

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

SCIENCE & MATH
COLLEGE

PHYSICS & ASTRONOMY
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 11/14/11

3. Department or College initiating proposed changes PHYSICS & ASTRONOMY

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 are brought about by the requirement that this document be reviewed every five years. Most of the changes were editorial or clarifications. The only two substantive changes were the removal of any mention of years of service in the early promotion to associate or full professor.

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

FOR DEPARTMENT PERSONNEL PROCEDURES:

Suzanne 11/14/11
Chair, Department Personnel Committee Date

Ana Cristina Cadavid 11/17/11
Department Chair Date

FOR DEPARTMENT PERSONNEL PROCEDURES & COLLEGE PERSONNEL PROCEDURES:

M. Ali Tabatabaie 12/2/11
Chair, College Personnel Committee Date

Derry Turner 12/2/11
College Dean Date

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

(for PP&R use only)

S'12
Approval Date

F'12
F'15 (change in criteria)
Effective Date (see attached)

2016-2017
Date of Next Review

CRITERIA FOR PERSONNEL RECOMMENDATION
DEPARTMENT PERSONNEL PROCEDURES
DEPARTMENT OF PHYSICS AND ASTRONOMY

The following is an interpretation of the Administrative Manual, Section 600, Criteria for reappointment, tenure, and promotion decisions in the Department of Physics and Astronomy:

I. Reappointment (tenure track):

Reappointment to the third year should not be recommended if the Committee feels certain that candidates have no reasonable chance of being granted tenure according to the criteria stated below.

II. Granting of Tenure:

The tenure decision is the most important personnel decision. The candidates must meet the criteria within the following areas and provide evidence to the Committee and the Department that activity and growth in these areas will continue after tenure is granted and that the candidates will continue to meet the criteria in Section 600 on Professional Responsibility.

A. Teaching Performance and Qualifications for Teaching: The candidates must have demonstrated to the satisfaction of the Committee abilities as a teacher and dedication to good teaching. The candidates must be acceptable in these areas for tenure to be recommended.

The following material will be used to assess the teaching effectiveness of the candidates:

1. Sample exams, syllabi, and other class materials in the candidates' PIF file.
2. Reports of class visits by the Department Chair and at least one member of the Personnel Committee, who each will visit at least one of the classes taught by the candidates.
3. Student evaluations consisting of both computer-graded multiple-choice questions, and written comments.
4. Other student input as described in Section 600 of the Administrative Manual.

B. Research and Scholarship: It is required that the candidates be active in research and demonstrate knowledge of current developments in their field. The candidates are required to publish results based upon research carried out since they were hired at CSUN, and are required to seek external funding to support their research program at CSUN. The Personnel Committee may solicit outside evaluation from peers in the area of expertise of the candidates in order to assess objectively the quality and originality of their scholarly contribution to the field of study.

The term "to publish results" is restricted to mean to report on the results of research in the form of *refereed articles*, which have been published or accepted for publication. The publication requirement refers only to publications not used in evaluations for prior promotions or hiring. In the event that an individual was promoted to associate professor without tenure, then all publications since effective date of appointment will be considered for the tenure decision.

C. Departmental, College and University Contribution: The candidates are also expected to work on Department, College and University assignments and demonstrate initiative for improving the academic welfare of the students, the Department, the College and the University.

Memorandum of Understanding (MOU)

During the first semester after appointment, the tenure track faculty member and the Department Chair will develop a plan outlining the expectations that the faculty member will have to meet in order to be recommended for tenure. The plan will provide guidance, in as specific detail as practical, as to what the faculty member needs to accomplish in teaching, research, and service to the Department, College, and University. A letter describing the plan will be drafted and then signed by the Chair of the Department, the Chair of the Department Personnel Committee, the Dean of the College, and the tenure track faculty member. This document will be filed in the faculty member's PAF. Upon the agreement of the faculty member, and the current Chair of the Department Personnel Committee, Department Chair and the Dean, the original MOU document may be amended in the future. If agreement cannot be reached by the various parties upon a specific plan for the MOU document, the probationary period will follow the criteria listed in Section 600 of the Administrative Manual and the supplementary criteria of the Department Personnel Procedures.

III. Promotion to Associate Professor:

Normally, promotion will be recommended at the same time when the decision on tenure will be made. However, promotion with or without tenure can be recommended earlier in the candidates' probationary period if sufficient strength is demonstrated to the Committee as specified in Section V below.

IV. Promotion to Professor:

The candidates must have continued to perform at a significant level in all areas of Section II above and provided evidence that this activity will continue after promotion. Tenured faculty members in the rank of Associate Professor will normally be considered for promotion when they have served five years in the same rank and every year thereafter until promotion is granted. However, promotion can be recommended earlier if sufficient strength is demonstrated to the Committee as specified in Section V below.

A. Teaching excellence is the primary criterion for promotion.

B. Evidence of research in the form of refereed publications is required. Normally, the candidates are also required to apply for external grant support for their research program at CSUN. The number of such publications and grant applications is subsidiary to the quality of the contributions, which may be determined through evaluation by authorities in the field and through references to the candidate's work in the literature. If the candidate suggests the authorities, they must not be former collaborators. Evidence of scholarship is given by published textbooks, review articles, book reviews, paper refereeing, obtaining research grants, research proposal refereeing for granting agencies, chairing sessions at professional societies, invited lectures before professional groups, invited participation in colloquia, election to fellowship in learned societies, editing journals, etc. It is not required that the candidates perform in all of these areas. This listing simply illustrates areas to be used by the Committee for evidence of scholarly achievement. The level of achievement should bring credit to the Department and engender respect for the candidates in the academic community.

C. Candidates for promotion to Professor must, in view of the likelihood of their being called upon to serve in various administrative capacities, participate actively and effectively in University, College and Departmental affairs.

V. Early Promotion:

Promotion to Associate Professor with or without tenure, as well as to Professor, can be recommended earlier than normal if candidates for **early promotion** have demonstrated an **exceptional record of achievements** in the areas of research and teaching and show the **promise for continuing that level of performance**. Faculty who are candidates for promotion before the normal period must demonstrate that they meet, in a period of time shorter than that required for normal promotion consideration, 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 candidates:

A. provide more learning experiences for students and make more contributions to the instructional mission of the University than normally expected for regular promotion. Examples include, but are not limited to, the following: developing a new laboratory or course, and providing research experiences for students,

B. produce scholarship of high quality in a period of time shorter than that normally expected for regular promotion,

C. obtain external support for their research either alone or with collaborators,

D. request that the Department Chair or Personnel Committee gather outside evaluations from peers in the area of their expertise. The Personnel Committee and the Department Chair, with mutual agreement of the candidates, will select three external reviewers. External reviewers must be professionally capable to evaluate the candidates' scholarly work objectively and to comment on its significance in the discipline. In this case, the candidates 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.