

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

Humanities

COLLEGE

Philosophy

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 underline any text that you wish to have added to your written procedures.*

**RECEIVED
CSUN**

BACKGROUND INFORMATION:

MAY 23 2013

1. Are proposed changes those of College ☐ or Department ☒ procedures? (check one)
2. Date that current proposed changes were sent forward initially: 11/08/12; revised 5/1/13
3. Department or College initiating proposed changes Department of Philosophy
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").

**Office of
Faculty Affairs**

This document constitutes the Philosophy Department
Personnel Committee's additions to Section 600. We hereby
submit it for the periodic review required by Section 600.

This document contains revisions requested by PP&R. It
replaces the document submitted on 11/08/12.

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

5/13/13

Date

Department Chair

Date

FOR DEPARTMENT PERSONNEL PROCEDURES & COLLEGE PERSONNEL PROCEDURES:

Chair, College Personnel Committee

Date

College Dean

Date

Chair, Personnel Planning and Review Committee

Date

(for PP&R use only)

S'13
Approval Date

F13
F14 (change in criteria)
Effective Date (see attached)

2017-2018
Date of Next Review

Department of Philosophy
Personnel Criteria, Policies, and Procedures

Preamble

The following are additions to Section 600 and Section 700 of the *Administrative Manual*.

A. Contributions to Field of Study

1. The Department of Philosophy considers as publication all and only items included in the University's definition of publication which have been published or have received final editorial acceptance for publication. Documentation must be provided by the Candidate.
2. The Department of Philosophy does not recognize equivalencies to publication.
3. The Department of Philosophy recognizes various types of contribution to the field of study that are not covered by the University's definition of publication. These include:
 - (1) oral presentation of written original academic research in a professionally recognized forum outside the Department;
 - (2) oral presentation of written commentary on academic research in a professionally recognized forum outside the Department;
 - (3) editing of an academic journal or anthology;
 - (4) refereeing for an academic journal or publisher;
 - (5) organizing an academic conference or meeting;
 - (6) serving as an officer of a professionally recognized academic body; e.g., the American Philosophical Association;and
 - (7) founding a new professional association.

These activities should be placed in the category of contributions to the field of study, but not in the sub-category of publication. Such contributions should be given full appropriate consideration in personnel evaluations.

4. A faculty member being considered for tenure or promotion shall provide clear evidence of publication and other contributions to the field that demonstrates continued growth as a recognized scholar and contributor to the field of study since appointment at this institution, or since last promotion as appropriate.

5. In evaluating publications and other contributions to the field of study, the Department of Philosophy considers the quality of the contributions and their likely impact on the discipline to be of primary importance, overriding quantitative considerations.

6. The Department of Philosophy makes distinctions of relative weight among contributions to the field of study. In assessing a Candidate's contributions to the field of study, the weights of items are not represented numerically.

7. Letters from the Departmental Chair and the Department Personnel Committee shall explain the relative weights assigned to contributions to the field of study and the reasoning for the assignments.

8. In general, the Department of Philosophy determines the relative weights of contributions to the field of study according to the following guidelines:

- (1) Published work is weightier than other contributions to the field.
- (2) Original research is weightier than critical discussion, commentary, review, and overview.
- (3) Longer, sustained work is weightier than shorter, curtailed work: e.g., a book of normal length is weightier than a journal article of normal length.
- (4) The weight of an item is proportional to the professional reputation of the forum in which it appears.

In cases where the Department Chair or Department Personnel Committee's assessment of an item's weight departs from these guidelines, their letter shall explain the reason for divergence.

B. Evaluation of Teaching

a. Class Visit Policy for Full-Time Faculty

1. Current candidates for retention, tenure, or promotion

(1) Each academic year, all faculty under current consideration for retention, tenure, or promotion have some class or classes visited by two (or more) tenured faculty members. One of the visitors must be a member of the Department Personnel Committee or their designee, and one must be the Department Chair (or the Department Chair's designee).

(2) The Candidate may request that the visits be conducted by a particular member or members of the Personnel Committee, or that the Department Personnel Committee designate a particular faculty member or members to serve as their designee(s), or that the Department Chair designate a particular faculty member to serve as the Chair's designee.

(3) Each visitor writes a report comprising a description and evaluation of the conduct of the class for inclusion in the Candidate's Personnel Action File.

(4) It is suggested that the Candidate and visitor confer before class regarding the methods and goals of the Candidate's teaching and after the class regarding what happened in the class and how it should be interpreted.

2. Elective visits

(1) Although the above requirement of class visit applies only to current candidates for retention, tenure, or promotion, all faculty members can avail themselves of this procedure as one way of providing information regarding their teaching effectiveness. However, there is no request or expectation that such faculty members will do so.

(2) Such faculty members may request that the visitor provide a written report of the visit. Such reports may be included in the faculty member's Personnel Information File in future personnel actions as evidence of teaching effectiveness. This in no way affects or satisfies the requirements of B.a.1.

b. Class Visit Policy for Part-Time Lecturers

1. The class of a part-time, nonpermanent lecturer is visited at the times required by Section 700 and whenever the College Dean, Department Chair or Department Personnel Committee mandates.
2. The required written report of the visit should comprise a description and evaluation of the conduct of the class.
3. It is suggested that the lecturer and visitor confer before class regarding the methods and goals of the lecturer's teaching and after the class regarding what happened in the class and how it should be interpreted.

c. *Teaching Evaluation Forms*

1. In addition to the University's written student questionnaire evaluation forms, an instructor may, with the Department Chair's approval, have the Department distribute an additional questionnaire. The Department Chair's approval is not required if the instructor wishes to independently distribute an additional questionnaire.
2. Student course evaluations are conducted in all philosophy classes taught in the Fall Semester. Course evaluations are also conducted in all Spring Semester classes taught by part-time faculty, by first-year probationary faculty, by full-time faculty who taught fewer than two classes in the Fall Semester, and by any faculty who request Spring Semester evaluations.

d. *Student Consultation*

1. The Department Personnel Committee shall provide students with the opportunity to consult with the Committee regarding the teaching performance of faculty being considered for retention, tenure or promotion.
2. An announcement inviting student consultation is posted in the Departmental Conference Room, and copies are sent via email to all philosophy majors. The Candidate is encouraged to read the announcement to students in all of their classes.