

COVER SHEET FOR PROPOSED CHANGES TO DEPARTMENT/COLLEGE
PERSONNEL PROCEDURES

CECS
COLLEGE

MSEM
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.

RECEIVED

FEB 06 2013

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.

Cal. State Univ., Northridge
Office of Faculty Affairs

BACKGROUND INFORMATION:

- Are proposed changes those of College ☐ or Department ☒ procedures? (check one)
 - Date that current proposed changes were sent forward November 19
 - Department or College initiating proposed changes Department
 - 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").
Changes made per the PPR liaison
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

Ileana Este

Department Chair

Date

01/29/13

Date

FOR DEPARTMENT PERSONNEL PROCEDURES & COLLEGE PERSONNEL PROCEDURES:

[Signature]
Chair, College Personnel Committee

J.K. Ramez

College Dean

2/1/13

Date

2/1/13

Date

[Signature]

Chair, Personnel Planning and Review Committee

5-17-13

Date

(for PP&R use only)

S13

Approval Date

F13
F16 (for change in
Criteria)

Effective Date (see attached)

2017-2018

Date of Next Review

PROCEDURES
EVALUATION OF FACULTY FOR RETENTION, TENURE, PROMOTION
Department of Manufacturing Systems Engineering and Management

The Department follows the retention, tenure and promotion criteria and procedures as outlined in Section 600, Academic Personnel Policies and Procedures, of the California State University, Northridge Administrative Manual, together with the policies and procedures of the College of Engineering and Computer Science, subject to the provisions noted below.

- A. Definition of Rank: The Department complies with Section 600.
- B. Professional Preparation: The Department complies with Section 600, with no exception to the requirement of a Doctorate for promotion to senior rank.
- C. Teaching Effectiveness and Direct Instructional Contributions: The Department complies with Section 600 and addresses the evaluation of teaching effectiveness as follows:

Teaching effectiveness shall be evaluated by:

- 1. *Examination of the candidate's Student Evaluations of Faculty:*
 - a. *All probationary faculty shall be evaluated in every class every semester.*
 - b. *All tenured faculty shall be evaluated in two classes per year.*
- 2. *Class visits, conducted by the Department Chair (or designee) and one of the members of the Department Personnel Committee (or designees):*
 - a. *If class visits are to be made by designees, the candidate shall be informed.*
 - b. *Faculty who are making class visits shall, when possible, visit different courses and class sessions.*
 - c. *Class visits shall be arranged by mutual agreement between the visitor and the candidate.*
 - d. *Class visits shall be reported on the Department Class Visits Report form, included with these procedures.*
 - e. *Copies of Class Visits Reports shall be transmitted to the candidate, the Chair of the Department Personnel Committee, and to the Department Chair.*
 - f. *The Department Chair shall transmit copies of Class Visits Reports to the College Dean for inclusion in the candidate's Personnel Action File.*
- 3. *Consultations with students:*
 - a. *The Department Personnel Committee will post notices with the name(s) of the faculty who is (are) under review, advising students of the Committee's and/or Chair's availability for consultation regarding the teaching performance of the candidate(s)*
 - b. *The Department Chair shall insure his/her availability for consultation with students regarding the teaching performance of the candidate.*

4. *There will be a review of instructional materials (e.g., course syllabi, explanation of teaching methods, examinations) submitted by the candidate as part of his/her Professional Information File.*
5. *In accord with Section 600 the Department Personnel Committee and the Department Chair will consider any input that anyone wishes to make on the faculty under promotion/retention. However, any input that shall be used in the evaluation of the faculty under review needs to be made in writing, and signed. The person making the input (written and signed) will be told that the input will be placed into the personnel action file of the faculty under review. The input must be sent to the candidate, who has the right to respond to it.*

D. Contributions to the Field of Study. The Department complies with Section 600 and includes in its definition of publication:

1.
 - a. *Peer reviewed books;*
 - b. *Peer Reviewed articles published in recognized national or international journals.*
2. *Equivalencies to publication:*
 - a. *Any published Patents awarded by the US Patent Office;*
 - b. *Peer reviewed papers published in national or international proceedings;*

Professional activity inadmissible as publication is considered and evaluated under other categories of professional accomplishment.

E. Professional and Personal Responsibilities: The Department complies with Section 600, and further notes that:

1. *All tenured faculty will be notified about the name of the professor(s) under review and advised that they should make an appointment with the Department Personnel Committee if they have any input.*
2. *The performance of the faculty under review will be evaluated in regards to:*
 - i. *Those personal and professional responsibilities of the teaching profession as outlined in Section 600 of the Administrative Manual.*
 - ii. *Those personal and professional responsibilities of the engineering profession as embodied in the Code of Ethics for Engineers of the National Society of Professional Engineers.*