

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

BIOLOGY
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 May 3, 2011
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"). _____


Proposed modifications were made to address the lack of a proper election of a Chair of the PTR Committee as well as to bring the meeting day/times with the Dean into compliance with Section 600.

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

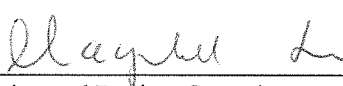
DEPARTMENT APPROVAL: (Sign & Print Name)

 Randy Cohen 5/3/2011
Department Chair or Chair, Department Personnel Committee Date

COLLEGE APPROVAL: (Sign & Print Name)

 Jerry Steiner 5/3/11
College Dean Date

PP&R APPROVAL:

 Raymond L. 6-2-11
Chair, Personnel Planning and Review Committee Date

(for PP&R use only)		
<u>5'11</u> Approval Date	<u>F'11</u> Effective Date	<u>2015-2016</u> Date of Next Review

RECEIVED
MAY 04 2011
Calif. State University, Northridge
Office of Faculty Affairs

Modifications to Post-Tenure Review procedures (Biology)-approved by the Biology Faculty May 3, 2011; approved by PP&R May 11, 2011

Section 7 Evaluation of Tenured Faculty (Peer Review Committee)

Section 600 of the CSUN Administrative Manual (Section 15.32-34 of the Faculty Bargaining Agreement) governs the procedures for evaluating tenured faculty. The Biology Department adopts the following specific procedures:

- a. The purpose of post-tenure review is to evaluate tenured faculty for their teaching effectiveness, scholarship, and service. The peer review is meant to facilitate improvement and document continued growth in the profession.
- b. All tenured faculty in the department (including those participating in early retirement programs) will be evaluated at five year intervals, beginning with the fifth year following attainment of tenure. In cases where the post-tenure review cycle coincides with evaluation for promotion through the Departmental Personnel Committee, the requirement for a separate post-tenure review will be waived.
- c. **Election of the Department Peer Review Committee.** Each academic year a Department Peer Review Committee of at least three members will be chosen by secret ballot from the pool of full professors. This ballot will be completed at the same time as the election for the personnel committee. Those scheduled for review will not be eligible to serve. The chairperson of the Department Peer Review Committee will be the member who received the highest numbers of votes in the Committee's election.
- d. During either the fall or spring semester in the academic year of their review, the faculty member to be reviewed will give a departmental research seminar.
- e. Those faculty members scheduled for review will submit their review materials to the chair of the Departmental Peer Review Committee; candidates are strongly encouraged to submit all paperwork as .pdf files. The review materials include:
 1. An updated curriculum vitae.
 2. Evidence of instructional performance in representative courses taught during the interval between reviews.
 3. Evidence of their scholarly activities, including those that involved students.

4. A list of service-related activities during the interval between reviews.
5. A statement of professorial philosophy (teaching, research and service).

f. Written Summary

Following the review of these materials, and the Personnel Action File, the Committee will produce a written summary of their evaluation that will be provided to the faculty member for comment for a period of 10 days. At the end of this period, the letter may be modified, and a copy provided to the faculty member with the original to be placed in her/his Personnel Action File.

g. Review

All faculty reviewed shall meet with the chair of the Departmental Peer Review Committee (or designee) and Dean to discuss the outcome of this review. Opportunities for professional development will be brought to the attention of the faculty member as needed. This process will occur after the 10-day period allowed for review of the written summary (item f. above).