

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

Music
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: 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. Date that current proposed changes were sent forward 1/27/09
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"). _____

THIS IS A COMPLETELY REVISED POLICY. THE PREVIOUS POLICY FROM 1981 IS ATTACHED.

3. The proposed changes have been approved by the tenured and probationary faculty of the Department:

DEPARTMENT APPROVAL: (Sign & Print Name)

[Signature] ADMINISTRATOR IN CHARGE OF MUSIC 1/26/09
Department Chair or Chair, Department Personnel Committee Date

COLLEGE APPROVAL: (Sign & Print Name)

[Signature] 01.26.09
College Dean Date

PP&R APPROVAL: [Signature]

Chair, Personnel Planning and Review Committee 9-21-09
Date

<i>(The PP&R use only)</i>		
<u>S'09</u>	<u>F'09</u>	<u>F'13</u>
Approval Date	Effective Date	Date of Next Review

RECEIVED

JAN 30 2009

Calif. State University, Northridge
Office of Faculty Affairs

Music Department Criteria, Policies, and Procedures
for the Periodic Review of Tenured Faculty
(AKA “ Post-Tenure Review”)
December 4, 2008 (updated April 3, 2009)

In addition to the procedures laid out in section 600 for Periodic Review of Tenured Faculty (Section 645 in the 2008–2009 blue book), the Music Department has established the following Department criteria, policies, and procedures:

- I. Formation of the Peer Review Committee
 - a. The Department Peer Review Committee shall consist of 3 members at the rank of Professor
 - b. Each year, all music faculty at the rank of Professor who are not due for a periodic review that year shall stand for election to the Department Peer Review Committee
 - c. Once constituted, the Department Peer Review Committee shall elect a chair
- II. Tenured Faculty with Teaching Responsibilities
 - a. The faculty member shall submit an updated curriculum vitae by the deadline established by the Peer Review Committee that shall include the candidate's activities in teaching, scholarship, and service undertaken since the previous review
 - b. The faculty member shall submit a 2–5 page summary of teaching, scholarship, and service activities undertaken since the previous review
 - c. Supporting materials may be included at the candidate's discretion
 - d. In addition to the consideration of student evaluations required under section 600, the candidate's file must also include for consideration at least two peer classroom visitation reports written since the previous review
 - e. The candidate may request to meet with the Department Peer Review Committee after the submission of materials and before the letter is written
 - f. Evaluations of the submitted materials shall be made according to the criteria set forth in the Department Personnel Procedures documents.
- III. Tenured Faculty with primarily non-teaching appointments (e.g., the Department Chair)
 - a. The candidate shall submit an updated curriculum vitae by the deadline established by the Chair of the Peer Review Committee that shall include activities undertaken since the previous review which will include teaching, scholarship, and service if the candidate has had a teaching appointment during the five year period under review
 - b. The candidate shall submit a 2–5 page summary of activities since the previous review which will include teaching, scholarship, and service if

the candidate has had a teaching appointment during the five year period under review

- c. Supporting materials may be included at the candidates discretion
- d. The candidate may request to meet with the Department Peer Review Committee after the submission of materials and before the letter is written
- e. Evaluations of the submitted materials concerning teaching, scholarship, and service shall be made according to the criteria set forth in the Department Personnel Procedures documents