

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

Financc, Real Estate and Insurance, COBAE
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 February 22, 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 establish procedures that are in compliance with the current Faculty Contract and Section 600.

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FEB 27 2012

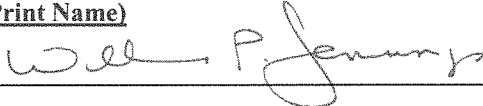
Calif. State University, Northridge
Office of Faculty Affairs

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

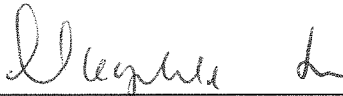
DEPARTMENT APPROVAL: (Sign & Print Name)

Dr. Donald Bleich  2/20/2012
Department Chair or Chair, Department Personnel Committee Date

COLLEGE APPROVAL: (Sign & Print Name)

Dr. William P. Jennings  2/20/2012
College Dean Date

PP&R APPROVAL:

 5-12-12
Chair, Personnel Planning and Review Committee Date

(for PP&R use only)		
<u>5'12</u> Approval Date	<u>F'12</u> Effective Date	<u>2016-2017</u> Date of Next Review

DEPARTMENT OF FINANCE, REAL ESTATE AND INSURANCE
POLICY ON EVALUATION OF TENURED FACULTY

- I. FREQUENCY OF EVALUATIONS: Evaluations of each tenured member of the Department shall occur at five year intervals.
- II. CALENDAR FOR EVALUATIONS: Evaluations will be completed by the date set by Faculty Affairs.
- III. SELECTION OF PEER REVIEWERS: Post-tenure review shall be carried out by the Department Post-Tenure and Peer Review Committee. The Department Post-Tenure and Peer Review Committee shall be nominated by the Department Chair and ratified by a majority vote of the tenured and probationary faculty in the Department. The Department Post-Tenure and Peer Review Committee shall be comprised of tenured faculty at the rank of Professor (full professor) or equivalent. For purposes of this review, Department Post-Tenure and Peer Review Committee members being reviewed shall recuse themselves from all deliberations concerning their own review.
- IV. EVIDENCE TO BE USED IN EVALUATING INSTRUCTIONAL PERFORMANCE: Tenured faculty shall be evaluated using the following Department Personnel Policies and Procedures:

A. Personnel Policies and Procedures

Personnel policies and procedures of the Department of Finance, Real Estate, and Insurance are consistent with those enunciated in Section 600 of the California State University, Northridge Administrative Manual.

Tenured faculty unit employees shall be reviewed based on their actual work assignments only. This shall include, when appropriate, scholarship, service and professional and personal responsibilities. For those faculty members with teaching responsibilities, consideration shall include student evaluations of teaching performance.

B. Evaluation of the teaching effectiveness of tenured faculty in the Department of Finance, Real Estate and Insurance will be based upon the following:

1. Observations and Conclusions of the Members of the Department Post-Tenure and Peer Review Committee. The Department Post-Tenure and Peer Review Committee shall solicit and consider the opinions of the individual members of the Department as to the technical competence, ability to communicate and enthusiasm of each of the Department faculty members being reviewed.
2. Written Student Evaluations of Teaching Effectiveness. The Department of Finance, Real Estate, and Insurance employs a questionnaire to determine student opinion of teaching effectiveness. The Department is furnished with the results for each faculty

member in the Department, and each faculty member is provided with the results of his or her evaluations. Evaluations of faculty will be available to the Department Post-Tenure and Peer Review Committee and will be considered in their deliberations.

3. Student Consultation with the Department Post-Tenure and Peer Review Committee. Students will be encouraged to express their opinions of tenured faculty being reviewed through an invitation which will be posted on the Department bulletin board. This invitation will read:

It is the policy of the Department of Finance, Real Estate & Insurance to solicit student opinion of Department personnel under review. Department faculty members under review for the ____ - ____ school year are Professors _____ and _____. You are encouraged to express your views on the above-mentioned faculty members by contacting the Chairman of the Department Post-Tenure and Peer Review Committee, Professor _____, JH _____, 818-677-xxxx.

4. Class visits. Visitations of faculty classes will be conducted by the Department Post-Tenure and Peer Review Committee. The class of each faculty member under review will be visited by a member of the Committee. Faculty being reviewed will be notified of such visits in advance. A report of each visit will be placed in the faculty member's Personnel Action File. The faculty member can request additional class visits.
 5. Any additional relevant information the tenured members of the Department may wish to submit.
 6. All of the above shall be applied in the evaluation of teaching effectiveness. The order of the foregoing is not intended as an indication of emphasis.
- V. DOCUMENTS TO BE AVAILABLE TO THE REVIEW COMMITTEE: The Personnel Action File of faculty to be reviewed shall be available to the Department Post-Tenure and Peer Review Committee.
- VI. EVALUATION CONFERENCE: The faculty member reviewed will meet with the Chair of the Department Post-Tenure and Peer Review Committee, or designee, and the College Dean to discuss the employee's strengths and weaknesses along with suggestions, if any, for improvement.
- VII. WRITTEN EVALUATION: a written summary of the evaluation shall be prepared and placed in the faculty member's Personnel Action File. This evaluation shall reflect a consensus of the Committee.