

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

HHO

COLLEGE

Physical Therapy  
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

MAR 21 2012

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 \_\_\_\_\_

3. Department or College initiating proposed changes Physical Therapy

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 were done to update language and clarify sections in Dept PP&P up for review F'11.

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

**FOR DEPARTMENT PERSONNEL PROCEDURES:**

Peggy Miller  
Chair, Department Personnel Committee

2/2/12  
Date

Sherry Chow  
Department Chair

2/2/12  
Date

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

Joyce Muenach  
Chair, College Personnel Committee

3-19-12  
Date

Rabab Ali  
College Dean

3/20/12  
Date

Magdalena L.  
Chair, Personnel Planning and Review Committee

5-16-12  
Date

(for PP&R use only)

5/12  
Approval Date

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

2016-2017  
Date of Next Review

# DEPARTMENT OF PHYSICAL THERAPY PERSONNEL POLICIES & PROCEDURES

REVISED APRIL 2012

## **I. Composition and Eligibility of Personnel Committee** (see Section 600)

- A. The Department will follow the guidelines of Section 600 of the Administrative Manual regarding composition and eligibility of the personnel committee.

## **II. Miscellaneous Policies and Procedures**

- A. The Department Personnel Committee (DPC) will conduct the peer review process as required in Section 600 of the Administrative Manual. The Committee will advise each candidate on the retention, tenure and promotion process including but not limited to the preparation and development of each faculty member's Professional Information File (PIF), the class visit process, selection of pertinent materials for review, and general information about the tenure and promotion process.
- B. The DPC will submit the Department Personnel Policies and Procedures to the faculty for evaluation and approval at least every five years, or sooner, if the majority of faculty wishes to do so.

## **III. Responsibilities of Personnel Committee**

- A. Procedures for Class Visits (see Section 600).

- 1. Class Visits.

The DPC and Department Chair or their designees, in consultation with the candidates, will determine mutually agreeable dates for class visits. Two members of the DPC and the Department Chair shall each visit each faculty member under consideration for retention, tenure and promotion in their class at least in the Fall semester.

- 2. The Department Chair shall notify the DPC of faculty under review who teach in environments other than a classroom or laboratory setting. The evaluation procedures for "visiting" virtual classes and distance learning courses will be developed and agreed upon by the Department Chair and the faculty member in conjunction with the DPC prior to the start of the review process.

- 3. Each original class visit report is given to the faculty member for placement in his or her PIF. A copy of each report is sent from the PT Department office to the Dean's office in the College of HHD to be placed in the faculty member's PAF.

- B. Procedures for collecting, processing, and interpreting written student evaluations of teaching effectiveness (see Section 600).



1. According to the College of Health and Human Development Academic Calendar, the student evaluation of instruction instrument adopted by the Department of Physical Therapy is to be administered in all classes for non-tenured faculty members during the Fall and the Spring semesters.
2. Student evaluation of teaching effectiveness summaries for Fall and Spring semesters are to be placed in each candidate's PAF. Other written sources of information pertaining to the candidate's teaching effectiveness such as sample exams, syllabi, and other classroom materials may be placed in the candidate's PIF Appendix by the candidate.
3. The median and mean scores along with the standard deviation for the sum of all student evaluation of teaching effectiveness scores for full-time Physical Therapy faculty are available in the PAF per HHD policies and procedures for the term of interest to be used for comparison purposes for all faculty involved in the retention, promotion and tenure process, as well as for providing all full-time faculty with a means of additionally evaluating their own scores.

C. Procedures for providing students the opportunity for consultation.

1. Notices will be posted on Physical Therapy Department bulletin boards, in classrooms and by other appropriate methods of communication, advising students of the day and hour that they may consult with the DPC about faculty members being considered for retention, tenure and promotion.
2. Students sign-up for appointments with the DPC.
3. Student consultations with members of the DPC shall be conducted at a campus location other than the department complex in order to be done in a manner designed to preserve student confidentiality.
4. Written signed statements from students regarding faculty shall be handled in accordance with Section 600 of the Administrative Manual.
5. Faculty have the right to review and respond to student statements as per Section 600 of the Administrative Manual.

#### **IV. Criteria for Making Judgments**

A. Professional Preparation (see Section 600).

1. A doctorate degree is required for promotion to Associate Professor and Professor.
2. Examples of extensive relevant experience include but are not limited to:
  - a. Attendance at conferences

- b. Attendance at professional continuing education courses
- c. Achievement through specialization/certifications
- d. Additional licensure in a relevant field
- e. Additional degrees
- f. Clinical experience

B. Teaching Effectiveness and Direct Instructional Contributions (see Section 600).

1. Normally, course syllabi (including course objectives, required and recommended reading assignments, and a course calendar or outline of activities), sample exams, and other classroom materials are part of a candidate's PIF Appendix. These and other class materials may be requested by the DPC if not in the PIF.

C. Contributions to the Field of Study (see Section 600).

1. Publication Requirements (see Section 600).

At least 2 publications (defined below) completed while under tenure consideration are required for promotion to Associate Professor, and at least 2 publications since promotion to the rank of Associate Professor are required for advancement to the rank of Professor. Materials accepted for publication and used for promotion and tenure consideration may not be used in future reviews as "new material." The following criteria clarify the definition of publication and shall be acceptable evidence of publication:

- a. An article published in a refereed professional or other scholarly journal, or a letter of acceptance for publication from a journal with a draft of the submitted article.
- b. A professionally published book or monograph or a letter of acceptance for publication from the editor and/or the publisher with a draft of the submitted book or monograph.

2. Equivalencies to Publication (see Section 600).

The subsection below provides examples of what can be evaluated as "equivalency to a scholarly publication." Refer to subsection 3 below for a set of guidelines for determining "equivalency."

Examples of equivalency to scholarly publications:

- a. A chapter in a professionally published book or monograph or a letter of acceptance for publication from the editor and/or the publisher with a draft of the submitted chapter.
- b. Significant contributor to anthologies when they result in a peer-reviewed publication.
- c. Author of a media presentation accepted for education/commercial use (e.g., video, CD, DVD, computer software) when subjected to external peer review.
- d. Author of an instruction manual designed to complement a text when the manual is accepted for publication and subjected to external peer review.
- e. Design(s) of a piece of equipment, an item, or a program accepted for



commercial use and subjected to external peer review.

3. Determination of "Equivalency to Publication."
 

All "Equivalencies to Publications" will be determined by a panel of external peer reviewers and shall be consistent with the following guidelines (see Section 600):

  - a. The term "peer" refers to individuals outside of CSUN who have demonstrated competency in the subject area of the material to be reviewed.
  - b. Normally the "peers" would be from academic backgrounds consistent with the subject matter. However, individuals who possess unique knowledge of the field or subject matter may be used if clearly identified in the review.
  - c. The candidate must obtain such a review according to the guidelines below or the material will not be considered as equivalent to a publication.
    - 1) A three-person external peer review team will be jointly selected by the candidate, the DPC, and the Department Chair.
    - 2) Names of prospective reviewers can be submitted by the candidate or DPC in consultation with the Department Chair.
    - 3) One reviewer will be chosen by the candidate, one by the DPC, and one shall be jointly selected.
    - 4) The external review process must be consistent with deadlines within Section 600.
4. Other Considerations to Contributions to the Field of Study.
  - a. The Department of Physical Therapy values contributions/scholarly activities in addition to publications. Examples may include but are not limited to:
    - 1) Invited lecturer or platform/poster presenter at a professional conference
    - 2) Author of a peer-reviewed grant award
    - 3) Recognized scholar at State, regional, national, and international community events
    - 4) Author of a published review of a book, book chapter, or published article
    - 5) Service as a reviewer of a manuscript for a journal
    - 6) Service as a reviewer of a research proposal for a granting agency
    - 7) Chairperson of a session at a professional conference
    - 8) Participant at a colloquium
    - 9) Author of a published abstract in a peer-reviewed journal
    - 10) Reviewer of abstracts for publication
    - 11) Contributor or reviewer for evidence-based physical therapy databases (e.g. Hooked on Evidence, etc.)
    - 12) Author of a national association position statement or paper when officially accepted and published by a national professional organization
    - 13) Editor of proceedings for a professional conference, etc., when those proceedings are published
    - 14) The DPC may request external review of activities being considered as contributions to the field of study.
  - b. A minimum of 3 activities (from one or more of the example categories listed in section IV.C.4 must be completed while under tenure consideration for

promotion to Associate Professor, and a minimum of 3 activities since promotion to the rank of Associate Professor for advancement to the rank of Professor.

- c. In the case of two authors, a co-author shall receive the same credit for an item as does a single author. In the case of three or more authors the faculty member under review must document his or her level of participation in the generation of the publication.
- d. Publications should be closely related to the author's field of professional expertise and competence (see Section 600).
- e. Minor revision of previously published materials shall not be considered as a separate publication. Major revision of previously published materials (e.g. book, book chapter) is subject to external review to be considered for retention, tenure, or promotion.
- f. "Participation in professional organizations" and "carrying out significant responsibilities in professional organizations" should be documented by the candidate to reflect elements such as (1) the candidate's role in the assignment, (2) the nature of the contribution made by the candidate, and (3) the significance of this involvement as it contributes to the field of study for promotion to Associate Professor or Professor.

D. Contributions to the University and Community (see Section 600).

In the following section the term "underpaid" is defined as payment at an amount that is significantly less than an established community standard for the service rendered.

- 1. Clarification of the term "Community Service."  
Community Service involves contributions of unpaid or underpaid "services" to community agencies and organizations which draw upon the academic expertise and professional competence of the candidate.
- 2. Clarification of the Term "Effective Participation."  
"Effective participation" shall be documented by the candidate to reflect elements such as the nature of the committee assignment, the expenditure of time, the nature of the contribution made by the candidate, and the significance of this involvement as it contributes to the mission of the university.
- 3. Contributions to the University and community which help make a faculty member a valuable addition to the University, College, and Department include service on Departmental, College, and University Committees. In addition, service examples may include, but are not limited to, the following activities:
  - a. Academic Coordinator of Clinical Education
  - b. Department Chairperson
  - c. Guest lecturer or giving presentations related to the discipline
  - d. Appointment as an Adjunct Professor at another regionally accredited College or



- University (e.g. service on a doctoral committee, etc.)
- e. Member of an Accreditation team (Self Study)
- f. Author of a Self Study report
- g. Author of a WASC proposal
- h. Teacher of a continuing education course (unpaid or underpaid)
- i. Clinical Instructor
- j. Consultation team member, report writer as consultant (unpaid or underpaid)
- k. Report writer of programs or projects
- l. Developer of practice patterns
- m. Recruiter of students and faculty
- n. Provider of community service – may include presentations
- o. Student adviser and mentor
- p. Peer adviser and mentor for retention, promotion, and teaching
- q. Curriculum developer
- r. Member or Chairperson of a Conference Committee
- s. Moderator at a professional conference session
- t. Provider of pro-bono or underpaid professional services in University, community or Faculty Practice
- u. Elected official in a professional organization

**V. Criteria for Retention (tenure track) (see Section 600)**

Retention should not be recommended if the DPC determines that the candidate has no reasonable chance of being granted tenure according to the criteria stated above.

**VI. Granting of Tenure**

The tenure decision is the most important personnel decision. The candidate must meet the criteria stated above and engender confidence within the DPC and the Department that activity and growth in these areas will continue after tenure is granted, and that the candidate will continue to meet the criteria in Section 600 on Professional Responsibility.

**VII. Criteria for Early Promotion**

Early promotion to Associate Professor with or without the request for early tenure, as well as early promotion to Professor can be requested by any faculty member. The DPC and/or the Department Chair can recommend early promotion if the candidate exceeds all of the criteria cited in Section 600 as well as the departmental criteria for advancement to the next rank in a period of time shorter than that required for normal promotion. The award of early tenure is subject to Section 600.

In order to establish sufficient evidence of significant accomplishments, the candidate may request that the DPC 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 as well as teaching effectiveness and service. 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 promotion at universities with a comparable teaching load.