

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

SECTION 600 (RETENTION, TENURE, AND PROMOTION)

CSBS

Psychology

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:

- CHECK ONE:** Are proposed changes those of College or Department procedures?
- Date that current proposed changes were sent forward 11/25/23
- For Department Personnel Procedures:**
 - Indicate the date the department faculty voted to approve the proposed changes: 11/22/23
 - Indicate the date the CPC voted to approve the proposed changes: 11/22/23
- For College Personnel Procedures:**
 - Indicate the date the college faculty voted to approve the proposed changes: 12/8/23
- (Optional) Briefly state the rationale for your proposed changes:** Minor wording was changed in two sentences of the original document based on recommendations from CPC.

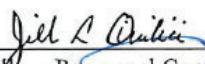


Please email the following to Faculty Affairs email at faculty.affairs@csun.edu:

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

FOR DEPARTMENT PERSONNEL PROCEDURES: (Sign & Print Name)

	DPC Chair: Mark Otten	4/15/24
Chair, Department Personnel Committee		Date
	Dept. Chair: Jill Razani	12/8/23
Department Chair		Date

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

	Jill Quilici	12/8/2023
Chair, College Personnel Committee		Date
	Dean: Yan Searcy	4.25.24
College Dean		Date
	Sylvia Macauley	May 31, 2024
Chair, Personnel Planning and Review Committee		Date

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

**Department of Psychology
California State University, Northridge
Department Policies and Procedures
for Retention, Tenure, and Promotion**

Revised: November, 2023

These Departmental Policies and Procedures will clarify for the Department's faculty members its discipline-specific procedures and criteria. Faculty members are invited to consult with the Department Chair for further clarification. These criteria apply to retention, tenure, and promotion to both the Associate Professor and Full Professor levels.

Teaching Effectiveness and Direct Instructional Contributions

Evidence of teaching effectiveness shall include student evaluations and peer evaluations. The Department Chair and one member of the Department Personnel Committee or their designees will conduct class visits at least once each academic year on all probationary faculty and faculty under consideration for promotion. Scheduling of a class visit will be made by mutual agreement between the faculty member and the observer. The course syllabus and class materials will be requested in advance of the class visit. A written report of the class visit will be provided to the candidate within 14 calendar days after the peer class visit. The candidate will have the right to request a meeting with the Department Chair or Personnel Committee within ten calendar days after receiving the written report of the class visit to discuss their recommendations. Following such a meeting, the written evaluation and recommendation may be revised by mutual consent of the faculty member and the Department Chair or Department Personnel Committee, provided that such revision shall not exceed the timelines. The report will be placed in the candidate's Personnel Action File, where it will be retained for a period of five years. The faculty member also has a right to submit a rebuttal statement or response in writing. A copy of the rebuttal or response shall be placed in his/her Personnel Action File.

Evidence of teaching effectiveness may also include evidence of the mentoring of students: for example, supervising master's theses, engaging students in research, holding tutorials, mentoring students into service learning opportunities, and in facilitating placements of students in post-baccalaureate programs. Explaining these activities in the faculty member's PIF will be sufficient evidence for consideration.

Contributions to the Field of Study

Publications

Evidence of progress in scholarship is considered as a part of the normal evaluation for retention and includes peer-reviewed publication as outlined below. More specifically, a candidate must have a minimum of 3 peer-reviewed publications for promotion to the next rank (i.e., assistant professor to associate professor, associate professor to professor).

1. At least two publications (since last promotion or appointment at CSUN) must be peer-reviewed journal articles that are published by recognized presses.
2. Other publications can be (a) peer-reviewed book chapters, (b) peer-reviewed books, or (c) funded peer-reviewed external grants awarded for scholarly activities or training programs.

Multiple author publications are normative in most fields of psychology and are generally necessary for multidisciplinary research. Acknowledging that different subfields within psychology define anchor or primary authorship differently, the candidate must demonstrate that they made the primary contribution on at least 1 publication for promotion to the next rank or tenure.

These requirements should be considered minimal standards and evidence of continued scholarly activity is necessary for advancement. Thus, for retention, tenure, and promotion, candidates must show a pattern of scholarly activity and continued growth as a scholar. Some of the markers of scholarly activity may include the following: development of a research program (e.g., submission to IRB, extramural grant proposals, intramural grants), data collection and analyses, presentation of conference papers, submission of grant reports, and publishing research monographs. Although not considered as publication, positive recognition shall be given to faculty who are engaged in activities that contribute to scholarship but may lengthen the time involved in disseminating scholarship (e.g., field-based research, obtaining a professional license, or starting a clinical practice where applied research and instructional activities may be developed).

Additional Contributions

Additional contributions to the field of study include professional honors (e.g., journal or grant review, invited research addresses); editor or member of editorial review board for a journal, ad hoc reviewing, leadership in professional organizations, and entries in professional society newsletters.

Contributions to the University and Community

University

Contributing to the University is evident through active participation at departmental faculty and committee meetings, college and university-wide committees and governance, and evidence of commitment to students including sponsoring student clubs, advising, supervising graduate research, organizing field trips and service learning opportunities for students. Evidence of these activities requires documentation. This list is not meant to be exhaustive, but rather, exemplifies department standards for an “engaged professor of Psychology.” Not all activities listed are required.

Community

Contributing to the community is evident through community lectures, with community-based organizations, media contributions (e.g., television, film, editorials), and others. Professional work that integrates community service with research and teaching, especially with students, should be described fully, emphasizing the benefits that each constituency gains from participation. This list is not meant to be exhaustive, but rather exemplifies the department standards for an “engaged professor of psychology.” Not all activities listed are required.