

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

Science & Mathematics  
**COLLEGE**

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 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.

**RECEIVED**  
MAY 3 3 2007  
Calif. State University, Northridge  
Office of Faculty Affairs

**BACKGROUND INFORMATION:**

1. Are proposed changes those of College  or Department  procedures? (check one)
2. Date that current proposed changes were sent forward January 31, 2007
3. Department or College initiating proposed changes Geological Sciences
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 for the following reasons:

1. Saw a need for MOU for new hires (see pg.2)
2. Developed procedures for early promotion (see pg.4)
3. Emphasized seeking outside funding to promote faculty research(p5)

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

**FOR DEPARTMENT PERSONNEL PROCEDURES:**

Signature on file. 5/16/07  
Chair, Department Personnel Committee Date

Signature on file. 5/16/07  
Department Chair Date

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

Signature on file. 5/21/07  
Chair, College Personnel Committee Date

Signature on file. 5/17/07  
College Dean Date

Signature on file. 5/23/07  
Chair, Personnel Planning and Review Committee Date

(for PP&R use only)		
<u>5/07</u> Approval Date	<u>5/07</u> Effective Date (see attached)	<u>5/10</u> Date of Next Review

## DEPARTMENT OF GEOLOGICAL SCIENCES

### PERSONNEL PROCEDURES

(Revised January, 2007)

#### I. Department of Geological Sciences and College Personnel Committee Members

The Personnel Committee must be elected according to procedures listed in Section 600 of the CSUN Academic Manual: Academic Personnel Policies and Procedures. The Personnel Committee shall consist of three tenured faculty members of at least Associate Professor rank. If elected to the committee, a faculty member must serve (exceptions provided in Section 600).

Committee members shall be elected from a ballot that includes all eligible faculty. Each tenure-track faculty member shall identify on the ballot the four members he or she wishes to serve. The three candidates receiving the greatest number of votes shall serve as the committee, with the full professor receiving the greatest number of votes acting as Chair. The faculty member ranking fourth shall serve as an alternate and shall replace a committee member who is unable to complete his or her term.

In those years when a representative to the College Personnel Committee is to be elected, the number of candidates to be voted for shall be four with the full professor receiving the greatest number of votes to serve on the College Committee, and the candidate with the second highest vote count serving as Departmental Committee Chair.

#### Duties of the Personnel Committee:

The responsibilities of the Personnel Committee are set forth in Section 600 of the CSUN Administrative Manual: Academic Personnel Policies and Procedures - Responsibilities of Faculty Committees, Department Level.

## DEPARTMENT OF GEOLOGICAL SCIENCES

### PERSONNEL PROCEDURES FOR RETENTION OF NON-TENURED FULL-TIME FACULTY

Approved: 2007

#### 1. REAPPOINTMENT (RETENTION) WITHOUT TENURE

Upon appointment, each candidate will receive a Departmental MOU from the Chair of the Department in consultation with the Dean and Provost outlining the expectations necessary for the candidate to successfully achieve retention. If necessary, this MOU can be revisited on a yearly basis by the candidate, Chair, Dean, and Provost.

For the second year and subsequent reappointments, the candidate's eventual tenurability and promotion to Associate Professor become considerations of increasing importance. Each year of subsequent evaluation should demonstrate that the candidate is making significant progress toward fulfilling the requirements for the awarding of tenure and promotion to Associate Professor. (See Department Personnel Procedures for Promotion to Associate Professor and Awarding of Tenure.)

#### 2. TEACHING EFFECTIVENESS

Each year the candidate's teaching will be evaluated during a classroom visitation by the Department Chair or designee and one Personnel committee member. In addition, student evaluations of teaching effectiveness will be administered in all the candidate's courses during all semesters. Additional student input will be solicited by inviting students to meet with the Committee Chair or by writing to the Committee Chair. Any student statement or evaluation provided outside of the regular written student evaluation of teaching effectiveness must be identified by name to be included in a Personnel Action File. The student shall be informed of the right to a hearing before the Student Grievance Board should the student feel that any later discriminatory action is taken because of having given the statement (Section 600). The candidate may submit to the Personnel Committee any further evidence of teaching effectiveness. During the early years, the candidate should actively participate in improving the Department's curriculum in the areas of the candidate's expertise.

#### 3. RESEARCH/ SCHOLARSHIP AND PUBLICATION

Only those activities subsequent to the candidate's appointment shall be considered. Because published original research in peer-reviewed serial publications or books (as defined in Section 600 of the Administrative Manual) is required for promotion to Associate and Full Professor and the award of tenure, the candidate should establish an active research program during the probationary years. Reappointment will be recommended if the candidate shows satisfactory progress toward fulfillment of the publication requirements. Candidates are expected to seek external funding to support their research and other scholarly activities.

#### 4. DEPARTMENT, COLLEGE, AND UNIVERSITY COMMITMENT

In accordance with Section 600 of Administrative Manual, the candidate must exhibit a willingness to effectively participate in the Departmental, College, and University tasks and should demonstrate initiative and concern for improving and furthering the welfare of the students and of the Department.

DEPARTMENT OF GEOLOGICAL SCIENCES  
PERSONNEL PROCEDURES FOR PROMOTION TO ASSOCIATE PROFESSOR  
AND AWARDING OF TENURE

Approved: 2007

1. MEMORANDUM OF UNDERSTANDING (MOU)

Upon appointment, each candidate will receive a Departmental MOU from the Chair of the Department in consultation with the Dean and Provost outlining the expectations necessary for the candidate to successfully achieve promotion and tenure. If necessary, this MOU can be revisited on a yearly basis by the candidate, Chair, Dean, and Provost.

2. CRITERIA FOR PROMOTION TO ASSOCIATE PROFESSOR AND TENURE

Only those activities subsequent to the candidate's appointment, or during years for which the candidate is given service credit, shall be considered. In instances where activities or products produced subsequent to the candidate's appointment are based in part on activities prior to the candidate's appointment, only the subsequent activities or products shall be considered. The candidate will be evaluated on teaching effectiveness and direct instructional contributions, contributions to the field of study, and contributions to the University and Community.

A. Teaching Effectiveness and Direct Instructional Contributions

The candidate must provide evidence, to the satisfaction of the Department Personnel Committee, of the candidate's strong commitment to good teaching. Demonstrations of this commitment may include but are not limited to:

- 1) effective teaching at more than one level of instruction,
- 2) development of innovative teaching methods or improved instructional materials,
- 3) participation in Departmental curriculum development, and
- 4) research and scholarly activity involving students.

One or more members of the Personnel Committee and the Department Chair will visit a classroom lecture by the candidate, and each will write a summary which will become part of the candidate's record. Student input will be solicited by inviting students to meet with the Committee Chair or by writing to the Committee Chair. Any student statement or evaluation provided outside of the regular written student evaluation of teaching effectiveness must be identified by name to be included in a Personnel Action File. The student shall be informed of the right to a hearing before the Student Grievance Board should the student feel that any later discriminatory action is taken because of having given the statement (Section 600).

B. Contributions to the Field of Study

Evaluation is in accordance with Section 600 of the Administrative Manual with the addition that the Department recognizes that the requirement of research and scholarship will be satisfied by establishing a

pattern of published original research in peer-reviewed serial publications or books. Other scholarly publications may supplement, but not substitute, for publications of original research/scholarly activity in peer-reviewed serial publications of national/international stature.

### C. Contributions to the University and Community

Evaluation is in accordance with Section 600 of the Administrative Manual.

### 3. ACCELERATED (EARLY) PROMOTION

Promotions to Associate Professor with or without tenure as well as to Professor can be recommended earlier if significant strength in the areas of teaching, research and service is demonstrated. Faculty who are candidates for promotion before the normal period must demonstrate that they not only meet, but significantly exceed the above requirements in teaching and research, in a period of time shorter than that required for normal promotion considerations, all of the criteria cited in Section 600 as well as the departmental criteria for advancement to the next rank. In order to establish sufficient evidence of significant accomplishments, the Department strongly recommends that the candidate:

- a. regularly obtains student course evaluations for as many of his/her courses as possible
- b. shows engagement in teaching endeavors specified in Section 2A that take place outside of the classroom.
- c. requests that the Personnel Committee or Department Chair gather outside evaluations from peers in the area of expertise of the candidate that will objectively assess the quality and originality of his/her research and scholarly contributions to the field of study. In this case, the candidate can expect to be compared with other respected researchers who are at similar points in their careers and who may have obtained tenure at universities with a comparable teaching load. The outside evaluations will be handled as follows: the candidate will suggest at least three such reviewers and the Personnel Committee and the Department Chair will also select three reviewers, independent from those chosen by the candidate. The candidate will have the opportunity to review the list of potential reviews and to delete any reviewer with whom he/she feels there would be a potential conflict or possibility of bias. The Personnel Committee and the Department Chair will select and contact reviewers from the approved list until each candidate has four outside evaluations. The selected peers will be advised to factor the CSUN teaching load into their assessment of the candidate.

DEPARTMENT OF GEOLOGICAL SCIENCES  
PERSONNEL PROCEDURES FOR PROMOTION FROM ASSOCIATE TO FULL PROFESSOR  
Approved: 2007

1. CRITERIA FOR PROMOTION TO PROFESSOR

Only those activities subsequent to the candidate's promotion to Associate Professor shall be considered. In instances where activities or products produced subsequent to the candidate's promotion to Associate Professor are based in part on activities prior to the candidate's promotion, only the subsequent activities or products shall be considered. The candidate will be evaluated on teaching effectiveness and direct instructional contributions, contributions to the field of study, and contributions to the University and community.

A. Teaching Effectiveness and Direct Instructional Contributions.

If the candidate's performance in these two areas was evaluated in connection with promotion to Associate Professor, the pertinent consideration here is whether the candidate has maintained or exceeded the level required for promotion to that rank. Once such continuity or, preferably, growth has been demonstrated and documented, then item 1.B. becomes the prime consideration.

If the candidate's performance in these two areas was not previously evaluated (i.e. the initial appointment was Associate level), the same critical evaluation of performance that is normally given to a candidate for Associate Professor must be made.

A candidate for Professor must demonstrate general competence at all levels of instruction. Student input will be solicited by inviting students to meet with the Committee Chair or by writing to the Committee Chair. Any student statement or evaluation provided outside of the regular written student evaluation of teaching effectiveness must be identified by name to be included in a Personnel Action File. The student shall be informed of the right to a hearing before the Student Grievance Board should the student feel that any later discriminatory action is taken because of having given the statement (Section 600).

One or more members of the Personnel Committee and the Chair will visit a classroom lecture by the candidate, and each will write a summary which will become part of the candidate's record.

B. Contributions to the Field of Study.

Evaluation in accordance with Section 600 of the Administrative Manual with the addition that the Department recognizes that the requirement of research and scholarship will be satisfied by establishing a pattern of published original research in peer-reviewed serial publications or books. Other scholarly publications may supplement, but not substitute, for publications of original research/scholarly activity in peer-reviewed serial publications of national/international stature.

Candidates are expected to seek external funding to support their research and other scholarly activities.

C. Contributions to the University and Community.

Evaluation is in accordance with Section 600 of the Administrative Manual.

D. ACCELERATED (EARLY) PROMOTION

See promotion to Associate Professor.