

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

Finance, Financial Planning and Insurance

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 10/25/19
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"). _____

Routing five-year review. No material changes.

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

10/30/19

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

DEPARTMENT APPROVAL: (Sign & Print Name)

Department Chair or Chair, Department Personnel Committee

8/20/20
Date

COLLEGE APPROVAL: (Sign & Print Name)

College Dean

8/22/20
Date

PP&R APPROVAL:

Chair, Personnel Planning and Review Committee

8/25/20
Date

(for PP&R use only)

Spring 2020

Approval Date

Fall 2020

Effective Date

Fall 2024

Date of Next Review

Revised 3.30.20

DEPARTMENT OF FINANCE, FINANCIAL PLANNING, AND INSURANCE
POLICY ON EVALUATION OF TENURED FACULTY

- I. **FREQUENCY OF EVALUATIONS:** Evaluations of each tenured member of the Department shall occur at five-year intervals.
- II. **CALENDAR FOR EVALUATIONS:** Evaluations will be completed by the end of the Spring semester or earlier if set by the University.
- III. **SELECTION OF PEER REVIEWERS:** Post-tenure review shall be carried out by the Department Post-Tenure and Peer Review Committee. For purposes of this review, Department Post-Tenure and Peer Review Committee members being reviewed shall be replaced by tenured members of the faculty not under review.
- IV. **EVIDENCE TO BE USED IN EVALUATING INSTRUCTIONAL PERFORMANCE:** Tenured faculty shall be evaluated using the following Department Personnel Policies and Procedures:

A. Personnel Policies and Procedures

Personnel policies and procedures of the Department of Finance, Financial Planning, and Insurance are consistent with those enunciated in Section 600 of the California State University, Northridge Administrative Manual.

B. Evaluation of the teaching effectiveness of tenured faculty in the Department of Finance, Financial Planning, and Insurance will be based upon the following:

1. Summary of observations and conclusions of the members of the Department Post-Tenure and Peer Review Committee.
2. Written Student Evaluations of Teaching Effectiveness. The Department of Finance, Financial Planning, and Insurance employs a questionnaire to determine student opinion of teaching effectiveness. The Department is furnished with the results for each faculty member in the Department, and each faculty member is provided with the results of his or her evaluations. Evaluations of faculty will be available to the Department Post-Tenure and Peer Review Committee and will be considered in their deliberations.
3. Student Consultation with the Department Post-Tenure and Peer Review Committee. Students will be encouraged to express their opinions of tenured faculty being reviewed through an invitation which will be posted on the Department bulletin board for at least two weeks prior to the Committee's deliberations. This invitation will read:

It is the policy of the Department of Finance, Financial Planning, and Insurance to solicit student opinion of Department personnel under review. Department faculty members under review for the 20__ – 20__ academic year are Professors _____ and _____. You are encouraged to express your views on the above-mentioned faculty members by contacting the Chair of the Department Post-Tenure and Peer Review Committee, Professor _____, BB____, 818-677-xxxx.

Student input will be used according to Section 600.

4. Class Visits. Visits of faculty classes will be conducted by the Department Post-Tenure and Peer Review Committee. The class of each faculty member under review will be visited by a member of the Committee. Faculty being reviewed will be notified of such visits in advance, and visits arranged by mutual consent. A report of each visit will be placed in the faculty member's Personnel Action File. The faculty member can request additional class visits.
 5. Any additional relevant information the tenured members of the Department may wish to submit.
 6. All of the above shall be applied in the evaluation of teaching effectiveness. The order of the foregoing is not intended as an indication of emphasis.
- V. DOCUMENTS TO BE AVAILABLE TO THE REVIEW COMMITTEE: The Personnel Action File of faculty to be reviewed shall be available to the Department Post-Tenure and Peer Review Committee. The faculty member to be reviewed will be asked to update his/her PIF (Personnel Information File).
- VI. WRITTEN EVALUATION: The Department Post-Tenure and Peer Review Committee shall provide a written report of the evaluation to the faculty member under review ten (10) calendar days before it is sent to the College Dean and placed in the faculty member's Personnel Action File.

The faculty member may request a meeting with the committee to discuss the report. The meeting shall be held within those ten (10) calendar days. The faculty member may also submit a written rebuttal statement or response within that period. This statement or response shall be placed in the faculty member's Personnel Action File.

The Chair of the Department Post-Tenure and Peer Review Committee, or designee, and the College Dean shall meet with the tenured faculty unit employee under review to discuss the employee's strengths and weaknesses along with suggestions, if any, for improvement.

The College Dean shall provide a written report of the Dean's evaluation to the faculty member under review ten (10) days before it is placed in the faculty member's Personnel Action File and sent to the Department Chair and Chair of the Department Post-Tenure and Peer Review Committee.

October 24, 2019 draft (Approved Oct 30, 2019)

The faculty member may request a meeting with the College Dean to discuss the report. The meeting is to be held within those ten (10) calendar days. The faculty member may also submit a written rebuttal statement or response within that period. This statement or response shall be placed in the faculty member's Personnel Action File.