

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

**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 \_\_\_\_\_
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").

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

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Please email the following to Faculty Affairs email at [faculty.affairs@csun.edu](mailto: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)**

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Department Chair <u>or</u> Chair, Department Personnel Committee	Print First/Last Name	Date
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**COLLEGE APPROVAL: (Sign & Print Name)**

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College Dean	Print First/Last Name	Date
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**PP&R APPROVAL:**

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Chair, Personnel Planning and Review Committee	Print First/Last Name	Date
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(for PP&R use only)

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Approval Date

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Effective Date

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Date of Next Review