

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

Env Occup Health

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 April 4, 2022
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"). _____

There are no proposed changes.

3. List the date the tenured and probationary faculty of the Department voted to approve the proposed changes:

____ / ____ / ____

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

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

DEPARTMENT APPROVAL: (Sign & Print Name)

Nola J Kennedy April 4, 2022
Department Chair or Chair, Department Personnel Committee Date

COLLEGE APPROVAL: (Sign & Print Name)

Mechelle Best August 24, 2022
College Dean Date

PP&R APPROVAL:

Lindsay Barr May 25, 2022
Chair, Personnel Planning and Review Committee Date

(for PP&R use only)		
SP 2022	FA 2022	FA 2026
Approval Date	Effective Date	Date of Next Review

Revised 3.30.20

**DEPARTMENT OF ENVIRONMENTAL & OCCUPATIONAL HEALTH PERSONNEL
POLICIES & PROCEDURES
POST-TENURE REVIEW**

Revised May 10, 2017

- A. Post-Tenure Review. The Department shall follow Section 645 of the Administrative Manual for Post-Tenure Reviews, with the following additional requirements:
1. The Department Review Committee shall be elected by the full-time Faculty. The Committee will then select a chair and publish a schedule that allows the completion of the post-tenure review prior to April 1 of that academic year.
 2. The faculty member under review shall prepare a letter which presents the work done over the last 5 years or since the last post-tenure review and present that letter to the Department Review Committee.