

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

Health & Human Development

Child & Adolescent Development

COLLEGE

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.

**RECEIVED**  
DEC 14 2012

Calif. State University Northridge  
Office of Faculty Affairs

**BACKGROUND INFORMATION:**

1. Are proposed changes those of College  or Department  procedures? (check one)
2. Date that current proposed changes were sent forward November 13, 2012
3. Department or College initiating proposed changes Department of Child and Adolescent Development
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").  
Regular review and update of Tenure-Track and Part-Time Faculty PP&P.
5. The proposed changes have been approved by the faculty of the College  or Department  (check one)

**FOR DEPARTMENT PERSONNEL PROCEDURES:**

Whitney Scott 11/13/12  
Chair, Department Personnel Committee Date

David W. ... 11/13/12  
Department Chair Date

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

Lorain Rubin 11/12/12  
Chair, College Personnel Committee Date

... .. 5/22/13  
College Dean Date

... .. 9-4-13  
Chair, Personnel Planning and Review Committee Date

(for PP&R use only)		
<u>SP 13</u>	<u>2013-2014</u>	<u>2017-2018</u>
Approval Date	Effective Date (see attached)	Date of Next Review

**Department of Child and Adolescent Development**  
**PERSONNEL POLICIES & PROCEDURES**  
**Tenure-line Faculty**  
**Revised Fall 2012**

I. Required Statement of Procedures

A. Procedures for Class Visits

1. Each probationary faculty member and faculty under consideration for retention, promotion and tenure, shall be visited in their class twice each academic year, once by the Department Chair and once by a member of the Personnel Committee or designees per Section 600 of the Administrative Manual.
2. A member of the Personnel Committee and the Department Chair, in separate consultation with the candidates, will determine mutually agreeable dates for their class visits.
3. Candidates may request an additional visit(s) by the Personnel Committee or another tenured faculty member in the Department.
4. A member of the Personnel Committee and Department Chair will provide a written report using the standard Department Class Observation Form. The Class Observation Form is available upon request from the Department Chair or the Chair of the Department Personnel Committee.
5. Distribution of the class observation reports is as follows:  
The Department Chair will be responsible for distributing the original reports to the candidate so that they may be included in his/her Professional Information File, with file copies to the Department Chair, the Chair of the Department Personnel Committee and to the Dean of the College of Health and Human Development for inclusion into the candidate's Personnel Action File.

B. Procedures for collecting, processing, and interpreting written student evaluations of teaching effectiveness.

1. The student evaluation of instruction instrument adopted by the Department will be administered, at minimum, in two courses taught by each tenure-line faculty member during each academic year.
  - a. Tenured associate professors will have the student evaluation of instruction instrument administered, at minimum, in at least one course each fall and spring semester.
  - b. Probationary faculty will have the student evaluation of instruction instrument administered, at minimum, in one section of each course taught each fall and spring semester.
  - c. Probationary faculty during their first year of service will have the student evaluation of instruction instrument administered, at minimum, in one section of each course taught both fall and spring.
2. Student evaluation of instruction summaries for all semesters are to be placed in each candidate's Personnel Action File, with a copy to the faculty member, and reviewed by members of the Personnel Committee, in addition to other sources of information pertaining to the candidate's teaching effectiveness.
3. As soon as available, the Department Chair shall supply to all full time faculty members a copy of the median and mean scores routinely provided by the University, along with the standard deviation for the sum of all Child and Adolescent Development faculty student evaluation of instruction scores. These numbers will be used for comparison purposes for all faculty involved in the Retention, Tenure and Promotion process, as well as providing all full-time faculty with a means of additionally evaluating their own scores.

C. Procedures for providing students the opportunity for consultation.

1. Notices will be posted on Department bulletin boards, the Department's website, via electronic mail, in classrooms and by other appropriate methods of communication, advising students of the day, the hour and the location that they may consult with the Department Personnel Committee about faculty members being considered in the retention, tenure and promotion process.
2. Students will be informed that they may request an additional appointment time to meet with the Department Personnel Committee.
3. Written statements from students regarding faculty shall be handled in accordance with Section 600 of the Administrative Manual.
4. Faculty have the right to review and respond to negative statements as per Section 600 of the Administrative Manual.

## II. Optional Procedure Permitted by Section 600

### A. Other sources of teaching effectiveness

Normally, course syllabuses and major assignments are part of the candidate's Professional Information File (PIF). If such material is not in the file, the Department Personnel Committee may request it.

### B. Acceptable Terminal Degree

The Department requires a Doctorate degree from an accredited Carnegie-classified Research University (RU) or comparable institution in cases of universities which reside outside the United States, as the terminal degree. The Doctorate degree may be in child development, adolescent development, emerging adulthood, applied developmental science, human development, human ecology, developmental psychology, educational psychology or a closely related discipline as agreed upon by the Department tenure-track faculty to meet Department and curricular needs at the time of appointment.

### C. Publication Requirements

The following criteria clarify the definition of publication and shall be acceptable evidence of publication.

1. An article published in a refereed professional or other scholarly journal in any of the fields represented by child and adolescent development, or a letter of acceptance from such a journal with a draft of the submitted article.
2. A book or monograph published by a professional association or a recognized publisher of scholarly works.
- 3.
4. An article published in a refereed professional or other scholarly journal in the scholarship of teaching/pedagogy.
5. A textbook or trade book published by a professional association or a recognized publisher of university-level textbooks.

## D. Equivalencies to Publication

Subsection 1 below provides “examples” of what can be evaluated as “equivalency to a scholarly publication”. Any scholarly work that does not have an inherent peer review process must be submitted for external peer review. Subsection 2 below provides a set of guidelines for for this peer review process.

### 1. Equivalencies to scholarly publications:

- a. A chapter in an edited book/volume published by a professional association or a recognized publisher of scholarly works.
- b. Author of national association position statement or paper when officially accepted and published by a national professional organization.
- c. Significant contributor to published anthologies, professional study reports, and Education Resources Information Center (ERIC)
- d. Author of a media presentation accepted for education/commercial use (e.g., videotapes, CDs).
- e. Instruction manual designed to complement a text when the manual is accepted for.
- f. A comprehensive electronic ancillary (e.g., website) designed to complement a text.
- g. Children’s literature or manuals, handbooks, or guides with a target audience of caregivers, parents, or professionals
- h. Author of an Opposite the Editorial Page (Op-ed) appearing in a newspaper or online news forum which facilitates the translation of research to practical applications that enhance human health, development, education, or well-being.
- i. Author of a funded grant proposal by a government agency (e.g., National Institutes of Health, National Science Foundation, U.S. Department of Education, California Department of Education) advancing the field.
- j. Author of a funded grant proposal by an agency advancing the professional development/experiences of students at the university (e.g., AmeriCorps, Jumpstart, research training grants, etc).
- k. Author of a grant awarded renewed funding by a government agency advancing the field or an agency advancing the professional development/experiences of students.

2. For purposes of determining "Equivalency to Publication," the external peer review shall be consistent with the following guidelines:
  - a. The term "peer" refers to individuals outside of the CSUN who have competence in the subject area of the material to be reviewed.
  - b. Normally the reviewers would be from academic backgrounds consistent with the subject matter.
  - c. The peer review will be conducted by three peers, one selected by the faculty member, one selected by the Department Chair, and one selected by the Department Personnel Committee.
  - d. Each external reviewer will provide a written evaluation of the work and its impact in the field of study.

E. Other Considerations

1. Reviews of books, monographs, or professional/scholarly journal articles, or editorship of professional proceedings of conferences are not considered publications or equivalencies to publication. These activities should be listed under professional contributions.
2. As an interdisciplinary field, collaboration is common and valued in all areas of scholarship, service, and teaching. First-authored and single-authored publications are valued; equally valued are publications and scholarly outcomes in which an author is identified as other than a first or sole author.
3. Publications should relate to the author's field of professional expertise and competence.
4. There should be a pattern of scholarly productivity evidenced by publications or equivalencies for advancement in rank.
5. Revision of previously published materials may be counted as a publication providing the Department Personnel Committee has established that substantial new material has been included.

F. Additional promotion criteria

1. Clarification of the term "Community Service"

Community Service involves contribution of unpaid or underpaid “services” to community agencies and organizations which draw upon the academic expertise and professional competence of the candidate.

2. Clarification of the term “Effective Participation”

“Effective participation” should be documented by the candidate to reflect elements such as the nature of the committee assignment, the expenditure of time, the nature of the contribution made by the candidate, and the significance of this involvement as it contributes to the mission of the University. Exceptional service in administrative roles that are integral to the functioning of the Department (e.g., Department Chair, Coordinator of Advisement Services, Internship Coordinator, Assessment Coordinator) will be valued as significant evidence of “effective participation”. Evidence of exceptional service in such administrative roles will be documented in the form of a letter from the Department Personnel Committee or College Dean that the candidate may place in the Professional Information File.

III. Miscellaneous Policies and Procedures

- A. Each candidate for retention, tenure, and promotion shall be reviewed in accordance with the provisions in Section 600 of the Administrative Manual.
- B. The Personnel Committee shall consist of three tenured professors of senior rank nominated and elected by all Department tenure track faculty members.
- C. The focus of the Department Personnel Committee will be one of mentoring by senior faculty followed by a peer review evaluation focus. This mentoring will include but not be limited to the development of the faculty’s Professional Information File (PIF), class visitation review, selection of pertinent materials for review and general information about the process of peer review. The mentoring will continue through the personal interview where elaboration about submitted materials for clarification and presentation occurs. Following the personal interviews the Department Personnel Committee will begin the peer review process as required in Section 600 of the Administrative Manual.
- D. Each year the Personnel Committee will submit these policies to the faculty for continued evaluation and approval. Any changes must be

approved by the Personnel Planning and Review Committee per Section 600.