

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

SECTION 600 (RETENTION, TENURE, AND PROMOTION)

HHD
COLLEGE

Physical Therapy
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:

- CHECK ONE:** Check the level the proposed personnel procedures are for: College level Department level
- Date that current proposed changes were sent forward 12/07/23
- For Department Personnel Procedures:**
 - Indicate the date the department faculty voted to approve the proposed changes: 12/06/23
 - Indicate the date the CPC voted to approve the proposed changes: 12/11/2023
- For College Personnel Procedures:**
 - Indicate the date the college faculty voted to approve the proposed changes: _____
- (Optional) Briefly state the rationale for your proposed changes:** Policies and Procedures update and modifications related to a) teaching effectiveness and b) professional responsibilities.

Please email the following to Faculty Affairs email at faculty.affairs@csun.edu:

- WORD DOCUMENT WITH TRACKED CHANGES** showing revisions to the personnel procedures
- Signed cover sheet in PDF format.**

FOR DEPARTMENT PERSONNEL PROCEDURES: (Sign & Print Name)

Witaya Mathiyakom WITAYA MATHIYAKOM 12/07/23
Chair, Department Personnel Committee Date
Beth Phillips BETH PHILLIPS 12/07/23
Department Chair Date

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

Sean Flanagan CPC Chair: Sean Flanagan 12/11/2023
Chair, College Personnel Committee Date
Michelle Best Dept. Chair: Mechelle Best 12/11/2023
College Dean Date
Sylvia Macauley Sylvia Macauley May 31, 2024
Chair, Personnel Planning and Review Committee Date

<i>(for PP&R use only)</i>		
<u>SP 2024</u>	<u>FA 2024</u>	<u>FA 2028</u>
Approval Date	Effective Date (see attached)	Date of Next Review

**DEPARTMENT OF PHYSICAL THERAPY
PERSONNEL POLICIES & PROCEDURES
REVISED October 2023**

I. Composition and Eligibility of the Personnel Committee (see Section 600)

- A. The Department will follow the guidelines of Section 600 of the Administrative Manual regarding composition and eligibility of the personnel committee.

II. Miscellaneous Policies and Procedures

- A. The Department Personnel Committee (DPC) will conduct the peer review process as required in Section 600 of the Administrative Manual. The Committee will advise each candidate on the retention, tenure and promotion process including but not limited to the preparation and development of each faculty member's Professional Information File (PIF), the class visit process, selection of pertinent materials for review, and general information about the tenure and promotion process. The Department recommends that each year's PIF highlights activities completed since the prior review. PIFs under review for promotion to Associate professor and tenure should highlight all accomplishments since time of appointment. PIFs under review for promotion from Associate to Full professor should highlight all accomplishments since prior promotion.
- B. The DPC will submit the Department Personnel Policies and Procedures to the faculty for evaluation and approval at least every five years, or sooner if the majority of faculty chooses to do so.
- C. The RTP candidate may request feedback from the DPC and/or Department Chair before the PIF submission due date. The DPC or Chair may offer to review any PIF materials before submission.

III. Responsibilities of the Personnel Committee

- A. Procedures for Peer Evaluation of Teaching Effectiveness (see Section 600)
1. Class visits, not excluding online, distance learning, service learning, and laboratory classes, will be made at least once each academic year on all probationary faculty and faculty under consideration for promotion (per Section 600).
 2. The DPC and Department Chair or their designees, in consultation with the candidates, will determine mutually agreeable dates for class visits. Two members of the DPC and the Department Chair will individually visit each faculty member under consideration for retention, tenure or promotion in their class at least once in the Fall semester.
 3. During the class visit, course evaluation will be measured by using the "Peer Evaluation of Teaching Effectiveness form" as approved by the DPC. Each candidate will receive this form in advance and will provide the evaluator any mutually agreed upon course materials, including course syllabi, pre-class activities,

quizzes and exams, and access to the course online learning module (e.g. Canvas) as an “observing or non-editing teacher” for the class peer review period only. The role of the peer evaluator is to observe only.

4. The reviewing agency, in conjunction with the candidate, will determine whether the review will take place in-person or online.
 5. The completed “Peer Evaluation of Teaching Effectiveness” form will be sent to the faculty member’s csun.edu email address within 14 calendar days after the peer class visit. The Department of Physical Therapy encourages candidates and reviewers to meet to discuss the results of each evaluation. The candidate may also submit a rebuttal statement or response in writing within 10 calendar days after receiving the completed teaching evaluation form. At the conclusion of the 10 calendar days, this form and any response or rebuttal statement will be placed in the candidate’s PAF and will be sent to the Chair of the Department Personnel Committee and to the Department Chair.
- B. Procedures for collecting, processing, and interpreting student evaluations of teaching effectiveness.
1. The student evaluation of teaching effectiveness instrument adopted by the Department of Physical Therapy will be administered to probationary faculty members every semester in every class. Once tenured, faculty will be evaluated in two (2) classes each academic year. At this time, the faculty member may choose the classes evaluated. All faculty members are encouraged to give students time in class to complete online evaluations of teaching effectiveness.
 2. Student evaluation of teaching effectiveness summaries will be placed in each candidate’s PAF. Other sources of information pertaining to the candidate's teaching effectiveness, such as sample exams, syllabi, and other classroom materials, should be placed in the candidate's PAF Appendix by the candidate.
- C. Procedures for providing faculty, students, and peers the opportunity to submit a written statement during the review process.
1. Written statements from faculty, students, and peers regarding any RTP candidate must be signed by the author and dated, and will be handled in accordance with Section 600.
 2. The DPC will notify and encourage students to submit written statements regarding the teaching effectiveness of any probationary faculty member. This notification will take place at least three weeks prior to the meeting between the candidate and the DPC. Students will be informed that written feedback will be shared with the faculty member under review and is not anonymous.
 3. Candidates have the right to review and respond to written statements per Section 600.

IV. Criteria for Making Judgments

A. Teaching Effectiveness and Direct Instructional Contributions (see Section 600).

1. Teaching effectiveness will be assessed utilizing peer and student evaluations of teaching effectiveness, review of course materials, and written statements from faculty, students, and peers.
2. Normally, course materials, including course syllabi (including course objectives, required and recommended reading assignments, and a course calendar or outline of activities), sample exams, and other classroom materials are part of a candidate's PIF Appendix. These and other class materials may be requested by the DPC if not included in the PIF.
3. Teaching effectiveness requirements: Candidates are expected to strive for excellence in teaching and demonstrate efforts to improve areas that are deficient. Candidates who consistently score below the Department average on student evaluations of teaching effectiveness over two review periods without evidence of measures addressing feedback and areas of concern, together with poor peer evaluations and negative written student feedback, are subject to non-support of promotion and/or tenure.
4. Indirect instructional contributions are recognized and valued by the Department of Physical Therapy. These contributions enhance student learning through activities that are required by accreditation standards (Commission on Accreditation of Physical Therapy Education - CAPTE) and utilize faculty expertise and guidance outside of the traditional teaching environment. These may include supervision of doctoral projects. Effective contributions in these areas are valued as equal to direct instruction and class teaching.

B. Contributions to the Field of Study (see Section 600).

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 publication and significant scholarly and creative contribution included in the PIF.
 - a. All journal publications will be scrutinized at the Department level (DPC and Department Chair) using the University Library's Predatory Publishing guide see: https://libguides.csun.edu/predatory_publishing to determine whether an article has been published in a peer-reviewed and non-predatory journal.
 - b. Each candidate must clearly state the percent and nature of their contribution to any piece of scholarly work with multiple authors (3+). Candidates may use the "PIF Co-authorship Disclosure Form" that is posted on the HHD website for this purpose.
<https://www.csun.edu/sites/default/files/2020%20HHD%20PIF%20PAF%20Authorship%20Disclosure%20Form.docx>.

- c. Peer-reviewed scholarly contributions should be listed in reverse chronological order with the most recent works first.

2. Publication Requirements (see Section 600).

At least 2 publications and/or significant scholarly and creative contributions (defined below) completed while under tenure consideration are required for promotion to Associate Professor, and at least 2 publications and/or significant scholarly and creative contributions since promotion to the rank of Associate Professor are required for advancement to the rank of Professor. Materials accepted for publication and used for promotion and tenure consideration may not be used in future reviews as "new material." The following criteria clarify the definition of publication and shall be acceptable evidence of publication:

- a. An article published in a refereed professional or other scholarly journal, or a letter of acceptance for publication from such a journal with a draft of the submitted article.
- b. A professionally published book or book chapter or a letter of acceptance for publication from the editor and/or the publisher with a draft of the submitted book or book chapter.

Significant Scholarly and Creative Contributions other than peer-reviewed journal articles, books and book chapters may be evaluated by request of the RTP candidate. These requests will be evaluated by a panel of external peer reviewers and will be consistent with the following guidelines (see Section 600):

- a. The term "peer" refers to individuals outside of CSUN who have demonstrated competency in the subject area of the material to be reviewed.
- b. Normally, the "peers" would be from academic backgrounds consistent with the subject matter. However, individuals who are outside of academia and possess unique knowledge of the field or subject matter may be used if clearly identified in the review.
- c. The candidate must obtain such a review according to the guidelines below or the material will not be considered as a significant scholarly or creative contribution.
 - 1) A three-person external peer review team will be selected by the candidate, the DPC, and the Department Chair.
 - 2) One reviewer will be chosen by the candidate, one by the DPC, and one by the chair.

3. Other Considerations to Contributions to the Field of Study.

- a. The Department of Physical Therapy values contributions/scholarly activities in addition to publications as these contributions serve as criteria for meeting annual

accreditation requirements for scholarly activity. Examples may include but are not limited to:

- 1) Additional publications beyond the minimum requirement of two (2).
 - 2) Invited lecturer or platform/poster presenter at a professional conference
 - 3) Author of a peer-reviewed grant award
 - 4) Author of a published review of a book, book chapter, or published article
 - 5) Service as a reviewer of a manuscript for a journal
 - 6) Service as a reviewer of a research proposal for a granting agency
 - 7) Chairperson of a session at a professional conference
 - 8) Author of a published abstract in a peer-reviewed journal
 - 9) Reviewer of abstracts for publication
 - 10) Contributor or reviewer for evidence-based physical therapy databases
 - 11) Author of a national association position statement or paper when officially accepted and published by a national professional organization
 - 12) Editor of proceedings for a professional conference, etc., when those proceedings are published
- b. A minimum of 3 activities (from one or more of the example categories listed in section IV.B.3.a. above) must be completed while under consideration for promotion to Associate Professor, and a minimum of 3 activities since promotion to the rank of Associate Professor for advancement to the rank of Professor.
- c. In the case of two authors, a co-author shall receive the same credit for an item as does a single author. In the case of three or more authors, the faculty member under review must document his or her level of participation in the generation of the publication.
- d. Publications should be closely related to the author's field of professional expertise and competence (see Section 600).
- e. Minor revisions of previously published materials will not be considered as a separate publication. Major revisions of previously published materials (e.g., book, book chapter) is subject to external review to be considered for retention, tenure, or promotion.
- f. "Participation in professional organizations" and "carrying out significant responsibilities in professional organizations" should be documented by the candidate to reflect elements such as (1) the candidate's role in the assignment, (2) the nature of the contribution made by the candidate, and (3) the significance of this involvement as it contributes to the field of study for promotion to Associate Professor or Professor.
- g. The DPC may request external review of activities being considered as contributions to the field of study.

C. Contributions to the University and Community (see Section 600).

1. Contributions to the University and Community includes service on Department, College, and University committees, as well as service in community and professional organizations. Examples of service include, but are not limited to the following activities:
 - a. Department Chair
 - b. Guest lecturer or presenter on topics related to the discipline
 - c. Appointment as an Adjunct Professor at another regionally accredited College or University (e.g., service on a doctoral committee, etc.)
 - d. Member of an accreditation team
 - e. Author of a Self-Study report
 - f. Author of a WASC proposal
 - g. Teacher of a continuing education course
 - h. Clinical Instructor
 - i. Report writer or consultant for programs or projects
 - j. Developer of clinical practice guidelines
 - k. Recruiter of students and faculty
 - l. Provider of community presentations
 - m. Student adviser and mentor
 - n. Peer adviser and mentor for retention, promotion, and teaching
 - o. Curriculum developer
 - p. Member or Chairperson of a conference committee
 - q. Moderator at a professional conference session
 - r. Provider of professional services in University, community, or Faculty Practice
 - s. Elected official in a professional organization

D. Professional Responsibilities (see Section 600).

The department follows criteria outlined in Section 604 regarding professional conduct of tenure-track faculty 1) as a member of an academic profession; 2) as a teacher; 3) as a colleague; 4) as part of an academic institution. “Non-fulfillment or breach of conduct as outlined in Section 604.1-604.4 are grounds for non-support of retention, promotion, or post-tenure review. Student evaluations, peer evaluations, email communication, and other communication may serve as evidence for judgment.

The Department values respectful and supportive colleague, staff, and student relationships. To ensure the success of all faculty and students, the following examples serve as clarification to Section 604 and are suggested as criteria for judgment.

- Responsiveness to emails in a timely manner to students, staff and colleagues.
- Refraining from criticizing, judging or blaming colleagues, staff, students or others overtly or through insinuation in public, in class, or in email communications.
- Avoiding the use of language, tone or gestures that are demeaning, dismissive or unkind.
- Adding or updating course materials in a timely manner to meet CAPTE accreditation requirements.
- Willingness to review concepts taught in class as needed or requested to facilitate

student success.

- Shared participation in student events such as new class orientation, hooding ceremony, and graduation, among others to ensure sufficient faculty representation.
- Presence and participation in department work functions such as start-of-semester retreats, faculty meetings, and curriculum planning.
- Ongoing service on various committees at all levels to share the responsibilities of the department faculty.

V. Criteria For Recommending Retention (tenure track) (see Section 600)

Retention should not be recommended if a reviewing agency determines that the candidate has no reasonable chance of being granted tenure according to the criteria stated above.

VI. Granting of Tenure

The tenure decision is the most important personnel decision. The candidate must meet the criteria stated above and engender confidence within the reviewing agency that activity and growth in these areas will continue after tenure is granted, and that the candidate will continue to meet the criteria in Section 600 on Professional Responsibility. The award of early tenure is subject to Section 600.

VII. Criteria for Accelerated Promotion

Accelerated promotion to Associate Professor with or without the request for early tenure, as well as accelerated promotion to Professor can be requested by any faculty member. The DPC and/or the Department Chair can recommend accelerated promotion if the candidate meets all of the criteria cited in Section 600 as well as the departmental criteria for advancement to the next rank in a period of time shorter than that required for normal promotion.