

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

SECTION 600 (RETENTION, TENURE, AND PROMOTION)

CECS

COLLEGE

Mechanical Eng.

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 11/5/2021
3. **For Department Personnel Procedures:**
 - a. Indicate the date the department faculty voted to approve the proposed changes: 10/29/2021
 - b. Indicate the date the CPC voted to approve the proposed changes: _____
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:** Peer evaluation forms were removed from the document, post-tenure review paragraph was deleted from the first pages, and several other clarifications were also incorporated into the document per PP&R notes.

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)

	5/2/22
Chair, Department Personnel Committee	Date
	4/29/2022
Department Chair	Date

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

	5/19/2022
Chair, College Personnel Committee	Date
	19-May-2022
College Dean	Date
	May 25, 2022
Chair, Personnel Planning and Review Committee	Date

(for PP&R use only)		
<u>Spring 2022</u>	<u>Fall 2022</u> <u>Fall 2025 (for changes in criteria)</u>	<u>Fall 2026</u>
Approval Date	Effective Date (see attached)	Date of Next Review

DEPARTMENT PERSONNEL PROCEDURES – TENURE TRACK FACULTY

MECHANICAL ENGINEERING

1. INTRODUCTION

The Mechanical Engineering Department aspires to be California's best regionally focused program. We want to be recognized for our faculty's research, our strong ties with the local industry, the involvement of our alumni and our focus on building educational programs of excellence for both undergraduate and graduate students.

The Personnel Committee shall consist of three tenured faculty members elected by the department with at least one of them at the rank of Full Professor. Personnel Committee responsibilities are set forth in section 600. In addition, the Department Personnel Committee may be actively involved, as appropriate, with each candidate by providing guidance and support on an ongoing basis, as requested by the candidate. The Personnel Committee is also charged with periodic review and revision of this document.

2. CRITERIA FOR RETENTION, TENURE AND PROMOTION FOR PROBATIONARY FACULTY

During the first year, the candidate's commitment to teaching and his/her general competency within the field should be evident. During years two – six the eventual tenurability of the candidate becomes a consideration of increasing importance. During this time the faculty member is expected to develop a quality research program, develop the skills to be a superb teacher and establish a track record of a repertoire of courses and provide service to the Department, University and Community. Tenurability is established with a continuing record of sustained academic contributions.

It is expected that all faculty shall maintain ongoing research programs in their specialties. A satisfactory research program is one that reflects ongoing scholarly activity leading to peer reviewed publications and presentations at professional meetings. The candidate is required to publish results based upon research carried out since they were hired at CSUN. The candidate is expected to solicit extramural and intramural funding to support their research program at CSUN

The Mechanical Engineering Department follows the basic retention, tenure, and promotion criteria outlined in the University Administrative Manual¹ and augmented as follows:

2.1 Professional Preparation

The appropriate terminal degree will be a doctoral degree in Mechanical Engineering in order to be hired into a tenured or probationary position. Alternatives to the doctoral degree or any other requirements for tenure and promotion beyond the degree, if any, shall be stated in the position description and advertisement for the tenure-track position. .

¹ Citations of section numbers in the departmental procedures refer to sections in the Administrative Manual, Section 600, Academic Personnel Policies and Procedures.

2.2 Teaching Effectiveness and Instructional Contributions

❖ *Criteria for Evaluating Teaching Effectiveness*

Peer class visits

Class visits will be arranged by mutual consent between the candidate and the faculty member conducting the visit in accordance with the procedures in Section 600. Each year the Department Chair and the Chair of the Personnel Committee shall meet to identify classes to be visited for those faculty who are scheduled for review.

Class visits will need to be conducted separately by Personnel Committee members and the Department Chair no later than week 12 of the semester. The committee members and/or the Department Chair may request copies of syllabus, -sample homework assignments, quizzes, lecture notes etc. from the faculty member under review to help organize the expectations for the visit and review of the course objectives. The candidate and reviewer should consult on which class session should be visited and the reviewer will confirm a specific date with the candidate in writing at least five days in advance of the visit. The report should be prepared on the form (for lecture or laboratory class as appropriate) approved by the Mechanical Engineering Department. The evaluation report shall be provided to the faculty member within 14 days of the visit. The candidate may request a meeting to discuss the report and/or submit a written rebuttal statement within ten (10) calendar days before it is placed in the Personnel Action File (PAF).

Student evaluations

Written student evaluations will be obtained in accordance with the provisions of Section 600. All probationary faculty shall have student evaluations administered for every course during each semester in which they have teaching assignments.

Student consultation

In advance of consideration of faculty members for retention, tenure or promotion, the Department Chair shall post notices in locations frequently seen by students inviting student consultation on those faculty.

These notices shall state the following:

- a. All student communications will be treated as confidential.
- b. Written statements provided by students about faculty members are confidential, and will only be used if they are provided in the form of a written statement signed by the student.
- c. The names of the faculty members who will be considered for retention, tenure or promotion during the review period.
- d. Students who would like to consult with the Department Chair or the Departmental Personnel Committee members are welcome to do so.
- e. The Department Chair and the Departmental Personnel Committee (or its Chair) will be available during certain stated hours, or appointments may be made. (In the event that the Department Chair is the faculty member under review, consultation will only be held with the Departmental Personnel Committee.)

❖ *Additional Factors Regarding Teaching Effectiveness*

Sample materials such as the syllabi, exams, quizzes, handouts and class-related websites should be contained in the candidate's Personal Information File (PIF). Candidates must provide evidence, to the

satisfaction of the Department Personnel Committee, of a strong commitment to effective teaching, for tenure and promotion to associate professor to be recommended. Demonstrations of this commitment may include, but are not limited to:

- a. effective teaching at both upper division undergraduate and graduate level courses;
- b. development of innovative teaching methods or improved instructional material;
- c. development or supervision of hands-on projects for senior design culminating experience;
- d. development and assessment of new courses/curriculum that enrich the Mechanical Engineering program;
- e. development of research and scholarly activities (e.g. workshops, seminars, training modules, etc) involving students that supplement and complement their academic program.

2.3 Contributions to the Field of Study

All candidates are expected to develop and conduct an effective research program in Mechanical Engineering.

Candidates are expected to submit external research proposals to federal or state funding agencies on a regular basis. If eligible, the candidates are expected to participate in national research competitions for junior faculty (e.g. NSF CAREER program) and applicable CSUN internal research competitions.

❖ *Publications and/or other significant contributions to the field of study*

Examples of significant scholarly or creative contributions to the field of study include:

- a. Peer reviewed journal papers published in appropriate professional journals
- b. Peer reviewed conference proceedings in conferences sponsored by professional societies provided that they are full length articles.
- c. Manuscripts with acceptance for publication confirmed in writing. (Note: these cannot be used as publication credit for future review cycles)

A faculty member may submit for consideration any other item that they believe is a relevant contribution to the field of study and must show that the item satisfies the criteria defined above.

❖ *Pattern of Scholarly Activity*

The candidate should establish and demonstrate consistency in a pattern of scholarly activities from the date of hiring to be considered tenurable.

❖ *Scholarly activities requirement for promotion and tenure*

The peer-review process and determining whether a journal is predatory/non-predatory are paramount to establishing the quality of scholarly work. All journal publications will be reviewed at the Department level (DPC and Department Chair) using the University 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. The minimum requirements for promotion and tenure will be as follows:

- a. Peer reviewed journal publications (at least two) in professional journals with high impact factors in the candidate's field of study;

- b. Full length, peer reviewed papers published in proceedings (at least two) of conferences sponsored by appropriate professional societies are encouraged to complement the publication requirement (2.3.a); and
- c. Supervision as thesis chair and successful degree completion of two or more CSUN MSME students under that supervision using the thesis as their culminating experience option. Additional service as a ME thesis committee member for at least 3 other students is required.

2.4 Contributions to the University and Community

Contributions to the University and Community are evident through active participation at the departmental faculty and committee meetings, college and university-wide committees and governance and evidence of commitment to students including but not limited to sponsoring clubs, advising, organizing field trips and service learning opportunities for students and community outreach activities. In the area of professional service, such activity is expected to surpass that of simply being a member of an organization (such as the ASME, ASEE, etc.) and attending conferences. This service may include serving on subcommittees, participating as a conference abstract or paper reviewer, assignments as panel chair, etc.

3. ACCELERATED PROMOTION AND ACCELERATED TENURE

The Department Personnel Committee will consider requests for accelerated promotion and accelerated tenure as separate entities. A faculty member may discuss their eligibility for accelerated promotion and accelerated tenure with the Department Chair in advance of the request. If a faculty member desires to be considered for accelerated promotion or tenure they must notify the Department Chair of that intent at the start of the Fall semester of the academic year in which they wish to be considered.

Advanced award of **tenure** is largely determined by the President of the University based on the reports of the department and college level recommenders. The Department Personnel Committee must document why granting this request is advantageous to the institution. Considerations might include unique and exceptional expertise in an area relevant to the mission of the department, exceeding expectations in all reviews by students and faculty, national recognition, honors or acclaim by professional societies or other relevant organizations.

Criteria for **accelerated promotion** are referenced in the Administrative Manual. In consideration of such requests the Department Personnel Committee will consider teaching effectiveness and direct institutional contributions, contributions to the field of study, and contributions to the University and the community separately. The faculty will still be expected to teach the same breadth of courses in the reduced time period. To merit consideration the faculty member must demonstrate exceptional contributions in all areas of teaching, research and service that have a direct benefit to the educational mission of the Department.

4. CRITERIA FOR PROMOTION TO FULL PROFESSOR

Upon promotion to Associate Professor and/or tenure it is expected that the faculty member will continue their pattern of scholarly activities established during the earlier years of their career. The minimum expectations for promotion from Associate to Full Professor will be the same as for promotion from Assistant to Associate Professor. As faculty members progress through their career, it is expected that they play an increasingly significant role in professional activities such as serving on

professional committees, member of an editorial board for a professional journal, assuming leadership positions, serving as program planner, conducting seminars and workshops and serving as a reviewer of scholarly/professional materials. Candidates must provide evidence, to the satisfaction of the Department Personnel Committee, of a strong commitment to effective teaching, for tenure and promotion to professor to be recommended. In particular, to be eligible for a recommendation for promotion to Full Professor these candidates will:

- a. Continue their instructional contributions using best practices as determined by peer and student evaluations. Each faculty member will present the Department Chair with a list of courses for which that member wishes to have reviewed during the Fall of the academic year that they are under review. The Department Chair will review this list and follow the process outlined in Section 600 if the Department Chair believes that the faculty member's list is not representative of the faculty member's teaching assignments. A minimum of two courses will be evaluated by the Department Chair and by at least one member of the Department Personnel Committee;
- b. Continue to solicit funding for the conduct of their research efforts;
- c. Achieve the minimum number (at least two) and type of additional publications as defined above for Probationary faculty (section 2.3 a, b, c) since the last promotion review;
- d. Expand their contributions to community service to involve participation in more and diverse opportunities as well as assuming leadership roles in the conduct of that service.