

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

Systems and operations Mgmt

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 Nov. 13, 2008
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").
Five-year review required by The University.
3. The proposed changes have been approved by the tenured and probationary faculty of the Department:

DEPARTMENT APPROVAL: (Sign & Print Name)

[Signature] 11/10/08
Department Chair or Chair, Department Personnel Committee Date

COLLEGE APPROVAL: (Sign & Print Name)

Will P. Jennings 2/5/09
College Dean Date

PP&R APPROVAL:

William C. Whiting 9-23-09
Chair, Personnel Planning and Review Committee Date

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

RECEIVED

FEB 10 2009

Calif. State University, Northridge
Office of Faculty Affairs

(Proposed: 5-8-09)

**SYSTEMS AND OPERATIONS MANAGEMENT DEPARTMENT, CSUN
POLICY ON EVALUATION OF TENURED FACULTY (POST TENURE REVIEW)**

I. PURPOSE OF EVALUATION:

To assist department faculty members in the maintenance and/or improvement of their teaching effectiveness and currency in the field.

II. EVALUATION PROCEDURES:

The procedures shall follow the guidelines indicated in Section 600 of the CSU Northridge *Administrative Manual*.

- A. Frequency of Evaluation. Each tenured faculty member in the department shall be evaluated at least once every five years by the Peer Review Committee and the Dean.
- B. Identification of Faculty Members Scheduled for Evaluation. All tenured faculty who have not been reviewed during the past five years are to be reviewed in the current academic year. Notification will be given to the faculty at the beginning of the academic year.
- C. Calendar for Evaluation. Evaluation of eligible tenured faculty members shall be done during the academic year in compliance with the schedule set by the office of the Dean.
- D. Evidence to be Used in Evaluating Faculty Performance
 - 1. Student evaluations of instructional performance in all courses evaluated during the past three years.
 - 2. Reports of a minimum of one classroom visit by a member of the Peer Review Committee in accordance with the Department procedures.
 - 3. Current course syllabi, current sample examinations, and any additional course material the faculty member may wish to submit to the Peer Review Committee.
 - 4. A brief statement from the faculty member describing activities during the previous five years indicating currency in the field. Such activities could be research appropriate to the discipline, membership in appropriate professional organizations, attendance at professional conventions, attendance at seminars or workshops related to pedagogy, service on faculty committees dealing with instruction and/or faculty development, or outside work experience. Contributions to the University and the community should be indicated as well.

- E. Election of the Peer Review Committee. Each year in which peer review evaluation must be done, the department faculty shall elect two tenured full professors of the department, excluding those being evaluated, to serve as that year's Peer Review Committee.
- F. The Written Evaluation. The Peer Review Committee shall prepare a written evaluation and disseminate it in compliance with Section 600 of the *Administrative Manual*. This evaluation shall address teaching effectiveness, contributions to the field of study, and contributions to the University and the community.
- G. The Evaluation Conference. The Chair of the Peer Review Committee and the Dean shall meet with the tenured faculty member under review to discuss the faculty member's strengths and weaknesses along with suggestions, if any, for improvement. The Dean should submit a summary report to be placed in the faculty member's Personnel Action File.