September 13, 2023 MSP: The committee approved extending the effective date of the existing procedures for one year, allowing time for the review and approval of revised personnel procedures during the 2023-24 academic year.
NOTE: This attachment is to provide an explanation for any effective date on a personnel procedure that occurs later than the Fall of the year after the procedures have been approved. Please use the space below to explain the conditions of the effective date given on the previous page. If the effective date does occur the Fall of the year after the personnel procedures have been approved, there is no need to fill out this form.
University Counseling Services Policy on Unit 3 Personnel Matters  
Approved April, 2013  
(Addendum to Section 600)

Note: The Vice President for Student Affairs serves as the Dean of the College. The faculty counselor's Personnel Action File (PAF) shall be kept in the office of the VP for Student Affairs and shall be made available to all reviewers.

I. **Departmental RTP Procedures**

A. The UCS Department Personnel Committee shall have three members elected by their full-time, tenure-track peers. All full-time tenured members holding the rank of SSP-AR II or III are eligible to serve. Election will be held within the first two weeks of the fall semester. The members shall serve for one year. The DPC, after review of the PIF, PAF, and feedback from tenured faculty in the department, shall submit the recommendation for retention, tenure, and promotion.

B. The procedure for transmission of evaluations and recommendations shall be as follows:

1. The Department Personnel Committee and the Director of University Counseling Services (UCS) shall conduct independent evaluations of the faculty counselor. The Chair of the DPC is responsible for submitting all written reports. As per Section 600, the faculty counselor shall have ten (10) calendar days to respond to the evaluations in writing and/or meet with the DPC and/or director. The Chair of the Department Personnel Committee shall then transmit the Committee's recommendations to the Director. The UCS Director forwards to the Vice President for Student Affairs his/her recommendation, along with the Professional Information File (PIF), and the evaluation made by the department committee.

2. The Vice President for Student Affairs shall transmit all recommendations, along with his/her own, along with the Professional Information File (PIF), to the Provost and Vice President for Academic Affairs.

II. **Criteria for Making Judgments**

The primary goal of the SSP-AR faculty counselor is to assist students in learning skills to improve their overall mental health, academic performance, and quality of life. University Counseling Services (UCS) SSP-AR faculty counselors are to provide intake assessment and diagnosis, individual, group and crisis counseling to students. SSP-AR faculty counselors provide outreach and consultation to students, staff and faculty; train graduate level students; and engage in scholarly activities that promote their own professional growth and contribute to the advancement of knowledge in their professional discipline.

In order to meet these goals, functions and needs of the university community, the SSP-AR faculty counselor should be evaluated for tenure and promotion according to the following criteria:

A. **Professional Preparation**

1. A UCS faculty counselor meets professional preparation expectations when he or she:
   a. Requirements for licensure will be consistent with the license requirements specified in the counselor's letter of appointment
   b. Works toward and/or maintains continued professional licensing;
   c. Completes continuing professional development (updating of knowledge and skills) via formal education or attendance at continuing education workshops and seminars; meets the minimum requirement of 36 hours over two years, or as required by the counselor's discipline
   d. Attends professional meetings or conferences.

2. The sources of information relied upon for evaluating professional preparation may include but are not limited to:
   a. Copy of current license
   b. Official transcripts of formal graduate level education completed;
c. Certificates of completion from continuing education coursework or seminars;
d. Certificate of attendance, or registration receipt and copy of program, from professional
   meeting(s) or conference(s);
e. Copy of newly acquired licensures or certifications.

B. Effectiveness in Counseling

1. Counseling Competence entails effectively performing professional counseling duties, direct
   and indirect clinical services, including:
   a. Clinical assessment and intake evaluation;
   b. Individual, couple, family or group counseling;
   c. Crisis intervention, hospitalization and other emergency response;
   d. Mental health consultation and referrals;
   e. Case management, documentation & record keeping.

2. A UCS faculty counselor meets Counseling Competence expectations when he or she:
   a. Maintains and demonstrates a current command of knowledge in professional counseling theory,
      research, practice, legal and ethical guidelines, and UCS policies and procedures;
   b. Employs a variety of therapeutic methods to effectively counsel clients with a full range of
      psychological issues;
   c. Utilizes sound clinical judgment and applies methods appropriate to presenting problems and
      needs of clients;
   d. Demonstrates cultural sensitivity and competence addressing needs of a diverse client
      population;
   e. Is willingly accessible and available for crisis intervention and mental health consultation;
   f. Maintains (in a timely manner) a thorough record of counseling activities for each client;
   g. Applies legal and ethical standards of the profession in executing clinical services, programming
      and documentation;
   h. Utilizes consultation opportunities for treatment planning, and to ensure service quality and
      adherence to legal and ethical mandates.

3. The sources of information relied upon for evaluating counseling competence may include:
   a. Review of clinical charts, using uniform professional standards, by UCS colleagues;
   b. Summary data and reports from student (client) evaluations
   c. Two cases reviewed by the DPC via chart review, to take place every year beginning with the
      2nd year review period. The cases will be chosen in consultation with the candidate. The cases
      must involve an intake session and at least three follow-up sessions.
   d. f. Case conference presentation made to UCS colleagues, followed by evaluation by colleagues, 
      to take place every other year, beginning the fall semester of the 3rd year review period.

C. Contributions to the Field of Study

A successful faculty counselor has a well-defined and focused professional agenda and has produced
 counseling-related accomplishments.

1. Significant Creative and Scholarly Contributions

   a. University Counseling Services recognizes as Significant Creative and Scholarly Contributions, in
      any format, if the following two (2) conditions are met:
      (1) It is subject to external peer review.
      (2) It is a demonstration of professional expertise in counseling or a closely related field,
          including the faculty member's subject specialization or special assignment.
      (3) An external peer reviewed publication

   b. Evidence of activities as indicators of contributions to the field of study in the context of
      significant creative and scholarly contributions may take several forms and may include but are not
      limited to the following:
      (1) Presenting research or scholarly papers at professional conferences/meetings which
          involve a peer review process for acceptance;
      (2) Presenting workshops, posters or seminars at professional conferences/meetings
          which involve a peer review process for acceptance;
(3) Receiving peer reviewed external grants, awards, honors or other professional recognitions;
(4) Creating innovative mental health brochures, manuals, articles, videotapes, power point programs, web pages, or other media that have been externally peer-reviewed;
(5) Development of professional seminars to be used in the training of interns that have undergone an external peer-review process;
(6) Department or program self-study reports for the purpose of accreditation.

c. The sources of information relied upon for evaluating contributions made to the field of study in the context of significant creative and scholarly contributions may include but are not limited to:
(1) Copy of professional conference or community event program or agenda listing faculty counselor as presenter and title page of research report, scholarly paper, or workshop/seminar materials;
(2) Copy of presentation, paper, workshop, or seminar materials from professional conference or community event or agenda;
(3) Copy of student scholarly work (e.g., doctoral dissertations, master’s theses, senior projects, etc.) showing faculty counselor’s authorship and percentage of contribution;
(4) Copy of peer reviewed external grant;
(5) Copy of the innovative brochures, manuals, articles, videotapes, power point programs, web pages, or other media along with external peer reviewed evaluations;
(6) Copy of peer reviewed published works;

3. Process of Peer Review significant creative and scholarly contributions involves utilizing:

a. Criteria by which documented significant creative and scholarly contributions will be evaluated:
   1. clear goals and objectives
   2. use of multiple documented resources
   3. effective presentation
   4. usefulness to university population
   5. usefulness to the counseling profession

b. Procedures by which the significant creative and scholarly contributions will be evaluated:
   • There will be a minimum of two reviewers, who shall be counselors or academic faculty at other institutions of higher education and/or recognized and qualified professionals from professional counseling organizations. The candidate shall select the reviewers in consultation with DPC and/or the Director.
   • The DPC will send the materials (e.g., article, brochure, workshop, presentation materials, etc.) to the reviewers. Reviewers should send their evaluations/forms/comments back to the Chair of the DPC.
   • Candidates will be given copies of all reviews received. Copies of reviews will be kept in the candidate’s PAF.
   • Candidates will have a chance to comment on the reviews as part of the existing 10-day response period following receipt of the DPC’s RTP recommendation.
   • Recommended time frame:
     External reviews need to be received by the Chair of the DPC by the PIF due date, typically at the beginning of December (with consideration to the University RTP calendar). The candidate should plan accordingly, i.e., to determine the work(s) to be reviewed and the potential list of external reviewers, in such time that the external reviews will be received by that date. University Counseling Services typically does not recognize works which are "in review."

4. Other activities are recognized as contributing to the field that are not considered to meet the criteria for creative and scholarly contributions (e.g., are not peer reviewed). These activities are desirable and commendable and will be considered in retention, tenure, and promotion decisions alongside other professional activities.

D. Contributions to the Department, College, University, and Community
1. A UCS faculty counselor meets the expectations for contributions made to the University and community when he or she is active in one or more of the following but not limited to:
   a. Developing new programs/procedures/forms for the UCS department or Student Affairs division;
   b. Developing informational brochures or psycho-educational materials;
d. Authoring documents, reports, grant proposals, or other materials pertinent to the UCS department mission or operation;

e. Providing training and supervision to and clinical case management for graduate level interns;

f. Administration and training of students within UCS Peer Education programs;

g. Participating in and serving on Faculty Governance, UCS department, Student Affairs division or University committees or advisory groups;

h. Developing workshop, training, and/or seminar materials for outreach purposes;

i. Presenting workshops, training, and/or seminars for outreach purposes;

j. Serving as advisor or sponsor for a student group on campus;

k. Serving as liaison to other University departments, functions or activities;

l. Providing consultation of a professional nature to off-campus entities;

m. Providing leadership or serving on committees in professional organizations/associations;

n. Volunteering counseling-related services to community organizations;

o. Providing lectures, seminars or workshops to community groups;

p. Making presentations to media such as interviews or articles in newspapers, magazines, radio or television;

q. Providing professional development seminars or training to counselors and interns (inside UCS and outside) on clinical issues or treatment innovations;

r. Conducting research, program evaluation, or generating reports that do not lead to publication but contributes to UCS program development or service improvements;

s. Receiving awards, honors or other professional recognitions;

t. Receiving internal grants.

2. The sources of information relied upon for evaluating contributions to the University and community may include but are not limited to:

a. Copies of program descriptions, procedures, forms, informational brochures or psycho-educational materials developed;

b. Copies of documents, reports, grant proposals, or other materials pertinent to the UCS department mission or operation (or reference to such if documents are too large);

c. Copies of documents identifying the counselor as actively participating in a University committee or advisory group;

d. Summary data and report from ongoing evaluations of campus outreach presentations;

e. Summary data and written discussion of supervisee evaluation(s) of supervision and training;

f. Documentation of consultation or volunteer service (e.g., contract, letter of invitation or appreciation, etc.) from community entities or organizations; or

g. Written letters of commendation, if available, from colleagues or community members (on or off campus);

h. Documentation from professional organization/association of leadership appointment or committee minutes reflecting the faculty counselor’s service.

i. Interns’ evaluations of the counselor as supervisor and provider of didactic trainings.

E. Professional and Personal Responsibilities

A UCS faculty counselor meets professional and personal responsibility expectations as set forth in Section 600.
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Approved April, 2013
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Note: The Vice President for Student Affairs serves as the Dean of the College. The faculty counselor’s Personnel Action File (PAF) shall be kept in the office of the VP for Student Affairs and shall be made available to all reviewers.

I Departmental RTP Procedures

A. The UCS Department Personnel Committee shall have three members elected by their full-time, tenure-track peers. All full-time tenured members holding the rank of SSP-AR II or III are eligible to serve. Election will be held within the first two weeks of the fall semester. The members shall serve for one year. The DPC, after review of the PIF, PAF, and feedback from tenured faculty in the department, shall submit the recommendation for retention, tenure, and promotion.

B. The procedure for transmission of evaluations and recommendations shall be as follows:

1. The Department Personnel Committee and the Director of University Counseling Services (UCS) shall conduct independent evaluations of the faculty counselor. The Chair of the DPC is responsible for submitting all written reports. As per Section 600, the faculty counselor shall have ten (10) business calendar days to respond to the evaluations in writing and/or meet with the DPC and/or director. The Chair of the Department Personnel Committee shall then transmit the Committee’s recommendations to the Director. The UCS Director forwards to the Vice President for Student Affairs his/her recommendation, along with the Professional Information File (PIF), and the evaluation made by the department committee.

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In order to meet these goals, functions and needs of the university community, the SSP-AR faculty counselor should be judged evaluated for tenure and promotion according to the following specific criteria:

A. Professional Preparation

1. A UCS faculty counselor meets professional preparation expectations when he or she:
   a. Requirements for licensure will be consistent with the license requirements specified in the position announcement counselor’s letter of appointment.
   b. Works toward and/or maintains continued professional licensing;
   c. Completes continuing professional development (updating of knowledge and skills) via formal education or attendance at continuing education workshops and seminars; meets the minimum requirement of 26 hours over two years, or as required by the counselor’s discipline;
   d. Attends professional meetings or conferences.

2. The sources of information relied upon for evaluating professional preparation may include but are not limited to:
   a. Copy of current license
   b. Official transcripts of formal graduate level education completed.
C. Contributions to the Field of Study

A successful faculty counselor has a well-defined and focused professional agenda and has produced counseling-related accomplishments.

<table>
<thead>
<tr>
<th>1. Publications</th>
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<td>The department adheres to the definition of scholarly publication as outlined in Section 600.</td>
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<th>12. Equivalencies to Publication Significant Creative and Scholarly Contributions</th>
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<tr>
<td>a. In addition to the definition of publication stated in Section 600, the University Counseling Services Department recognizes as Significant Creative and Scholarly Contributions, in any format, the following two (2) conditions are met:</td>
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<td>d. Crisis intervention, Hospitalization and other Emergency Response</td>
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<tr>
<td>e. Mental Health Consultation and Referrals</td>
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<tr>
<td>f. Case Management, Documentation &amp; Record Keeping, and Reporting on Psychological Assessment/Testing (when applicable)</td>
</tr>
</tbody>
</table>

| 2. A UCS faculty counselor meets Counseling Competence expectations when he or she: |
| a. Maintains and demonstrates a current command of knowledge in professional counseling theory, research, practice, legal and ethical guidelines, and UCS policies and procedures. |
| b. Embraces a variety of therapeutic methods to effectively counsel clients with a full range of psychological issues. |
| c. Utilizes sound clinical judgment and applies methods appropriate to presenting problems and needs of clients. |
| d. Demonstrates cultural sensitivity and competence addressing needs of a diverse client population. |
| e. Is willingly accessible and available for crisis intervention and mental health consultation. |
| f. Maintains (in a timely manner) a thorough record of counseling activities for each client. |
| g. Applies legal and ethical standards of the profession in executing clinical services, including documentation. |
| h. Utilizes consultation opportunities for treatment planning, and to ensure service quality and adherence to legal and ethical mandates. |

| 3. The sources of information relied upon for evaluating counseling competence may include but are not limited to: |
| a. Videotaped or tape-recorded sample audiotapes of counseling sessions evaluated by UCS colleagues. |
| b. Review of clinical charts, including uniform clinical standards, by UCS colleagues. |
| c. Intern's evaluation of the counselor as an instructor. |
| D. Summarized data and reports from student (client) evaluations. |
| e. Peer's single-case review by DPC, including informal case presentation to DPC—case discussion with DPC members, and brief review of actual counseling session. |
| f. Two cases reviewed by the DPC via chart review, to take place every year beginning with the 2nd year review period. The cases shall be chosen in consultation with the candidate. The cases must involve an intake session and at least three follow-up sessions. |
| g. Biannual (2) case conference presented by UCS colleagues, followed by evaluation by colleagues, to take place every other year, beginning during the fall semester of the 3rd year review period. |
(1) It is subject to external peer review.
(2) It is a demonstration of professional expertise in counseling or a closely related field, including the faculty member's subject specialization or special assignment.
(3) An external peer reviewed publication.

b. Evidence of activities as indicators of contributions to the field of study in the context of equivalencies to publications, equivalencies to publications significant creative and scholarly contributions may take several forms and may include but are not limited to the following:

(1) Presenting research or scholarly papers at professional conferences/meetings which involve a peer review process for acceptance;
(2) Presenting workshops, posters or seminars at professional conferences/meetings which involve a peer review process for acceptance;
(3) Receiving peer reviewed external grants, awards, honors or other professional recognitions;
(4) Creating innovative mental health brochures, manuals, articles, videotapes, power point programs, web pages, or other media that have undergone an external peer review process;
(5) Department or program self-study reports for the purpose of accreditation.

b. Evidence of activities as indicators of contributions to the field of study in the context of equivalencies to publications, equivalencies to publications significant creative and scholarly contributions may take several forms and may include but are not limited to:

(1) Copy of professional conference or community event program or agenda listing faculty counselor as presenter and title page of research report, scholarly paper, or workshop/seminar materials;
(2) Copy of presentation, paper, workshop, or seminar materials from professional conference or community event or agenda;
(3) Copy of student scholarly work (e.g., doctoral dissertations, master's theses, senior projects, etc.) showing faculty counselor's authorship and percentage of contribution;
(4) Copy of peer reviewed external grant;
(5) Copy of the innovative brochures, manuals, articles, videotapes, power point programs, web pages, or other media along with external peer reviewed evaluations;
(6) Copy of peer reviewed published works;
(7) Copy of letter enlisting faculty counselor to critique, edit/review manuscript, articles or other work for professional or scholarly journals and confirmation that the request was completed.

3. Process of Peer Review for equivalencies to publications, equivalencies to publications significant creative and scholarly contributions listed in 3.1. above, in the context of contribution to the field of study involve utilizing:

a. Criteria by which documented equivalencies significant creative and scholarly contributions will be evaluated:
1. clear goals and objectives
2. use of multiple documented resources
3. effective presentation
4. usefulness to university population
5. usefulness to the counseling profession
6. dissemination of the product to appropriate audiences

b. Procedures by which the equivalency significant creative and scholarly contributions will be evaluated:
• There will be a minimum of two reviewers, who shall be counselors or academic faculty at other institutions of higher education and/or recognized and qualified professionals from professional counseling organizations. The candidate shall select the reviewers in consultation with DPC and/or Director.
• The DPC will send the materials (such as bulletin articles, book reviews, workshop, presentation materials, etc.) to the reviewers. Reviewers should send their evaluations and comments back to the Chair of the DPC. - See attached form, [Chair/ Director].
Candidates will be given copies of all reviews received. Copies of reviews will be kept in the candidate’s PAF.

Candidates will have a chance to comment on the reviews as part of the existing 10-day response period following receipt of the DPC’s RTP recommendation.

Recommended time frame:
External reviews need to be received by the Chair of the DPC by the PIF due date, typically at the beginning of December (with consideration to the University RTP calendar). The candidate should plan accordingly, i.e., to determine the work(s) to be reviewed and the potential list of external reviewers, in such time that the external reviews will be received by that date, University Counseling Services typically does not recognize works which are “in review.”

4. Contributions to the field of study not considered a publication or equivalency to publication include but are not limited to the following:
   a. Producing critiques of, or editing/reviewing manuscripts, articles, or other works for professional or scholarly journals in peer-reviewed publications;
   b. Contributing to student scholarly works (e.g., dissertations, master’s theses, senior projects, etc.);
   c. Presentation of professional work (via workshops or seminars) to trainees, faculty counselors, or counseling professionals from CSUN or the community.

4. Other activities are recognized as contributing to the field that are not considered to meet the criteria for creative and scholarly contributions (e.g., are not peer reviewed). These activities are desirable and commendable and will be considered in relation to tenure and promotion decisions alongside other professional activities.

D. Contributions to the Department, College, University, and Community

1. A UCS faculty counselor meets the expectations for contributions made to the University and community when he or she is active in one or more of the following but not limited to:
   a. Developing promotional materials for the UCS department or Student Affairs division;
   b. Developing informational brochures or psycho-educational materials;
   c. Conducting research or program evaluation that does not lead to publication but contributes to UCS program development or service improvements;
   d. Authoring documents, reports, grant proposals, or other materials pertinent to the UCS department mission or operation;
   e. Providing training and supervision to and clinical care management for graduate level interns;
   f. Administration and training of students within UCS Peer Education programs;
   g. Participating in and serving on Faculty Governance, UCS department, Student Affairs division or University committees or advisory groups;
   h. Developing workshop, training, and/or seminar materials for outreach purposes;
   i. Presenting workshops, trainings, and/or seminars for outreach purposes;
   j. Serving as advisor or sponsor for a student group on campus;
   k. Serving as liaison to other University departments, functions, or activities;
   l. Providing consultation to a professional nature to off-campus entities;
   m. Providing leadership or serving on committees in professional organizations/associations;
   n. Volunteering counseling-related services to community organizations;
   o. Providing lectures, seminars or workshops to community groups;
   p. Making presentations to media such as interviews or articles in newspapers, magazines, radio or television;
   q. Providing professional development seminars or training (peer-reviewed) to counselors and interns (inside UCS and outside) on clinical issues or treatment innovations;
   r. Conducting research, program evaluation, or accreditation report generating reports that does not lead to publication but contributes to UCS program development or service improvements;
   s. Receiving awards, honors or other professional recognitions;
   t. Receiving internal grants.

2. The sources of information relied upon for evaluating contributions to the University and community may include but are not limited to:
   a. Copies of program descriptions, procedures, forms, informational brochures or psycho-educational materials developed;
   b. Copies of documents, reports, grant proposals, or other materials pertinent to the UCS department mission or operation (or reference to such if documents are too large);
c. Copies of documents identifying the counselor as actively participating in a University committee or advisory group;

d. Summary data and report from ongoing evaluations of campus outreach presentations;

 e. Summary data and written discussion of supervisee evaluation(s) of supervision and training;

f. Documentation of consultation or volunteer service (e.g., contract, letter of invitation or appreciation, etc.) from community entities or organizations;

g. Written letters of commendation, if available, from colleagues or community members (on or off campus);

h. Documentation from professional organization/association of leadership appointment or committee minutes reflecting the faculty counselor's service;

i. Interns' evaluations of the counselor as supervisor and provider of didactic trainings.

E. Professional and Personal Responsibilities

A UCS faculty counselor meets professional and personal responsibility expectations as set forth in Section 600.