

**COVER SHEET FOR PROPOSED CHANGES TO DEPARTMENT/COLLEGE  
PERSONNEL PROCEDURES**

Social & Behavioral Sciences

Geography

**COLLEGE**

**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 personnel 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 or College Committee 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. Are proposed changes those of College ☐ or Department ☒ procedures? (check one)
2. Date that current proposed changes were sent forward November 5, 2012
3. Department or College initiating proposed changes Geography
4. Describe briefly the general reason(s) for your proposed change(s) (e.g., "proposed changes were initiated by the Department in response to a request from the College Personnel Committee, which felt that existing promotion criteria were too rigorous").

Proposed changes were initiated by the Department as part of the periodic requirement to do so and to ensure language is consistent with Section 600.

**RECEIVED**  
**DEC 18 2012**

Calif. State University, Northridge  
Office of Faculty Affairs

5. The proposed changes have been approved by the faculty of the College ☐ or Department ☒. (check one)

**FOR DEPARTMENT PERSONNEL PROCEDURES:**

[Signature]  
Chair, Department Personnel Committee

11/5/12

Date

[Signature]  
Department Chair

11/5/12

Date

**FOR DEPARTMENT PERSONNEL PROCEDURES & COLLEGE PERSONNEL PROCEDURES:**

[Signature]  
Chair, College Personnel Committee

12-17-12

Date

[Signature]  
College Dean

DEC 17 2012

Date

[Signature]  
Chair, Personnel Planning and Review Committee

5-17-13

Date

(for PP&R use only)

S'13

Approval Date

F13  
F16 (for change in criteria)  
Effective Date (see attached)

2017-2018  
Date of Next Review

**DEPARTMENT OF GEOGRAPHY  
CALIFORNIA STATE UNIVERSITY NORTHRIDGE**

**Procedures Applicable to Retention, Tenure, and Promotion  
November 2012**

The Department of Geography follows the guidelines on Retention, Tenure, and Promotion as described in Section 600 and adheres to the time frames published in the Academic Calendar of Personnel Procedures of the Administrative Manual.

**Procedures for Evaluating Teaching Effectiveness and Direct Instructional Contributions**

The Department of Geography has adopted the University's procedures for evaluating teaching effectiveness, as set down in Section 600.

**1. Observation of Class Performance**

- a. The Department of Geography Personnel Committee will arrange to send two or more of its members or designees to visit a representative class of each faculty member under consideration for retention, tenure, or promotion, by mutual agreement of date and time with the candidate. The course syllabus and relevant course materials will be requested from the candidate before the class visit. Visits normally will take place once per year in the fall semester for use during the annual personnel cycle, but may, by mutual agreement, be scheduled more frequently during critical periods, such as the second and fourth year reviews. If a faculty member is on sabbatical leave during the fall semester, the review will take place during the spring semester. A written report of the visit will be provided to the candidate, who will have the right to request a meeting with the Personnel Committee within ten calendar days to discuss the recommendations. Following such a meeting, the written evaluation and recommendation may be revised by mutual consent of the faculty member and the Department Personnel Committee, provided such revision shall not exceed the timeline prescribed in Section 600. The report will be placed in the candidate's Personnel Action File, where it will be retained for a period of five years. The faculty member also has a right to submit a rebuttal statement or response in writing. A copy of the rebuttal or response shall be placed in the candidate's Personnel Action File.
- b. The Chair of the Department of Geography will arrange to visit a representative class of each faculty member under consideration for retention, tenure, or promotion, by mutual agreement of date and time with the candidate. The course syllabus and relevant course materials will be requested from the candidate before the class visit. Visits normally will take place once per year in the fall semester for use during the annual personnel cycle, but may, by mutual agreement, be scheduled more frequently during critical periods, such as the second and fourth year reviews. If a faculty member is on sabbatical leave during the fall semester, the review will take place during the spring semester. A written report of the visit will be provided to the



candidate, who will have the right to request a meeting with the Chair of the department within ten calendar days to discuss the recommendations. Following such a meeting, the written evaluation and recommendation may be revised by mutual consent of the faculty member and the department Chair, provided such revision shall not exceed the timeline prescribed in Section 600. The report will be placed in the candidate's Personnel Action File, where it will be retained for a period of five years. The faculty member also has a right to submit a rebuttal statement or response in writing. A copy of the rebuttal or response shall be placed in the candidate's Personnel Action File.

## **2. Student Questionnaires**

Student Questionnaires normally will be administered to all Geography classes (except Independent and S-Factor courses) once per year during the fall semester. Student evaluations of all classes of probationary faculty members in their first year of service at this University shall be administered in both fall and spring semesters. At the request of any faculty member after the first year of service, additional Student Questionnaires will be administered to all Geography classes (except Independent and S-factor courses) that are taught during the spring semester. University summaries are to be placed in the Personnel Action File.

## **3. Direct Student Involvement for faculty under consideration for Retention, Tenure, or Promotion:**

The Department of Geography provides interested students the opportunity to express, either orally or in written form, their opinions of particular faculty members directly to the Department Personnel Committee.

Students may prepare signed, written statements and present them to the Personnel Committee in a timely manner as determined by the Calendar of Personnel Action and Procedures. As an alternative to, or in addition to, the written statement, students may speak to the Personnel Committee directly. The Committee will schedule such meetings in a timely manner as determined by the Calendar of Personnel Action and Procedures. These meetings will be between the Committee and the individual students, not groups of students.

The Department of Geography will post the following notice at least two weeks prior to personnel deliberations:

"The Department of Geography encourages and invites comments from interested students regarding the following faculty who are being considered for retention, tenure, or promotion:

List names \_\_\_\_\_

Those students wishing to provide such feedback are invited to speak with the Department of Geography Personnel Committee on (date) \_\_\_\_\_ from (times) \_\_\_\_\_ in room \_\_\_\_\_.”

If, in the opinion of the Department of Geography Personnel Committee, a student's oral testimony adds substantially to the information already available in the written record (the Professional Information and Personnel Action Files), the student shall be asked to submit a signed statement in that respect for placement in the Personnel Action File in the Dean's Office of the College of Social and Behavioral Sciences.

### **Procedures for Evaluating Contributions to the Field of Study**

The Department of Geography has adopted the University's procedures for evaluating Contributions to the Field of Study, as set down in Section 600.

The Department defines publications as scholarly work devoted to the faculty member's academic discipline or closely-related field that appears or has been accepted for publication in traditional printed form and/or online media; publications include articles in peer-reviewed academic journals, books, chapters in books, and monographs in any university or academic press that are peer-reviewed. For publications, peer-review is defined as a review process that is identified as including two or more external academic reviewers organized by the publisher/editor of the work.

### **Contributions to the University and Community**

The Department of Geography has adopted the University's procedures for evaluating Contributions to the University and Community, as set down in Section 600.

The Department will evaluate service based on the material present in the Professional Information File and the supporting documentation.

In addition to service within the University, the Department of Geography encourages activity in the community, the schools, government, and the private sector.