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

Health and Human I   N/A
_____   _____
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 12/12/2023 _____

3. **For Department Personnel Procedures**:
   a. Indicate the date the department faculty voted to approve the proposed changes: _____
   b. Indicate the date the CPC voted to approve the proposed changes: 12/11/2023 _____

4. **For College Personnel Procedures**:
   a. Indicate the date the college faculty voted to approve the proposed changes: 12/1-12/7 2023 _____

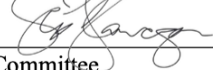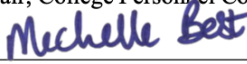5. **(Optional) Briefly state the rationale for your proposed changes**: Changes made as dictated by PP&R. _____
   _____

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)

_____   _____
Chair, Department Personnel Committee   Date

_____   _____
Department Chair   Date

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

Sean P. Flanagan   12/11/2023
_____   _____
Chair, College Personnel Committee   Date

Mechelle Best   Dean: Mechelle Best
_____   Dec. 12, 2023
College Dean   Date

                                     Sylvia Macauley   May 31, 2024
_____   _____
Chair, Personnel Planning and Review Committee   Date

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

COLLEGE OF HEALTH AND HUMAN DEVELOPMENT (HHD)

College Personnel Committee Policies and Procedures
Approved by HHD Personnel Committee – December 3, 2020

1.0 <u>The College Personnel Committee (CPC) Membership and Election Process:</u>

1.1 <u>Committee Membership</u>

The College Personnel Committee (CPC) shall consist of five (5) tenured faculty members at the rank of Full or Associate Professor. They shall be elected at large by the full-time, tenured and probationary faculty of the College to hold a two-year (2) term. A minimum of two (2) Full Professors must serve on the committee at any given time. No more than one member of the CPC will be from any one department.

1.2 <u>Nomination Procedures and Voting</u>

During the first week of the academic year, the Dean (or designee) will disseminate a list of all Associate and Full Professor faculty members in the College, and identify a deadline for receipt of ineligible faculty members (as defined in Section 612.2) from which to prepare a slate for election by all full-time tenured and probationary faculty in the College of Health and Human Development (HHD). Department Personnel Committees (DPC) shall be formed after the formation of the CPC, which normally occurs by the end of the second week of the academic year.

1.3 <u>Term Limits.</u>

Because of the importance of personnel matters to the College and campus, those elected to serve through the College procedure cannot decline to serve. Exceptions to this policy may occur when a member vacates the position and a member is needed to replace the vacated seat. As per section 600, when an elected member of the CPC must be replaced before the end of a term, it shall be accomplished by special election at the College level. The member elected will only serve the remainder of the term vacated. Faculty may serve multiple terms on the CPC consecutively.

1.4 <u>Election Procedures for CPC Membership</u>

Ballots will list all eligible candidate names in randomized order and include department affiliation(s) and academic rank. Those casting ballots may vote for any number of committee members to be elected. An approval voting method will be used in which those casting ballots may cast a single vote for each individual on the ballot that they

approve to be elected. Three (3) members of the CPC will be elected in odd-numbered years and two (2) members will be elected in even-numbered years.

Electronic balloting is the method of voting in HHD CPC elections. Elections will be overseen by the current or out-going Chair of CPC and at least one additional member of the current or out-going CPC and the HHD Administrative Support Coordinator.

2.0 <u>College Personnel Committee Procedures</u>

2.1 The CPC will elect a Chair during the first meeting of the academic year to serve a one (1) year term in the position.

2.2 The CPC Chair (or designee) will draft a schedule of committee activities and due dates based on the current CSUN Academic Year Calendar of Personnel Procedures.

2.3 Once submitted to the CPC for review, a candidate's electronic Professional Information File (PIF) becomes "locked." If a candidate wishes to add or change any materials after the submission date, they must obtain permission from the CPC.

2.4 Each retention, tenure, and promotion (RTP) candidate's Professional Information File (PIF) and Personnel Action File (PAF) shall be reviewed by the CPC for the purpose of evaluating faculty and recommending actions in the RTP process. CPC members at the rank of Associate Professor will contribute to the review of RTP candidates at the rank of Assistant Professor and at the rank of Associate professor for retention only.

2.5 Each RTP candidate will be held to the standards of their Department Personnel Policies and those of Section 600 during the CPC review process.

2.6 Department Personnel Committee Chairs and Department Chairs may be requested to meet with the College Personnel Committee to answer possible questions concerning their candidates for RTP. The sole intent of these consultations is to clarify those items submitted in the candidates' PIF and items produced by the DPC and department chair, which will aid the HHD personnel committee's interpretation and understanding of the significance and weight of these items.

2.7 The CPC shall deliberate and vote on decisions affecting candidates during the RTP process. The number of votes regarding RTP of a candidate are recorded in Interfolio or other current application.

2.8 With approval of the CPC, the Dean may attend any RTP consultation or meeting, except as limited by Section 600.

2.9 The CPC shall provide a written evaluation and recommendation to each RTP candidate and other required recommending agencies. A statement of CPC concurrence with a

candidate's DPC recommendations shall suffice when both committees are in agreement regarding each major category of the candidate's review.

2.10 In accordance with Section 600, any faculty member under RTP review may request a meeting with the CPC to discuss written comments and recommendation of the CPC within ten (10) calendar days following the date of email transmission of the CPC RTP letter and recommendation.

2.11 Members of the HHD CPC shall abide by the general policies and expectations of confidentiality set forth in Section 600.

2.12 Service on the CPC is a normal and reasonable duty of all tenured HHD faculty. Lobbying or harassing members of the CPC in the performance of their duties constitutes unprofessional conduct and should be reported to Faculty Affairs.

2.13 Any CPC member under consideration for sabbatical leave shall recuse themselves from all deliberations and decisions regarding the awarding of sabbatical leaves.

3.0 Professional Information File (PIF) - Faculty Responsibilities

3.1 Each faculty member is responsible for establishing, maintaining, and submitting upon request, a record of professional information for use in evaluations for retention, tenure and promotion, and service salary increases.

3.2 Each RTP candidate's PIF shall be comprehensive, represent their performance as a faculty member at CSUN, and begin on the date of hire to probationary service. Those faculty given service credit may include professional accomplishments that extend to the period awarded in service credit.

3.3 Accomplishments completed during a period of service credit prior to University appointment serve to establish a pattern of contributions. Publications and other scholarly activities produced during the period for which credit is granted shall be included in considerations of retention, tenure, or promotion. These may satisfy the requirement for tenure and promotion as defined by a Department (see individual Department Personnel Policies and Procedures).

3.4 PIF contents should be brief and descriptive of the current year's accomplishments. An appendix of materials may accompany a faculty member's PIF to provide examples of accomplishments. This may include copies of published peer-reviewed scholarly work, certifications, examples of course syllabi, or other materials.

3.5 PIF's shall be submitted and maintained electronically using Interfolio or other current application.

3.6 A current Curriculum Vitae (CV) shall accompany the PIF by the candidate. Each CV shall contain the faculty member's entire academic and professional employment history, plus lists and brief descriptions of accomplishments in all areas of review.

3.7 Each PIF shall contain a brief narrative (1-2 pages) summarizing significant professional development activities and contributions for the period under review in each of the major categories considered in the RTP process.

3.8 Each PIF shall contain 4 major sections consistent with Section 600:

a. Professional Preparation

b. Teaching Effectiveness and Direct Instructional Contributions

1) Candidates should summarize peer and student evaluations of teaching effectiveness. Raw scores are available in the candidate's PAF.
2) Each candidate should describe improvements made since the last review period. Include faculty development related to pedagogy, instructional technology improvements, course and curriculum development, etc.

c. Contributions to the Field of Study

1) The peer-review process and determining whether a journal is predatory/non-predatory are paramount to establishing the quality of scholarly work and both must be clearly stated by the RTP candidate for each contribution, publication, or production included in the PIF.
2) All journal publications must be scrutinized at the Department level (DPC and Department Chair) using the Oviatt Library's Predatory Publishing guide https://libguides.csun.edu/predatory_publishing to determine whether an article has been published in a peer-reviewed and non-predatory journal.
3) Additional criteria established by the Department may be used to determine the quality of a candidate's scholarly work.
4) Each candidate must clearly state the percent and nature of their contribution to any piece of scholarly work with multiple authors (3+). Candidates must use the "PIF Co-authorship Disclosure Form" that is posted on the HHD website for this purpose.
https://www.csun.edu/health-human-development/faculty-development-tools
5) List peer-reviewed scholarly contributions in reverse chronological order, listing the most recent works first.
6) Funded grant awards should be included in this section.

d. Contributions to the University and Community

1) Include contributions at the University, College and Department levels, community activities, and service to the profession.

3.9 The College of HHD recommends the following for faculty preparing a PIF:

   a. Quality should be emphasized over quantity in all accomplishments, especially peer-reviewed and non-predatory scholarly contributions.
   b. Do not duplicate accomplishments in more than one section.
   c. Describe participation in professional associations and meetings beyond attendance. This may include invited speaker, presenter, board member, and manuscript or book reviewer services. Evidence of participation may be included in the appendix section of the PIF.

4.0 <u>General Principles for the College RTP Process</u>

4.1 Per section **612.4.2.b (6**) of the Administrative Manual: If a College elects to change the criteria in its personnel procedures, those criteria will become effective three years after they have been approved at the University level.

During this three-year period, all candidates appointed before the approval at the University level of the new College Personnel Procedures shall be evaluated under the old criteria unless a candidate specifically elects to be evaluated under the new criteria. A candidate who elects the new criteria must notify, in writing, the Department Chair and the Dean no later than the date when the Professional Information File is submitted for review. The Dean will place a copy of the request in the candidate's Personnel Action File. If a candidate elects the new criteria, the candidate cannot subsequently elect to be evaluated under older criteria.