

**COVER SHEET FOR PROPOSED CHANGES TO DEPARTMENT PERIODIC REVIEW OF  
TENURED FACULTY (POST-TENURE REVIEW) PROCEDURES**

Business Law

**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 Post-Tenure Review 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 has determined that the proposed new or revised procedures are consistent with Section 600 and with the Collective Bargaining Agreement.

**FORMAT:** *A complete Word version of your existing procedures is required as the starting point for the proposed revisions. Any proposed changes to your existing procedures must be indicated using the Track Changes feature of Word. The personnel procedures and a cover sheet are required to be submitted even if there are no proposed changes.*

**BACKGROUND INFORMATION:**

1. Date that current proposed changes were sent forward 11/02/2020
2. Describe briefly the general reason(s) for your proposed change(s) (e.g., "proposed changes were initiated by the Department to be in compliance with the current Faculty Contract and Section 600"). TO INCLUDE REFERENCE TO AACSB QUALIFICATIONS & UPDATE PROCEDURES TO INCLUDE COLT REQUIREMENTS & ACCESS TO CANVAS OR APPLICABLE LEARNING MANAGEMENT SYSTEM
3. List the date the tenured and probationary faculty of the Department voted to approve the proposed changes:  
10 / 30 / 2020

Please email the following to Faculty Affairs email at [faculty.affairs@esun.edu](mailto:faculty.affairs@esun.edu):

- WORD DOCUMENT WITH TRACKED CHANGES showing revisions to the personnel procedures
- Signed cover sheet in PDF format

**DEPARTMENT APPROVAL: (Sign & Print Name)**

Nina Alden 11/02/2020  
 Department Chair or Chair, Department Personnel Committee Date

**COLLEGE APPROVAL: (Sign & Print Name)**

Chandra Subramaniam 09-Jun-2021  
 College Dean Date

**PP&R APPROVAL:**

Mary-Pat Stein 06/14/2021  
 Chair, Personnel Planning and Review Committee Date

(for PP&R use only)		
<u>Spring 2021</u>	<u>Fall 2021</u>	<u>Fall 2025</u>
Approval Date	Effective Date	Date of Next Review

**DEPARTMENT OF BUSINESS LAW**  
**PERSONNEL PROCEDURES FOR EVALUATION OF TENURED FACULTY**

Distribution of Department Procedures for Evaluation of Tenured Faculty: At the beginning of each academic year, the Chair of the Department Peer Review Committee will provide a copy of the current Department Procedures for Evaluation of Tenured Faculty to all tenured members of the Department.

Tenured faculty members must adhere to the personnel policies and procedures for retention, tenure, promotion, and post-tenure review enumerated in Section 600 of the California State University, Northridge, Administrative Manual and the David Nazarian College of Business and Economics Faculty Handbook and must remain AACSB Qualified. <https://www.aacsb.edu/accreditation/accredited-schools>

- I. Peer Evaluator: The Department of Business Law Personnel Committee will serve as the Department of Business Law Peer Review Committee. Should any member of the Department Personnel Committee be identified for peer review evaluation or otherwise be ineligible, he or she will be disqualified from serving as a member of the Department Peer Review Committee. The Department Peer Review Committee may consist of a minimum of two members. A vote of the probationary and tenured members of the Department will be taken to replace the disqualified members.
- II. Frequency of Evaluation: Each tenured faculty member in the Department shall be evaluated at least once every five years. A typical evaluation for promotion or tenure will be considered an evaluation under these procedures. Pursuant to section 645.3, faculty will not be reviewed while on sabbatical leave or leave of absence. Further, and pursuant to that same section, participants in the Faculty Early Retirement Program (FERP) will not be required to undergo evaluation unless an evaluation is requested by either the FERP participant or the appropriate administrator.
- III. Notification of Calendar for Evaluation: On or before October 1 of the academic year of the evaluation, faculty Members identified for evaluation will be notified, in writing (via email), by the Department Chair that they are scheduled for evaluation that year. The evaluation will be completed by the end of the academic year of the evaluation.

Evidence of Performance: The review will include an evaluation of the faculty member's teaching performance, scholarship, professional development, and service to the Department, College, University and Community. Although academic work is normally divided among teaching, scholarship-professional development and service, the Department Peer Review Committee will evaluate faculty members on their actual work assignments.

The evaluation of faculty teaching performance will be by:

A. Class Visits

1. A visit will be made by at least one member of the Department Peer Review Committee. The faculty member being evaluated will have the right to be visited by more than one member of the Department Peer Review Committee, if he or she so desires.
2. The evaluator(s) will arrange with the faculty member being evaluated a date and time for the class visit(s). The reviewee must provide access to all learning materials and the Learning Management System (LMS), as appropriate.
3. During the class visit, the following will be considered:
  - a. Mastery and substantial coverage of the subject matter according to the course description provided in the University catalog;
  - b. Awareness of current trends and developments in the field;
  - c. Awareness of theoretical, philosophical, and practical implications of material covered in class;
  - d. Ability to communicate effectively;
  - e. Enthusiasm for teaching;
  - f. Sensitivity to individual student needs, including receptivity to questions;
  - g. Whether the instructor clarifies and illustrates the relation between the text subject and the experience of the students;
  - h. Whether the instructor places significant demands on students to develop critical thinking skills, including requiring students to demonstrate an ability to analyze, distinguish, and examine issues and to be able to apply course concepts to solve problems and reach conclusions. In law classes, these techniques must include use of the Socratic method so that students demonstrate their ability to identify legal issues, their knowledge of legal rules, and their understanding of how those rules are applied; and
  - i. In law classes, whether the instructor requires students to brief cases and answer problems in writing.
  - j. Instructors in all courses must meet at least 70% of the “Core” items listed in the Quality Learning and Teaching (QLT) guidelines. Hybrid and Fully online courses must meet all “Core” items and at least 70% of all QLT guidelines.

4. Each faculty member making a class visit must, within two weeks of that visit, submit a written report of the visit to the faculty member being evaluated and to the Chair of the Department Peer Review Committee. A copy of the report will be placed in the faculty member's Personnel Action File ten days after submission of the report to the faculty member being evaluated.
5. There will be an opportunity after the visit for consultation between the faculty member being evaluated and the faculty member visiting the class at the request of either party.

B. Student Evaluations of Teaching Performance

In compliance with Section 600 of the Administrative Manual and the Faculty Handbook of the David Nazarian College of Business & Economics, written student questionnaire evaluations are required of all teaching faculty. The Department Chair will notify all teaching faculty of the date(s) by which such evaluations will be conducted. It is the responsibility of each faculty member to ensure that such evaluations are administered.

The following student evaluations will be considered in evaluating a candidate's teaching effectiveness:

1. Student evaluation questionnaire summaries and qualitative results for the preceding five years and contained in the Personnel Action File of the faculty member being evaluated will be reviewed.
2. Student consultation with the evaluators.
  - a. Students are encouraged to express their opinions regarding the teaching performance of all faculty in the Department and in particular their opinions regarding the teaching performance of faculty undergoing post tenure review. Students are invited to do so through an invitation distributed to all Department faculty to be posted electronically or read in all classes offered by the Department.

No such student opinions shall be considered in the review process unless submitted in a signed, written statement from a CSUN student and placed in the candidate's Personnel Action File for consistency with Section 600.

- b. The invitation shall read:

“It is the policy of the Department of Business Law to solicit student opinions regarding the teaching performance of all faculty members of the Department. The following faculty member(s) is (are) being reviewed at this time:

[list name(s) of faculty being reviewed]

You are encouraged to express your views, whether positive or negative, on all faculty members of the department and in particular the above named faculty, by contacting the Department Chair (name, office number and telephone number) and/or the Chair of the Department Personnel Committee (name, office number and telephone number).

All comments, if they are to be considered in a review, must be written, dated, with the author identified in order to be included in the faculty member's PAF."

C. Additional Sources of Evidence of Teaching Effectiveness:

1. The following factors will be considered when evaluating an instructor's teaching effectiveness:
  - a. Grade distribution patterns as distributed by the department;
  - b. The instructor's examinations and instructional materials; and
  - c. Inclusion of a pedagogically significant writing component. At least 50% of a course grade must be determined by a student's written work (which may include essay exam questions, papers, written solutions to problems, and other written work).
  - d. Any materials relating to teaching performance, including currency in the field, which are contained in the Personnel Action File and Professional Information File of the faculty member being evaluated.

IV. Report and Conference: Following the review of available materials and consideration by the Peer Review Committee, the faculty member being evaluated will be provided with the Committee's written evaluation of the faculty member's performance. A copy of the evaluation will be placed in the faculty member's Personnel Action File ten days after submission of the report to the faculty member being evaluated.

Following the submission of the Committee's report to the faculty member being evaluated and prior to the end of the academic year, the Chair of the Peer Review Committee will meet jointly with the Dean of the College and the faculty member being evaluated to discuss the evaluation. Following this meeting and prior to the end of the academic year, the Dean of the College will provide the faculty member being

evaluated with a written summary of the evaluation. A copy of the evaluation summary will be placed in the faculty member's Personnel Action File ten days after submission of the evaluation summary to the faculty member being evaluated.