

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

RTM

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: Please use a complete copy of your existing procedures as the starting point for the proposed revisions that you submit to PP&R for approval. Strike over any text that you wish to have deleted from your written procedures, and/or underline any text that you wish to have added to your written procedures.

BACKGROUND INFORMATION:

1. Date that current proposed changes were sent forward October 17, 2019

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"). _____

Faculty chose to re-submit current procedures unchanged.

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Office of
Faculty Affairs

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

10 / 16 / 2019

DEPARTMENT APPROVAL: (Sign & Print Name)

Mechelle Best

Mechelle Best

February 10, 2019

Department Chair or Chair, Department Personnel Committee

Date

COLLEGE APPROVAL: (Sign & Print Name)

Farrell J. Webb
College Dean

Farrell J. Webb

11-FEB-2019

Date

PP&R APPROVAL:

Patricia Ly

Chair, Personnel Planning and Review Committee

6/11/2020
Date

(for PP&R use only)

Spring 2020

Fall 2020

Fall 2024

Approval Date

Effective Date

Date of Next Review

Department of Recreation and Tourism Management Post Tenure Review Procedures

- a. Composition of the Post Tenure Review Committee: The committee will be comprised of three eligible faculty at the rank of Professor from the Department of Recreation and Tourism Management unless there is insufficient number to comprise the committee. Where there are insufficient department faculty to form a Post Tenure Review Committee, tenured faculty at the rank of Professor from related academic disciplines may serve. Normally, the chair of the Post Tenure Review Committee shall be a member of the Department. If eligible and elected, the Department Chair can serve on the Post Tenure Review Committee. Committee members outside of the Department will be nominated by the faculty member(s) under review. Those nominated, as well as those eligible within the department will be placed on a ballot for a vote of the tenure track faculty, the results of which will be shared with tenure track faculty.
- b. Upon receipt of notification from the Office of Faculty Affairs, the Department Chair will notify the faculty member(s) to be reviewed of the forthcoming post tenure review, provide the departmental Post Tenure Review Procedures, and the timeline for the review.
- c. The faculty member under review will provide to the committee a current five-year resume and any other materials desired, indicating continued faculty development, no later than the sixth week of the spring semester. Faculty under review are encouraged to submit a cover memo or concise narrative providing an overview of accomplishments since the previous review. Tenured faculty unit employees shall be reviewed based on their actual work assignment during the review period. For those faculty with teaching responsibilities, consideration shall include student evaluations of teaching performance.
- d. The Department Post Tenure Review Committee shall meet to identify and evaluate the faculty member's accomplishments and achievements and, if any, areas for growth and improvement. The Department Post Tenure Review Committee shall consult with the Department Chair to provide a context for the faculty member's accomplishments within the mission and the approved work plan or goals of the Department.

- e. The Department Post Tenure Review Committee shall provide a written report of the evaluation to the faculty member under review ten (10) calendar days before it is sent to the College Dean and placed in the faculty member's Personnel Action File.
- f. The faculty member may request a meeting with the committee to discuss the report. The meeting shall be held within those 10 calendar days. The faculty member may also submit a written rebuttal statement or response within that period. This statement or response shall be placed in his or her Personnel Action File.
- g. The Chair of the Department Post Tenure Review Committee, or designee, and the College Dean shall meet with the faculty member to discuss his or her strengths and weaknesses along with any suggestions for improvement.
- h. The College Dean shall provide a written report of his or her evaluation to the faculty member under review ten (10) calendar days before it is placed in the faculty member's Personnel Action File and sent to the Department Chair and Chair of the Department Post Tenure Review Committee.
- i. The faculty member may request a meeting with the College Dean to discuss the report. The meeting is to be held within those ten (10) calendar days. The faculty member may also submit a written rebuttal statement or response within that period. This statement or response shall be placed in his or her Personnel Action File.

Approved by Faculty 10/11/04

Revised and Approved by Faculty 2/16/05

Revised and Approved by Faculty 4/26/06

Revised and Approved by Faculty 1.26.09

Approved by PPR 3.30.09

Resubmitted and Approved by RTM Faculty 12.18.14

Resubmitted and Approved by RTM Faculty 10.16.19