

**COVER SHEET FOR PROPOSED CHANGES TO DEPARTMENT/COLLEGE  
PERSONNEL PROCEDURES  
SECTION 600 (RETENTION, TENURE, AND PROMOTION)**

University Library  
COLLEGE

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 December 9, 2022
- For Department Personnel Procedures:**
  - Indicate the date the department faculty voted to approve the proposed changes: \_\_\_\_\_
  - 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: December 7, 2022
- (Optional) Briefly state the rationale for your proposed changes:** Updated language and format of the document, and added service-learning criteria to be used by personnel committees for retention, tenure, and promotion.

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

\_\_\_\_\_  
Chair, Department Personnel Committee Date

\_\_\_\_\_  
Department Chair Date

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

**Luiz Henrique Mendes** Digitally signed by Luiz Henrique Mendes  
Date: 2022.12.08 14:30:10 -08'00' December 9, 2022

Chair, College Personnel Committee Date

**Mark Stover** Digitally signed by Mark Stover  
Date: 2022.12.09 14:41:38 -08'00' December 9, 2022

College Dean Date

*Lindsay Ann*

**May 31, 2023**

Chair, Personnel Planning and Review Committee Date

(for PP&R use only)		
<u>SP 2023</u>	<u>FA 2023 FA 2026 for changes in criteria</u>	<u>FA 2027</u>
Approval Date	Effective Date (see attached)	Date of Next Review

## College Personnel Policies and Procedures

This document is intended to supplement Section 600 of the CSUN *Administrative Manual*.

### I. The College Personnel Committee

#### 1. Composition and Eligibility

- a. The College Personnel Committee will consist of three tenured library faculty members.
- b. Committee members will be elected according to the college's election procedures. All probationary and tenured library faculty are eligible to vote.
- c. Committee members will serve overlapping two-year terms.

#### 2. Responsibilities

Deliberations and policy decisions not specifically related to an individual library faculty member will be disseminated to the entire library faculty.

### II. Procedures and Policies for Retention, Tenure, and Promotion

1. The College Personnel Committee will evaluate the retention, promotion, and tenure recommendations of Department Personnel Committees and Chairs to ensure that equitable standards have been applied.

#### 2. Criteria to be used by Personnel Committees

In addition to guidelines established by the departments, candidates may be evaluated on Effectiveness in Librarianship more broadly. Faculty may be recognized for high impact educational practices, such as mentoring library student employees, supervising graduate interns, or providing service-learning opportunities for students within the library.