

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

Recreation and Tourism Management  
**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 1-26-09
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").

Changes were initiated by the department to be in compliance with the current faculty contract and section 600.

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

**DEPARTMENT APPROVAL: (Sign & Print Name)**

Department Chair or Chair, Department Personnel Committee

Date

**COLLEGE APPROVAL: (Sign & Print Name)**

College Dean

Date

**PP&R APPROVAL:**

Chair, Personnel Planning and Review Committee

Date

(for PP&R use only)

Sp'09  
Approval Date

F'09  
Effective Date

F'13  
Date of Next Review

**RECEIVED**

**JAN 27 2009**

Calif. State University, Northridge  
Office of Faculty Affairs

## **Department of Recreation and Tourism Management Post Tenure Review Procedures**

- a. Composition of the Peer Review Committee: The committee will be comprised of three eligible faculty at the rank of full professor from the Department of Recreation and Tourism Management unless there is insufficient number to comprise the committee. Where there are insufficient department faculty to form a Peer Review Committee, tenured faculty at the rank of Professor from related academic disciplines may serve. Normally, the chair of the Peer Review Committee shall be a member of the Department. If eligible and elected, the Department Chair can serve on the Peer Review Committee. Committee members outside the Department will be nominated by the faculty under review. Those nominated, as well as those eligible within the department will be placed on a ballot for a vote of the tenure track faculty.
- b. Upon receipt of notification from the Office of Faculty Affairs, the department chair will notify those faculty to be reviewed of the forthcoming post tenure review, provide the departmental Post Tenure Review Procedures, and the timeline for the review.
- c. The faculty member under review will provide to the committee a current five-year resume, and any other materials desired, indicating continued faculty development no later than the sixth week of the spring semester. Faculty under review are encouraged to submit a cover memo or concise narrative providing an overview of accomplishments since the previous review. Tenured faculty unit employees shall be reviewed based on their actual work assignments only. For those faculty with teaching responsibilities, consideration shall include student evaluations of teaching performance.
- d. The Department Peer Review Committee shall meet to identify and evaluate the faculty member's accomplishments and achievements and, if any, areas for growth and improvement. The Department Peer Review Committee shall consult with the Department Chair to provide a context for the faculty member's accomplishments within the mission and the approved workplan or goals of the Department.