsibilities.**

These policies and procedures along with copies of the college personnel procedures will be distributed annually. Department faculty members have a responsibility to review and follow policies and procedures in these documents.

The following additions to the section entitled *Procedures for evaluating teaching effectiveness*.

**1. (a)**

Class visits shall include all aspects of a faculty member's teaching load, including any production-related assignment. All production-related assignments require some level of student interaction.

- (i)** All members of the Department Personnel Committee shall visit each probationary faculty member and each faculty member under consideration for promotion.
- (ii)** Prior to the beginning of class visits, schedules and syllabi for all courses will be requested jointly by the Department Chair and the Chair of the Department Personnel Committee. Specific arrangements for visits are coordinated between each visitor and the faculty members whose classes are visited.
- (iii)** A written report will be completed for each visit and provided to the faculty member no later than 14 days after the visit. The Department of Theatre Report of Class Visit (See Attachment 1) shall be used in the preparation and distribution of the written report. Prior to the preparation of the written report of the visitation, a post-visitation consultation between the visitor and the faculty member shall take place to discuss such issues as context within the course and pedagogical issues that may have arisen during the visit. A faculty member may also respond to the report of class visits in writing and may request that the response be placed in his or her Personnel Action File. The Department Chair will ensure that copies of all reports and responses are placed in appropriate Personnel Action Files.

**1. (b)**

The Department of Theatre uses an approved form, providing students with opportunities to evaluate teaching effectiveness. Specific items used on these forms (see Attachment 2) shall be annually reviewed and approved by the tenure-track faculty.

- (i)** At least one of these classes evaluated by the students using the written student questionnaire shall be clearly applicable to the major in Theatre unless the faculty member is teaching only non-major classes.

The classes in which student written evaluations are conducted should, when possible, include fifteen or more students.

Probationary faculty and faculty being considered for promotion are encouraged to have student evaluations conducted in every course they teach each semester.

Student evaluations will be administered during the latter half of the semester.

- (ii) The Department Chair or the Chair's designee will be responsible for administering the evaluation form. It will be administered in the absence of the faculty member, and the faculty member will not have access to the forms at any stage of their administration.

The Department Chair or the faculty member may initiate a conference to discuss any written student questionnaire evaluation.

**1. (c)**

Other sources of evidence of teaching effectiveness may include student work completed under the supervision of the faculty member, course syllabi, outlines, schedules, bibliographies, and other instructional materials provided to students.

**Student Consultation Procedures**

The following additions to Section 600:

An open meeting of the Department Personnel Committee, with the Department Chair, to which interested students are invited, is mandatory in order to provide students the opportunity to consult with the Committee. The following notice will be posted in the Department, in places where students will become aware of the open meeting, and the notice will be read in Department classes for two weeks prior to the open meeting:

CSUN requires periodic review and evaluation of all faculty members which includes consideration of students' views of faculty members' teaching. In accordance with this requirement, the Department Personnel Committee and the Department Chair will meet the students individually on \_\_\_\_\_, from \_\_\_\_\_ to \_\_\_\_\_, in \_\_\_\_\_. Students wishing to share their thoughts about the teaching of \_\_\_\_\_ are encouraged to meet with the Committee and Department Chair during those times. All information received at these meetings is kept confidential, except with written and signed permission of the student in accordance with university personnel policy. Students who cannot meet with the Committee and Department Chair during the scheduled times are invited to confer individually with members of the Committee and/or the Department Chair. Committee members are \_\_\_\_\_.

The Department Chair and/or Department Personnel Committee will discuss with the faculty candidate only the information derived from written and signed student perspectives.

## **Part II**

Part II of the Department's personnel policies and procedures focuses on:  
Section 600 Criteria for Making Judgments

The following additions to the section entitled:  
Professional Preparation

### **1. The University Standard.**

The appropriate terminal degree in most cases will be the doctoral degree in critical fields such as theatre history or a Master of Fine Arts in creative fields such as Acting, Directing, Design, Technology, or Management in order to be hired for a tenured or probationary position. However, the Department also recognizes that theatre artists with exceptional professional stature may be eligible for appointment and thus for meeting the degree requirements for promotion and tenure even without the terminal degree. Equivalencies to the terminal degree shall be stated in the position description and advertisement for the tenure-track position as well as requirements, if any, for tenure and promotion beyond the degree at time of appointment.

### **2. Defining Significant Scholarly and Creative Contributions to the Field of Study**

#### **a. Departmental standards defining significant scholarly or creative contributions to the field of study.**

The Department of Theatre has adopted a definition of "scholarship" consistent with the Association for Theatre in Higher Education (ATHE).

The Department of Theatre accordingly determines that significant Scholarly and Creative Activity in the various areas of theatre includes: Acting, Directing, Playwriting, Dramaturgy, Voice and Movement Direction, Choreography, Scene and Prop Design, Costume Design, Lighting Design, Sound Design, Technical Production, Theatre and Events Management and Stage Management, all of which require substantial traditional research, technical investigation and the application of skill and expertise to enhance professional performance experiences. Theatre activity is often not the work of an individual scholar who chooses to address a particular subject but the result of a collaboration of artists working together. Such creative activity constitutes contribution to the field of study. Theatre faculty meet the requirement for research and scholarly production by engaging in discipline related professional assignments undertaken independent of CSUN sponsorship.

The following forms of scholarly, creative activity fulfill the criteria of contributions to the field of study for the faculty member who is an academic theatre artist:

- (i)** Professional engagement in live performance productions, play readings, concerts, film, broadcast, electronic media, exhibitions, outdoor or site-specific performance in any of the applicable roles: Actor or Voice Actor; Director; Musical Director; Voice/Text Director; Choreographer; Coach; Dramaturge; Stage Manager; Assistant Stage Manager; Dance or Movement Performer; Singer; Narrator; Set, Lights, Sound or Costume Designer
- (ii)** Individual Acting, Voice, Speech, Dialects, Movement or Dance coaching or consultancy for live performance, feature or documentary film, broadcast or electronic media, commercial, electronic media such as audiobooks, CD ROM, instructional videos, etc.
- (iii)** Individual or collaborative writing, devising or improvising new performance works
- (iv)** Individual or collaborative publication of historic or critical commentary, translations and adaptations.
- (v)** Play development activities including workshops, readings (staged or otherwise) dramaturgy and script consultation.
- (vi)** Professional Movement, Voice, Speech, Dialects coaching or consultancy for non-theatre performance or production activities
- (vii)** Pedagogical and scholarly investigation for the purpose of advancing the knowledge and practice of areas pertaining to theatre, theatre production, teaching and performance, including pedagogical collaborations with professional and academic colleagues and performers, cohorts and community partners
- (viii)** Research, preparation and/or organization of archival samples of relevant material e.g. design samples, voices, dialects, dances, movement styles etc.
- (ix)** Research, preparation and/or organization of innovative ideas, performance or archival samples through digital media such as blogs or web pages
- (x)** Presentation of workshops, master-classes, papers, speeches at professional panels, seminars etc.

- (xi) Professional or academic consultancies including script development, technical, design or production assistance, program and curricular design

**b. Identification of the format and public forum:**

The faculty member submits the total corpus of creative activity to some level of evaluation because all the creative activity is made public. The faculty member will provide specific information on the setting and medium in which the creative activity took place and a statement of the significance of the creative activity to the field of study.

- c. The faculty member will provide outside reviews of the creative activity by peers in the field and other documentation of the value of the creative activity deemed appropriate by the faculty member.

Documentation of Creative/Scholarly Activity can be in the form of any or a combination of the following:

- (i) Audio, video or electronic recordings and photographs
- (ii) Critical notices or reviews which may or may not be positive and may not mention the Academic Theatre Artist by name
- (iii) Written evaluations of the contribution made by the faculty member to an individual, ensemble, professional company or community partner
- (iv) Letters of support or evaluation by qualified academic and professional colleagues, collaborators or clients
- (iv) Community, regional, national or international recognition or awards
- (v) Director's production books, study guides, program notes, prompt books, design notes, sketches and drawings
- (vii) Written evaluation (by qualified adjudicators) of work submitted for competitions

- (viii) Evaluations by directors, designers, coaches, cast members or other artists who were collaborators on creative projects (may include professional peers or students)
  - (ix) Marketing and public relations materials, production programs
  - (x) Authorship of successful grants
  - (xi) Evidence of a substantial and established record of activities such as Acting, Voice Acting or Narration; Directing or Musical Direction; Dramaturgy; Vocal Direction; Choreography; Set, Lights, Sound or Costume Design; Stage Management or Assistant Stage Management; Coaching, Workshop leadership and Consultancies
- d. The creative activity will be evaluated by the Personnel Committee and the Department Chair based on the information provided, statement of significance, reviews, letters and other documentation.
- e. In the absence of demonstrated peer review of the contribution to the field of study, the Department Personnel Committee, in consultation with the candidate, will generate a list of peer reviewers external to CSUN, from which the candidate will select one reviewer and the DPC will select the second from whom a peer review of the contribution will be generated.

### **Part III**

Part III of the Department's personnel policies and procedures focuses on Section:

#### **Consultation.**

The Department Personnel committee will consult with the Department's tenured faculty concerning the faculty member under review in a formal meeting.