

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

Geography

**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 November 5, 2012
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 by the Department to be in compliance with the current Faculty Contract and Section 600.

**RECEIVED**

DEC 18 2012

Calif. State University, Northridge  
Office of Faculty Affairs

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

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

[Signature] 11/5/12  
Department Chair or Chair, Department Personnel Committee Date

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

[Signature] DEC 17 2012  
College Dean Date

**PP&R APPROVAL:**

[Signature] 5-17-13  
Chair, Personnel Planning and Review Committee Date

(for PP&R use only)		
<u>5'13</u>	<u>F'13</u>	<u>2017-2018</u>
Approval Date	Effective Date	Date of Next Review

## DEPARTMENT OF GEOGRAPHY

### PROCEDURES FOR PERIODIC REVIEW OF TENURED FACULTY

The Department of Geography has adopted the procedures outlined in Section 600 for the periodic review of tenured faculty. The Department of Geography details the following procedures complementary to Section 600.

1. The purpose of post tenure review is to evaluate tenured faculty members with regard to professional preparation, teaching effectiveness, scholarship and service.
2. All tenured faculty in the Department will be evaluated at five-year intervals, beginning with the fifth year following attainment of tenure. In cases whereby the post tenure review cycle coincides with evaluation for promotion, the requirement for a separate post tenure review will be waived.
3. In those years when post tenure review is required, a committee of three faculty who are tenured and hold the rank of Professor will be elected to form the Peer Review Committee. The Peer Review Committee may be a sub-Committee of the Department Personnel Committee. The Committee will elect a Chair. In cases where there are insufficient department faculty to serve, faculty who are tenured and at the rank of Professor from related academic disciplines may be asked by the Department Chair in consultation with the faculty under review to serve in this capacity.
4. Each faculty member under review will submit to the Peer Review Committee and the Department Chair a current *Curriculum Vitae* that include accomplishments since the last personnel review. The *Curriculum Vitae* should include (1) Professional Preparation (2) Teaching Effectiveness and Direct Instructional Contributions (3) Contributions to the Field of Study and (4) Contributions to the University and Community.
5. The Department Peer Review Committee will have access to the faculty member's Personnel Action File including student evaluations.
6. When the evaluation is complete, the Department Peer Review Committee shall provide a written report of the evaluation to the faculty member under review ten calendar days before it is sent to the college Dean and placement in the faculty member's Personnel Action File.
7. The Department Peer Review Committee will follow all deadlines as prescribed in the Calendar of Section 600.