

**COVER SHEET FOR PROPOSED CHANGES TO DEPARTMENT/COLLEGE
PERSONNEL PROCEDURES
SECTION 600 (RETENTION, TENURE, AND PROMOTION)**

DNCBE
COLLEGE

SOM
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 Department level
2. Date that current proposed changes were sent forward 10/30/2023
3. **For Department Personnel Procedures:**
 - a. Indicate the date the department faculty voted to approve the proposed changes: 10/27/2023
 - b. Indicate the date the CPC voted to approve the proposed changes: 3/6/24
4. **For College Personnel Procedures:**
 - a. Indicate the date the college faculty voted to approve the proposed changes: 3/6/2024
5. (Optional) Briefly state the rationale for your proposed changes: Use of the term Student Evaluation of Faculty to be consistent with CSUN terminology as suggested by PP&R




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)

Jun-Yeon Lee	Digitally signed by Jun-Yeon Lee Date: 2023.10.30 11:49:06 -07'00'	10/30/2023
Chair, Department Personnel Committee		Date
Seung K Paik	Digitally signed by Seung K Paik Date: 2023.10.30 14:14:50 -07'00'	10/30/2023
Department Chair		Date

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

	CPC Chair: Lois Shelton	03/14/2024
Chair, College Personnel Committee		Date
	Dean: Chandra Subramaniam	03/14/2024
College Dean		Date
	Sylvia Macauley	May 31, 2024
Chair, Personnel Planning and Review Committee		Date

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

(Revised in Fall 2023)
SYSTEMS AND OPERATIONS MANAGEMENT DEPARTMENT, CSUN
PERSONNEL POLICIES AND PROCEDURES FOR RETENTION,
TENURE, AND PROMOTION

I. PERSONNEL POLICIES AND PROCEDURES

Personnel policies and procedures of the Department of Systems and Operations Management for retention, tenure, and promotion shall be consistent with those enumerated in Section 600 of the California State University, Northridge, Administrative Manual and the David Nazarian College of Business and Economics Faculty Handbook.

II. EVALUATION OF TEACHING EFFECTIVENESS

Evaluation of teaching competence for Systems and Operations Management faculty members will be based on:

A. Class Visits

The Department Chair shall make class visits or may designate a tenured member of the department other than a member of the Department Personnel Committee to make the visits. In addition, one class visit shall be made by a member of the Department Personnel Committee. Among the characteristics to be considered during these visits are:

1. Knowledge of the subject matter.
2. Organization and level of preparedness.
3. Clarity and coherence of presentation.
4. Use of examples to illustrate concepts.
5. Enthusiasm and energy during lecture.
6. Clarity and accuracy in answering questions.
7. Engaging students in the lecture.

All visits shall be scheduled by mutual agreement with the faculty member to be visited at least 5 days before the visits. A written report of each visit shall be submitted to the faculty visited and a copy shall be retained in the faculty member's Personnel Action File in accordance with Section 600 of the Administrative Manual. A copy of the report shall be submitted to the Department Chair and to the Chair of the Department Personnel Committee. The procedures for filing and responding to the written report of the class visit and their timeline will be based on Section 600.

B. Student Evaluation of Faculty

Student Evaluation of Faculty (SEF) questionnaires will be administered according to the procedures adopted by the David Nazarian College of Business and Economics and included in the Faculty Handbook, except that all probationary faculty members shall have SEF questionnaires administered in all classes in every Fall and Spring semester.

C. Any additional information such as course outlines, class handouts, examinations, etc. that the instructors may wish to include in their Professional Information File.

D. Variety and breadth of courses taught.

III. EVALUATION OF CONTRIBUTIONS TO THE FIELD OF STUDY

Evaluation of Contributions to the Field of Study shall be consistent with those enumerated in Section 600 of the Administrative Manual and the David Nazarian College of Business and Economics Faculty Handbook.

IV. EVALUATION OF CONTRIBUTIONS TO THE UNIVERSITY AND COMMUNITY

Evaluation of Contributions to the University and Community shall be consistent with those in Section 600 of the Administrative Manual and the David Nazarian College of Business and Economics Faculty Handbook.

V. EVALUATION OF PROFESSIONAL RESPONSIBILITIES

Evaluation of Professional Responsibilities shall be consistent with those in Section 600 of the Administrative Manual and the David Nazarian College of Business and Economics Faculty Handbook.