

**COVER SHEET FOR PROPOSED CHANGES TO DEPARTMENT/COLLEGE
PERSONNEL PROCEDURES**

SECTION 600 (RETENTION, TENURE, AND PROMOTION)

Humanities

English

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.*


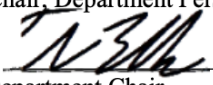
BACKGROUND INFORMATION:

1. **CHECK ONE:** Are proposed changes those of College or Department procedures?
2. Date that current proposed changes were sent forward 02/12/2024
3. **For Department Personnel Procedures:**
 - a. Indicate the date the department faculty voted to approve the proposed changes: 12/08/2023
 - b. Indicate the date the CPC voted to approve the proposed changes: 03/05/2024
4. **For College Personnel Procedures:**
 - a. Indicate the date the college faculty voted to approve the proposed changes: 03/05/2024
5. **(Optional) Briefly state the rationale for your proposed changes:** _____


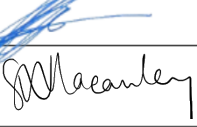
Please email the following to Faculty Affairs email at faculty.affairs@csun.edu:

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)

	Santosh Khadka	02/12/2024
Chair, Department Personnel Committee		Date
	Tim Black	02/12/2024
Department Chair		Date

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

ASM	Ana Sanchez-Munoz	03/05/2024
Chair, College Personnel Committee		Date
	Jeffrey T. Reeder	03/06/2024
College Dean		Date
	Sylvia Macauley	May 31, 2024
Chair, Personnel Planning and Review Committee		Date

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

Department of English
Department Additions to
Section 600 of the CSUN Administrative Manual
Departmental Personnel Procedures

I. Procedures for Evaluating Teaching Effectiveness

A. Procedures for making class visits.

Peer evaluations are required for all candidates for retention, tenure, and promotion, consisting of written reports from both a member of the Departmental Personnel Committee or a designee and the Department Chair or the Chair's designee (not a member of the personnel committee); the candidate may request additional visits by the same or other tenured faculty members on the personnel committee or a designee (refer to Section 600 for rules for selecting a designee).

Such peer evaluations will be based on one class visit of at least 50 minutes and will be placed in the candidate's email address. At the end of ten (10) calendar days, the written peer evaluation, and any response or rebuttal, will be placed in the Personnel Action File and sent to the Department Personnel Committee Chair. Such peer evaluations will take place once a year, early enough in the academic year for use during the annual personnel review cycle.

Such peer evaluations can be composed in a form with general guidelines or a general rubric, including page length, to be established by the elected committee.

In all cases, visits will be arranged collaboratively by the candidate and the (agreed upon) peer evaluator(s) at least one week prior to the agreed upon class visit. Class visits should be held in fall, except for the first-year faculty (who would have an option to ask for a visit in the spring). In-person visits will be held for in-person and hybrid classes but online visits will be arranged for online classes according to the mode of teaching, with synchronous visits for synchronous online classes and with asynchronous reviews for asynchronous online classes.

B. Procedures for collecting, processing, and interpreting written student evaluations of teaching effectiveness.

The Department of English has approved the following procedures:

1. The teaching evaluation form will combine both qualitative information and quantifiable information.
2. Student evaluations: Probationary faculty members in their first year of employment will be evaluated in at least two classes in the Fall and at least two classes in the Spring. In their second year, faculty members being considered for retention, tenure or promotion will be evaluated in all

their classes taught in the fall semester. Third year and post-third year faculty members will be evaluated in at least two classes of their choice during the fall semester. Faculty members who have teaching assignments during the spring semester will only be evaluated in at least two classes of their choosing in the spring semester.

3. Scheduling: No later than the seventh week of the semester in which the faculty is to be evaluated, faculty members should inform the appropriate staff member (a) which classes they are to be evaluated in and (b) the day(s) the evaluation forms will be required. The evaluation forms are to be completed by students no later than the fourteenth week of the semester each academic year.
4. Processing after completion of course evaluation forms online: After semester grades are assigned, the results of the student evaluation(s) will be made available to the faculty member and a copy will be placed in the Personnel Action File where it will be retained for a minimum period of five years.

II. Student Feedback Procedures

The Department Personnel Committee gives students the opportunity to provide feedback to the Committee about the teaching performance of probationary or tenured faculty members under consideration for reappointment, tenure, and/or promotion. Student feedback “must be submitted as written, identified, and dated statement to be included in the faculty member’s PAF” (607.2.2).

Notices of the Personnel Committee’s scheduling of student feedback regarding individual candidates will be: (1) posted on the Department bulletin board; and (2) sent out to the department student listservs. These notices will be given at least two weeks before the time set for collecting the feedback.

These notices will list the names of candidates to be considered, will inform the students of the procedures for collecting written, author-identified feedback. Students can submit their author-identified comments in writing to the English Department Personnel Committee (either directly or via the English Department staff). A student will be provided with appropriate accommodation and may come without a formal appointment. The student will also be informed of the right to a hearing before the Academic Grievance and Grade Appeal Board should the student feel that any later discriminatory action is taken because of having given the statement.

III. Contributions to the Field of Study

A. Defining Significant Scholarly and Creative Contributions

1. Definition of “Publication”:

The English Department considers publication to be a significant scholarly and/or creative contribution. In Section 600 (2023-2024 Academic Year), the University defines publication to include: “peer-reviewed scholarly books and peer-reviewed articles that are published by recognized presses and journals (including

peer-reviewed e-journals) devoted 1) to the candidate's academic discipline or closely related fields; and/or 2) to pedagogical research and/or teacher education in the candidate's academic discipline or closely related field."

Additionally, the Department of English recognizes the following as significant contributions to the field of study: peer-reviewed textbooks, creative work such as novels, short stories, poems, plays, performances, essays, recordings, films, graphic works, and scripts disseminated by appropriate agencies other than the author; written texts that appear in nationally recognized online and print journals and in prestigious conference proceedings volumes; and discipline-specific/focused digital or AI-based projects such as apps, bots, search engines, archival work, podcasting, machine learning methods, and web texts peer-reviewed and published or distributed by appropriate agencies. Included in the definition are peer-reviewed written works accepted for such publication.

As part of the retention, tenure, and promotion (RTP) process each candidate will include a brief description of the peer-review process for each peer-reviewed publication. If a publication is not peer-reviewed as part of the publication decision-making process, the following materials will be compiled and submitted:

- a. identification of the format and public forum in which the work appears and a statement of its significance to the field of study.
- b. outside reviews by two experts in the field (these experts must be external to CSUN). One of these experts will be chosen by the candidate and one will be chosen by the Department Personnel Committee after consultation with the candidate.

Faculty members being considered for retention, tenure, or promotion to the rank of Associate Professor will provide evidence of publication that indicates continuing professional growth since arrival at this institution. Faculty members being considered for promotion to the rank of Full Professor will provide evidence of publication that indicates continuing professional growth since the last promotion or, if hired at the rank of Associate Professor, since arrival at this institution.

2. Other Considerations Regarding Contributions to the Field of Study

The Department of English realizes that there are various types of scholarly and creative activities not covered by the definition of publication given above. These include written works completed or in progress but not accepted for publication, papers presented at professional conferences, and other types of presentations of research or of creative writings. While these activities alone do not constitute publication and are thus not sufficient for promotion or tenure, any such work will be viewed as evidence of a faculty member's continued scholarly or creative development.