

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

Chemistry and Biochemistry
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.

RECEIVED

FEB 16 2009

Calif. State University, Northridge
Office of Faculty Affairs

BACKGROUND INFORMATION:

1. Date that current proposed changes were sent forward _____
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 changes were initiated as Department's update
and due to current changes in section 600.

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

DEPARTMENT APPROVAL: (Sign & Print Name)

Tals. d 2/12/09
Department Chair or Chair, Department Personnel Committee Date

COLLEGE APPROVAL: (Sign & Print Name)

Jerry Stinner Jerry Stinner 2/13/09
College Dean Date

PP&R APPROVAL:

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

(for PP&R use only)

8'09
Approval Date

F'09
Effective Date

F'13
Date of Next Review

Procedures for Post-Tenure Review
Department of Chemistry and Biochemistry
California State University, Northridge
Revised and approved by the Department of Chemistry and Biochemistry, May 2009

I. Post-Tenure Review:

- A. The purpose of post tenure review is to evaluate tenured faculty members in their teaching effectiveness, scholarship, and service.
- B. With the exception of those scheduled for promotion review, 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 (or earliest multiple thereof) following attainment of tenure.
- C. Each academic year a post-tenure review panel of three members will be elected from all tenured faculty at the rank of Professor except for:
 - 1. those scheduled for review;
 - 2. members of the current Department Personnel Committee;
 - 3. any faculty member who has served on four or more Individual Review Committees during the past two years;

Exceptions to rules 2 and 3 may be lifted in years when there are not enough eligible faculty members to create a pool for an election to the post-tenure review panel. The Department Chair is also eligible to serve on this panel. If there are still three or fewer eligible faculty members, tenured Professors from other departments in the College can be asked by the Department Chair to participate.

- D. Faculty scheduled for review will submit:
 - 1. an up-to-date curriculum vitae or a summary of accomplishments since the last review;
 - 2. evidence of instructional performance (for example, student evaluations, course materials, curriculum developments, etc.) of representative courses taught during the current and previous four years;
 - 3. evidence of scholarly activity, including those involving students, since the last review;
 - 4. a list of service-related activities since the last review.

If the work assignment differs from the traditional teaching/research/service then the faculty member will be evaluated on the actual work assignment and the candidate should provide evidence of accomplishments covering the actual work assignment.

- E. One member of the Post-Tenure Review Committee will visit a representative class taught by the faculty member under review.
- F. Evaluation Conference and Written Summary

Following the review of available materials and consideration by the Post-Tenure Review Committee, the Committee will meet with the faculty member to discuss the evaluation. Subsequently, the Committee will provide a written report of the evaluation to the faculty and Department Chair ten (10) calendar days prior to forwarding it to the Dean to be placed in the Personnel Action File. Within these ten days, the faculty may request a meeting with the Committee and may also submit a written rebuttal to be placed in the Personnel Action File. The Chair of the Review Committee, or designee, will meet jointly with the Dean and the faculty member evaluated to discuss the results of the evaluation. During this conference, the faculty member will be informed of any opportunities for professional development that may be helpful and appropriate in light of the evaluation results.