

PERSONNEL PROCEDURES

SECTION 600 (RETENTION, TENURE, AND PROMOTION)

Humanities

Philosophy

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. The personnel procedures and a cover sheet are required to be submitted even if there are no proposed changes.

BACKGROUND INFORMATION:

- 1. CHECK ONE: Check the level the proposed personnel procedures are for: [] College level [x] Department level
2. Date that current proposed changes were sent forward 4/24/24
3. For Department Personnel Procedures:
a. Indicate the date the department faculty voted to approve the proposed changes: 4/24/24
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:

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
Kristina Meshelski
Digitally signed by Kristina Meshelski
Date: 2024.04.24 16:26:25 -07'00'
DPC Chair: Sid Hansen April 23, 2024
4/24/24

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

Chair, College Personnel Committee
College Dean
Sylvia Macauley
Digitally signed by Ana Sanchez-Munoz
Date: 2024.05.01 12:56:39 -07'00'
05/01/24
Dean: Jeffrey Reeder
01 MAY 2024
May 31, 2024

Table with 3 columns: Approval Date (SP 2024), Effective Date (FA 2024, FA 2027 for changes in criteria), Date of Next Review (FA 2028)

Department of Philosophy
Tenure Track Personnel Criteria, Policies, and Procedures

Preamble

The following are additions to Section 600 of the *Administrative Manual*.

A. Contributions to Field of Study

1. The Department of Philosophy considers publication of peer-reviewed

(1) original research

or

(2) translations that serve a scholarly purpose

or

(3) pedagogical research

in recognized presses and journals (including peer-reviewed e-journals) to be the only form of significant scholarly or creative contribution to the field of study.

2. The Department of Philosophy considers an item published when it has received final editorial acceptance for publication. Documentation must be provided by the Candidate.

3. The Department of Philosophy recognizes various types of contribution to the field of study that are not significant scholarly or creative contributions to the field of study. These constitute evidence of continued growth as a recognized scholar and contributor to the field of study as required by the University Standard. These include, but are not limited to :

(1) oral presentation of written original academic research in a professionally recognized forum outside the Department;

(2) published book reviews.

(3) oral presentation of written commentary on academic research in a professionally recognized forum outside the Department;

(4) editing of an academic journal or anthology;

(5) refereeing for an academic journal or publisher;

(6) organizing an academic conference or meeting;

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40 (7) serving as an officer of a professionally recognized academic body; e.g., the American
41 Philosophical Association;

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43 (8) founding a new professional association;

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46 Evidence of these activities should be placed in the category of contributions to the field of
47 study.

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50 **B. Evaluation of Teaching**

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52 *a. Class Visits*

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54 1. Current candidates for retention, tenure, or promotion

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56 (1) Each academic year, all faculty under current consideration for retention, tenure, or
57 promotion have two class visits by two tenured faculty members. One of the visitors must
58 be a member of the Department Personnel Committee or their designee, and one must be
59 the Department Chair (or the Department Chair's designee).

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61 (2) The Candidate may request that the visits be conducted by a particular member or
62 members of the Department Personnel Committee, or that the Department Personnel
63 Committee designate a particular faculty member or members to serve as their
64 designee(s), or that the Department Chair designate a particular faculty member to serve
65 as the Chair's designee.

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67 (3) Each visitor writes a report comprising a description and evaluation of the conduct of
68 the class for inclusion in the Candidate's Personnel Action File. The report must be placed
69 in the candidate's email or otherwise be made available to the candidate within 14
70 calendar days of the visit. The candidate has 10 calendar days to request a meeting to
71 discuss the report or submit a rebuttal in writing. After this 10-day period has expired,
72 the report is placed in the Candidate's Personnel Action File.

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74 (4) The Candidate and visitor will confer before class regarding the methods and goals of
75 the Candidate's teaching and after the class regarding what happened in the class and
76 how it should be interpreted.

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b. *Teaching Evaluation Forms*

1. Student course evaluations are conducted in all philosophy classes taught in the Fall Semester. Course evaluations are also conducted in all Spring Semester classes taught by first-year probationary faculty, by full-time faculty who taught fewer than two classes in the Fall Semester, and by any faculty who request Spring Semester evaluations.

c. *Written Statements About Faculty (Refer to language in Section 613)*

1. The Department Personnel Committee shall provide students with the opportunity to provide written statements the Committee regarding the teaching performance of faculty being considered for retention, tenure or promotion.

2. An announcement inviting written statements about faculty is emailed to all philosophy majors. The Candidate is encouraged to read the announcement to students in all of their classes.