

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

History
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.

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FEB 02 2009

Calif. State University, Northridge
Office of Faculty Affairs

BACKGROUND INFORMATION:

- Date that current proposed changes were sent forward 1/29/09
- 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
- The proposed changes have been approved by the tenured and probationary faculty of the Department:

DEPARTMENT APPROVAL: (Sign & Print Name)

[Signature] 1/29/09
Department Chair or Chair, Department Personnel Committee Date

COLLEGE APPROVAL: (Sign & Print Name)

[Signature] 1-30-09
College Dean Date

PP&R APPROVAL:

William C. Whitang 6-26-09
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

DEPARTMENT OF HISTORY
PROCEDURES FOR POST-TENURE REVIEW

Spring, 2009

The Department of History shall use Section 645 as the basic policies and procedures for Post-Tenure Review.

In order to carry into effect the requirements of Sec. 645.4 and 645.5, the following procedures shall be followed:

1. During any year in which members of the Department are subject to post-tenure Review, the Department shall elect a three-member Post-tenure Review Committee.
2. Each person subject to review shall submit to the Committee a vita detailing activities and accomplishments since the previous review. Evidence of student evaluation of teaching shall accompany the vita.
3. The Committee shall meet with the person being reviewed to discuss the vita.
4. Following the meeting, the Committee shall prepare a written statement affirming that the review has been performed. Such statement shall be provided to the individual under review, and to the Dean, so that the remaining provisions of Sec. 645 can be carried out.