



CALIFORNIA
STATE UNIVERSITY
NORTHRIDGE

Faculty Senate Office
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Section 612.5.2 Class Visits

(Approved 4/9/2021)

612.5 Department Level.

2. Responsibilities.

c. Each Department will have on record in the College Dean's office its approved personnel procedures which will include but not be limited to:

(1) Criteria for retention, tenure, and promotion.

Teaching effectiveness (as well as effectiveness in librarianship or counseling when relevant) is a primary criterion for reappointment and tenure as well as promotion to any rank.

(2) Procedures for evaluating teaching effectiveness.

(a) Class visits, not excluding online, distance learning, service learning, and laboratory classes, will be made at least once each academic year on all probationary faculty and faculty under consideration for promotion. Class visits will be conducted early enough in the academic year for use during the annual personnel cycle.

(i) Class visits will be made by the Department Chair and at least one representative of the Department Personnel Committee or their designees. An untenured Department Chair will appoint a designee to make class visits. Designees will be senior, tenured faculty normally from within the Department.

(ii) Procedures for making class visits will be determined by the Department. Scheduling of a class visit will be made by mutual agreement between the faculty member and the observer at least five (5) calendar days in advance of the visit. The class visit may be in a physical classroom or online as appropriate for each class. To facilitate review of teaching materials, faculty will make

online content, such as Canvas or other teaching platforms where course materials and information reside, available to reviewers. Reviewers are encouraged to meet with faculty under review to gain an understanding of how the materials on Canvas or other teaching platforms relate to this faculty members course.

- (iii) A written report of the class visit will be placed in the candidate's campus mailbox and otherwise made available upon request within 14 calendar days after the peer class visit. The candidate may request a meeting to discuss the report, to be held within ten (10) calendar days after the written report is placed in the candidate's campus mailbox. The candidate may also submit a rebuttal statement or response in writing within the ten (10) calendar days. At the conclusion of the ten (10) calendar days, the report, and any response or rebuttal statement, will be placed in the Personnel Action File and be sent to the Chair of the Department Personnel Committee and to the Department Chair. A copy of the report will be retained in the candidate's Personnel Action File for a period of five years.