

**COVER SHEET FOR PROPOSED CHANGES TO DEPARTMENT PERIODIC REVIEW OF  
TENURED FACULTY (POST-TENURE REVIEW) PROCEDURES**

University Counseling Services  
**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 Post-Tenure Review 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 has determined that the proposed new or revised procedures are consistent with Section 600 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:**

1. Date that current proposed changes were sent forward 11/8/2021
2. Describe briefly the general reason(s) for your proposed change(s) (e.g., "proposed changes were initiated by the Department to be in compliance with the current Faculty Contract and Section 600"). \_\_\_\_\_  
Up to this point, UCS has been utilizing Section 600 for post-tenure review and would now  
like to propose a more specific document for this review.  
\_\_\_\_\_  
\_\_\_\_\_
3. List the date the tenured and probationary faculty of the Department voted to approve the proposed changes:  
11 / 03 / 2021

Please email the following to Faculty Affairs email at [faculty.affairs@csun.edu](mailto:faculty.affairs@csun.edu):

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

**DEPARTMENT APPROVAL: (Sign & Print Name)**

anne Eipe Anne Eipe 11/8/2021  
Department Chair or Chair, Department Personnel Committee Date

**COLLEGE APPROVAL: (Sign & Print Name)**

William Watkins William Watkins 12/03/21  
College Dean Date

**PP&R APPROVAL:**

Lindsay Ann May 25, 2022  
Chair, Personnel Planning and Review Committee Date

(for PP&R use only)	FA 2022	
<u>SP 2022</u>	<u>FA 2025 (for changes in criteria)</u>	<u>FA 2026</u>
Approval Date	Effective Date	Date of Next Review

Revised 3.30.20

University Counseling Services  
Personnel Policies and Procedures for Post Tenure Review  
November 2021

Post Tenure Review (PTR) committee

UCS shall have a PTR committee consisting of two members. Members must hold the rank of SSP-AR-III. In the event UCS does not have enough members to qualify, tenured faculty at the rank of full professor with related expertise and qualifications from related academic disciplines may serve. The committee will be elected by tenure-track members of the UCS faculty. The election will be held within the first four weeks of the spring semester, if any member is under review that year. Members shall serve for one year and may be re-elected. The elected members of the Committee shall select a Chair.

The UCS Director will provide a level of review as well, as specified in Procedures below.

Procedures

1. The UCS faculty member under review will submit to the Committee and the UCS Director a summary of activities since the last review. The summary should include activities based on actual work assignments only. For faculty with counseling responsibilities, the summary will include a copy of current professional license and student evaluations of counseling performance. Other activities and responsibilities may include:
  - Outreach
  - Serving as liaison to other university departments, programs, or constituencies
  - Participation in department, division, and university committees
  - Consultation
  - Case management
  - Provision of training to interns
  - Provision of professional development seminars or continuing education seminars
  - Assigned administrative duties
2. The Committee will review the summary and submit a written report to the faculty member and the UCS Director. The faculty member will have 10 calendar days to respond and/or meet with the Committee.
3. Concurrently, the UCS Director will review the summary and submit a written report to the faculty member. The faculty member will have 10 calendar days to respond and/or meet with the UCS Director.
4. The summary and reports are then sent to the Vice President for Student Affairs and placed in the faculty member's PAF.
5. The Chair of the PTR committee, or designee, and the Vice President for Student Affairs will meet with the faculty member under review to discuss their strengths and weaknesses along with suggestions, if any, for improvement.
6. The Vice President for Student Affairs will provide a written report of the review, copies of which will be sent to the PTR Committee and the Director. The faculty member will have 10 calendar days to respond and/or meet with the Vice President for Student Affairs
7. The written report of the Vice President for Student Affairs and any response provided by the faculty member will also be placed in the faculty member's PAF.

Participants in the Faculty Early Retirement Program (FERP) will not undergo post tenure review.