

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

Secondary Education

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 October 18, 2021

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"). _____

No changes were made.

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

10 / 7 / 2021

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**

DEPARTMENT APPROVAL: (Sign & Print Name)



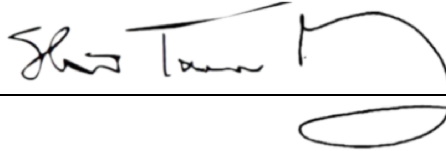
Julie Gainsburg

October 18, 2021

Department Chair or Chair, Department Personnel Committee

Date

COLLEGE APPROVAL: (Sign & Print Name)

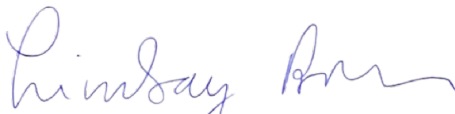


11/18/2021

College Dean

Date

PP&R APPROVAL:



May 25, 2022

Chair, Personnel Planning and Review Committee

Date

(for PP&R use only)

SP 2022

Approval Date

FA 2022

FA 2025 (for changes in criteria)

Effective Date

FA 2026

Date of Next Review

Revised 3.30.20

**DEPARTMENT OF SECONDARY EDUCATION
PERSONNEL POLICIES AND PROCEDURES
FOR THE PERIODIC REVIEW OF TENURED FACULTY**

Reapproved by SED on October 7, 2021

Section 600 of the Administrative Manual mandates all academic personnel policies and procedures. This document describes additional Departmental procedures, consistent with Section 600 of the Administrative Manual.

PROCEDURES FOR THE PERIODIC REVIEW OF TENURED FACULTY

1. Full Professors already serving on the Department Personnel Committee will serve as the Peer-Review Committee (PRC) for post-tenure reviews.
2. A faculty member undergoing post-tenure review will submit a CV/resume outlining accomplishments since the prior review or promotion, using headings from Section 600. This CV/resume should be accompanied by selected supporting evidence and documentation for the major areas of accomplishment (e.g., publications, grants, awards, major initiatives). The PRC will establish a due date for these materials, based on deadlines set by the university and college, and will inform faculty needing post-tenure review of these dates.
 - 2.1. The CV/resume and supporting evidence may be submitted in hard copy or electronically.
3. The post-tenure review will follow the procedures described in Section 645.