

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

Geological Sciences
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 Sent to College Dean on December 5, 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"). _____

Geological Sciences does not currently have any department specific Procedures for Post-tenure Review. The proposed Procedures will establish them in the department.

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

DEPARTMENT APPROVAL: (Sign & Print Name)

 December 5, 2011
Department Chair or Chair, Department Personnel Committee Date

COLLEGE APPROVAL: (Sign & Print Name)

 12/6/11
College Dean Date

PP&R APPROVAL:

 5-16-12
Chair, Personnel Planning and Review Committee Date

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

Department of Geological Sciences

Procedures for Periodic Review of Tenured Faculty

Section 600 of the CSUN Administrative Manual provides broad procedures that govern the evaluation of tenured faculty. The Department of Geological Sciences institutes the following specific procedures that complement those of Section 600.

Post-Tenure Review

1. The purpose of post tenure review is to evaluate tenured faculty members in their 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 where post-tenure review cycle coincides with evaluation for promotion, the requirement for a separate post-tenure review will be waived.
3. Each academic year, three members will be elected from all tenured faculty at the rank of Professor to form the Peer Review Committee. All professors, including the department chair, are eligible to serve except for those scheduled for review. The Committee will elect a chair. In cases where there are insufficient department faculty, tenured Professors from other departments in the College can be asked by the Department Chair to serve.
4. Each faculty member under review will prepare a current Curriculum Vitae that include accomplishments since the last personnel review. The CV should include information on 1) Teaching Effectiveness; 2) Contributions to the Field of Study and 3) Contributions to the University and Community. The review will be based on the faculty member's actual workload.
5. The Department Peer Review Committee will have access to the faculty member's Personnel Action File, which includes student evaluations, and the Curriculum Vitae.
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 to be placed in the faculty member's Personnel Action File.
7. The rest of the review process follows exactly the procedures described in Section 600.