



CALIFORNIA
STATE UNIVERSITY
NORTHRIDGE

Faculty Senate Office
Phone: (818) 677-3263

Section 612.5.2.c.2.a.iii and Section 635.2.2
(Email notification of Class Visit Reports and RTP Decision Letters)
(Approved 7/19/2021)

Section 612.5.2.c.2.a.iii

(iii) A written report of the class visit will be emailed to the faculty member's CSUN email address 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 emailed to the faculty member. 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 shall be retained in the candidate's Personnel Action File for a period of five years.

Section 635.2.2

2. a. Notification

A copy of the written evaluation and recommendation will be emailed to the faculty member's CSUN email address and otherwise made available upon request before being forwarded to a subsequent review level. The date of the email starts the ten (10) calendar day response period for the faculty member.