

**COVER SHEET FOR PROPOSED CHANGES TO DEPARTMENT/COLLEGE
PERSONNEL PROCEDURES
SECTION 600 (RETENTION, TENURE, AND PROMOTION)**

Central American and Transborder Studies

Humanities

COLLEGE

DEPARTMENT

In order to facilitate a complete and expeditious review by the Personnel Planning and Review Committee (PP&R) of the changes 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 coversheet for the written material you submit to PP&R. The Department and College Committees are responsible for ensuring that the proposed procedures are consistent with Section 600 or Section 700, 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. **CHECK ONE:** Check the level the proposed personnel procedures are for: College level Department level
2. Date that current proposed changes were sent forward 11/14/2023
3. **For Department Personnel Procedures:**
 - a. Indicate the date the department faculty voted to approve the proposed changes: 11/09/2023
 - b. Indicate the date the CPC voted to approve the proposed changes: 11/14/2023
4. **For College Personnel Procedures:**
 - a. Indicate the date the college faculty voted to approve the proposed changes: _____
5. **(Optional) Briefly state the rationale for your proposed changes:** To reflect the department's new name.
Department of Central American and Transborder Studies.
Changes were made to add more clarity to the RTP process.

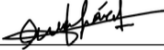

Please email the following to Faculty Affairs email at faculty.affairs@csun.edu:

1. **WORD DOCUMENT WITH TRACKED CHANGES showing revisions to the personnel procedures**
2. **Signed cover sheet in PDF format.**

FOR DEPARTMENT PERSONNEL PROCEDURES: (Sign & Print Name)

	Douglas Carranza	11/14/2023
Chair, Department Personnel Committee		Date
	Florence Kyomugisha	11/14/2023
Department Chair		Date

FOR DEPARTMENT PERSONNEL PROCEDURES OR COLLEGE PERSONNEL PROCEDURES: (Sign & Print Name)

	Ana Sánchez-Muñoz	03/28/2024
Chair, College Personnel Committee		Date
	Dean: Jeffrey Reeder	4/18/2024
College Dean		Date
	Sylvia Macauley	May 31, 2024
Chair, Personnel Planning and Review Committee		Date

<i>(for PP&R use only)</i>		
<u>SP 2024</u>	<u>FA 2024</u> <u>FA 2027 for changes in criteria</u>	<u>FA 2028</u>
Approval Date	Effective Date (see attached)	Date of Next Review

Department of Central American and Transborder Studies Tenure Track Faculty Policies and Procedures Fall 2024

I. CRITERIA FOR RETENTION, TENURE, AND PROMOTION

The Department of Central American follows the criteria set forth by Section 600 for Retention, Tenure, and Promotion. In addition, the following criteria are presented to supplement Section 600 of the *Administrative Manual* in the review of the Central American and Transborder Studies Faculty for Retention, Tenure, and Promotion (RTP) process.

II. TEACHING EFFECTIVENESS AND DIRECT INSTRUCTIONAL CONTRIBUTIONS

A. Class Visits.

All faculty members under consideration for Retention, Tenure, and /or Promotion will be visited twice per academic year by different members of the Department Personnel Committee or their designees. Designees must be tenured faculty members. Visits shall be made early enough to be used in the personnel review cycle. A written report of the class visit will be sent to the faculty member's CSUN email address and otherwise made available upon request within 14 calendar days after the peer class visit.

B. Student Evaluations.

Student evaluations will be anonymous and identified by course and/or section. A minimum of two (classes) will be administered for each faculty member in two classes per academic year. All probationary faculty will have student evaluations administered in two classes of their first two semesters of service.

C. Teaching Effectiveness and Direct Instructional Contributions

In addition to the criteria stipulated in section 600, the Department of Central American and Transborder Studies will afford special recognition to the following:

1. Pedagogical strategies that provide evidence of innovative approaches to teaching activities, especially as they complement the field of Central American and Transborder Studies.
2. Teaching courses, workshops, or presenting pedagogical talks in universities in other parts of the U.S. as well as in other countries.
3. The design of online materials and textbooks that contribute to the development and teaching of the newly emerged area of studies in Central American and Transborder Studies.

4. Mentorship of students carrying out fieldwork or original research.
5. Contributions to the Field of Study that document the currency of faculty's scholarship in the area of Central American and Transborder Studies as related to teaching effectiveness.

III. CONTRIBUTIONS TO THE FIELD OF STUDY

Professional activities that constitute significant scholarly or creative contributions to the field of study are defined as follows:

- A. Publications: Completed peer-reviewed journal articles and books that have been published or accepted for publication, and are forthcoming, are considered as published when accompanied by appropriate documentation.
- B. Because of the multi-disciplinary nature of the Department of Central American and Transborder Studies, the definition of scholarly work must be broad enough to include professional activities of those faculty members whose teaching assignment falls not only within the humanities and social sciences, but also within the arts, sciences, business and economy, and communication studies. Therefore, for the purposes of Retention, Tenure and Promotion, in addition to the stipulations in section 600, the Department of Central American and Transborder Studies deems the following to be considered scholarly work:

Creative Contributions: Formal artistic performance in theatres and concerts of established prestige, or exhibition of creative work in theaters, museums, concerts, and festivals or publication of creative work and literary translations.

Media Publications: This category includes professional films, documentaries, video projects, television and motion pictures, radio production, musical recordings, and other artistic work in broadcasting or online environment.

Research-based technical reports or policy documents accepted and disseminated by government entities (e.g., task forces, commissions), professional (e.g., foundations), or community-based organizations for use by, and made accessible to, the public.

In all cases, the items submitted shall undergo an external peer review by three independent external (to CSUN) reviewers jointly selected by the candidate and the Department Personnel Committee to be considered as scholarly work. If the candidate and the Department Personnel Committee are unable to agree on the selections of the independent external reviewers, the candidate will select one (1) independent external reviewer and the Committee will select two (2) independent reviewers. The external evaluations shall be conducted early enough to be used in the personnel review cycle published in the section 600 Administrative Manual each year.

In all cases in which the candidate is presenting a work with joint or multiple authors, the candidate shall include a statement for each such work, of sufficient detail to indicate which portions of the work or what percentage of the work is the authorship of the candidate. Only those portions shall be subject to peer-review and submitted as scholarly work.

C. Other Considerations for Contributions to the Field of Study: The Department of Central American and Transborder Studies values scholarly contributions/activities in addition to publication. Examples include, but are not limited to, the following:

1. The work of faculty who serve as editors of peer-reviewed special journal issues and anthologies.
2. Book reviews published in peer-reviewed journals.
3. Invited lectures or presentations at professional conferences.
4. Grant awards that are peer-reviewed.
5. Work as peer-reviewer of manuscripts for journals or academic book publishers.

IV. EXPECTATIONS OF THE DEPARTMENT OF CENTRAL AMERICAN AND TRANSBORDER STUDIES

A. Retention as Assistant Professor:

A candidate must demonstrate evidence of original scholarly activity and continued growth as recognized scholar and contributor to the field of study. There must be positive indication of a developing research program.

B. Promotion to Associate Professor:

A candidate must provide evidence of continued growth and sustained original scholarly activity, as well as the establishment of a research program.

C. Promotion to Professor:

Since as, or promotion to, the rank of Associate Professor, candidates will have demonstrated that their scholarly work has made a substantial contribution to their discipline that is recognized by authorities in their field.

V. CONTRIBUTIONS TO THE UNIVERSITY AND COMMUNITY

- A. In addition to the criteria stipulated in Section 600, the Department of Central American and Transborder Studies, consistent with its mission, defines University and community contributions that merit special recognition as including the following:
1. Contributions to further the Mission of the University, particularly regarding the formation of alliances with the community. The Department of Central American and Transborder Studies recognizes faculty contributions to establish partnerships with local schools, community colleges, business, government and social agencies with the purpose of advancing the educational, intellectual, artistic, civic, cultural and economic aspirations of our surrounding communities, particularly but not exclusively with regards to the growing Central American community in the local, state, and regional area surrounding the University.
 2. Contributions to further the Mission of the College of Humanities with regard to promoting values as responsible global citizens committed to principles of freedom, equality, justice and participatory democracy, particularly, but not exclusively affecting the local, state, and regional Central American community in the area surrounding the University.
 3. Contributions made to incorporate grassroots and community service-learning components into classes that directly provide service to the Central American community in the United States and in Central America.
 4. Contributions made towards the organization of community events, conferences, seminars, workshops, on Central American and Transborder Studies related issues at the local, national, and international level.
 5. Consultation and leadership roles in local, national, or international programs that will directly change the experience of Central American people in the United States and/or in Central America.
 6. *Ad-honorem* consultation on media projects, manuscripts, and/or consultation for foundations and organizations related to the field of study.
 7. Work on the development of policies that will benefit the Central American immigrant community in the United States.
 8. Work on the development of transnational network of collaboration between CSUN and Central American Universities.