

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

Humanities  
COLLEGE

American Indian  
DEPARTMENT Studies

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 \_\_\_\_\_
3. Department or College initiating proposed changes AIS
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").  
Program initiated addition to clarify definition of publications.

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Faculty Affairs

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

**FOR DEPARTMENT PERSONNEL PROCEDURES:**

P. Karen Lind-Olsen, Ph.D. 01/30/13  
Chair, Department Personnel Committee Date

[Signature] 11/2/12  
Department Chair Date

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

[Signature] 2/21/13  
Chair, College Personnel Committee Date

[Signature] 2-27-13  
College Dean Date

[Signature] 5-17-13  
Chair, Personnel Planning and Review Committee Date

(for PP&R use only)	F13	2017-2018
<u>S13</u>	F16 (for change in criteria)	
Approval Date	Effective Date (see attached)	Date of Next Review

**American Indian Studies Program**  
Departmental Additions to Section 600 of the CSUN Administrative Manual  
Department Personnel Procedures  
Approved by the Program Advisory Board, Oct. 30, 2012

**Contributions to Field of Study**

Currently, Section 632.4 Contributions to Field of Study, Item 2 states:

The University defines publication as:

Scholarly books, articles, and reviews that appear in scholarly or nationally recognized journals devoted 1) to the candidate's academic discipline or closely-related field; and 2) to pedagogical research and/or teacher education in the candidate's academic discipline or closely-related fields.

We would like to add this language to the Personnel Procedures for American Indian Studies:

“The American Indian Studies Program also accepts as published a peer-reviewed article or book that is accepted for publication but not yet printed. Appropriate documentation is required.”