COVER SHEET FOR PROPOSED CHANGES TO DEPARTMENT/COLLEGE
PERSONNEL PROCEDURES

Humanities

COLLEGE

Gender & Women's Studies

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 2-7-2012

3. Department or College initiating proposed changes Gender & Women's Studies Dept.

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").

The proposed changes are being brought forth to be reviewed every five years.

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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:

Chair, Department Personnel Committee Date 2-7-2012

Department Chair Date 2-7-2012

FOR DEPARTMENT PERSONNEL PROCEDURES & COLLEGE PERSONNEL PROCEDURES:

Chair, College Personnel Committee Date March 8, 2012

College Dean Date March 8, 2012

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

(for PP&R use only)

F'12 Approval Date

F'15 (change in criteria) 2016-2017 Effective Date (see attached)

Date of Next Review
COVER SHEET FOR PROPOSED CHANGES TO DEPARTMENT/COLLEGE
PERSONNEL PROCEDURES
ATTACHMENT

NOTE: This attachment is to provide an explanation for any effective date on a personnel procedure that occurs later than the Fall of the year after the procedures have been approved. Please use the space below to explain the conditions of the effective date given on the previous page. If the effective date does occur the Fall of the year after the personnel procedures have been approved there is no need to fill out this form.

(see attachment)
Gender and Women's Studies Department

Department Personnel Criteria

The Gender and Women’s Studies Department follows the criteria set forth by Section 600 for Retention, Tenure and Promotion. In addition, the following criteria are presented to supplement Section 600 of the Administrative Manual in the review of Gender and Women’s Studies Faculty for the Retention, Tenure and Promotion (RTP) process. Along with the broad categories identified in Section 600, the faculty members of the Gender and Women’s Studies Department have approved the following as illustrative, but not exhaustive of the types of activities that should be duly acknowledged in the RTP review process.

Procedures for Evaluating Teaching Effectiveness

The department will follow the procedures for evaluating teaching effectiveness, as stipulated in Section 600: Procedures for evaluating teaching effectiveness.

Procedures for class visits: All faculty members under consideration for reappointment, tenure, and/or promotion will be visited at least once each academic year by the Department Chair and one representative of the Department Personnel Committee or their designees. The class visit will be made early enough in the RTP process to be considered in that academic year.

Procedures for collecting and processing student evaluations: Student evaluations will be administered for each faculty member in at least two classes per year, beyond the first year.

Procedures for interpreting student evaluations: The Department Personnel Committee and the Department Chair or their designees will review the evaluations and synthesize the results.

Student Consultation Procedures: Announcement of the candidate’s upcoming evaluation will be made in Gender and Women’s Studies classes and posted throughout the department and the Women’s Resource & Research Center in advance of the consultation date. Students will be given the opportunity to consult with the Department Personnel Committee regarding the teaching performance of the candidate consistent with the procedures in Section 600.

Teaching Effectiveness and Direct Instructional Contributions
In addition to the criteria stipulated in Section 600, the department will afford special recognition to the following:

1. Pedagogical approaches and strategies that provide evidence of innovative approaches to teaching, learning and assessment activities, especially as they complement feminist/womanist pedagogies.

2. Introducing to students perspectives and points of view that may have been under-emphasized in their primary and secondary education.

3. Teaching courses or workshops, or presenting pedagogical talks, in universities in other parts of the U.S., as well as in other countries, shall be given special recognition.

Contributions to the Field of Study

This section comprises both equivalencies to publication and contributions to the field of study, which are subject to external peer review:

1. Equivalencies to Publications: In addition to the stipulations in Section 600, the Gender and Women’s Studies Department deems the following to be considered as equivalencies to publication:

   a. Peer-reviewed contribution in artistic or creative works or presentations, such as documentaries, video projects, television and motion pictures, radio productions and other artistic work in broadcasting. We understand that creative scholarships that have been broadcast and/or mass distributed have undergone peer reviews by the entertainment industry agent, or organization for which the product was produced or showcased. Creative work that has not been broadcast or mass distributed, but has been produced for educational purposes should be submitted with three accompanying external peer evaluations of the work in order to be considered equivalencies to publication. The external review committee will be chosen collaboratively among the applicant, the Department Personnel Committee and the Department Chair with one reviewer chosen by each.

   b. Completed journal articles and completed books with documented evidence of acceptance for publication, and in press, are counted as publications.

   c. Research-based technical reports or policy documents accepted and disseminated by government entities (e.g., task forces, commissions), professional (e.g., foundations) or community-based organizations for
use by, and made accessible to, the public when submitted for external peer review. External peer review shall consist of review by a three-person external peer review committee, chosen collaboratively among the applicant, the Department Personnel Committee and the Department Chair, with one reviewer chosen by each.

2. Other Considerations to Contributions to the Field of Study: The Department of Gender and Women’s Studies values scholarly contributions/activities in addition to publication. Examples include the following:
   a. The work of faculty who serve as editors of peer-reviewed special journal issues and anthologies
   b. Book reviews published in peer-reviewed journals
   c. Invited lectures or presentations at professional conferences
   d. Grant awards that are peer-reviewed
   e. Peer-reviewing of manuscripts for journals or academic book publishers
   f. Research proposal refereeing for granting agencies.

Contributions to the University and Community

The Gender and Women’s Studies Department will follow the criteria for assessing contributions to the university and community, as stipulated in Section 600 Contributions to the University and Community. This section defines Contributions to the University to include active membership on committees at the Department, College, or University level, student advisement, and such other responsibilities....” In addition, the Gender and Women’s Studies Department defines university and community contributions that merit special recognition as including the following:

1. Incorporating grass-roots, community service-learning components into classes that directly provide service to women and girls, feminist causes, etc.

2. Organizing community events, conferences, seminars, workshops on gender-related issues at the local, national and international level.

3. Consultation on media projects and/or organizational consultation for foundations and organizations.