

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

**SECTION 600 (RETENTION, TENURE, AND PROMOTION)**

Student Affairs  
COLLEGE

University Counseling Services  
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 10/24/2023
- For Department Personnel Procedures:**
  - Indicate the date the department faculty voted to approve the proposed changes: 10/24/2023
  - Indicate the date the CPC voted to approve the proposed changes: \_\_\_\_\_
- 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:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please email the following to Faculty Affairs email at [faculty.affairs@csun.edu](mailto: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)**

<i>Anne Eipe</i>	Anne Eipe	12/05/23
Chair, Department Personnel Committee		Date
<i>Julie L. Pearce</i>	Pearce, Julie L.	12/05/23
Department Chair		Date

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

N/A		
Chair, College Personnel Committee		Date
<i>William Watkins</i>	William Watkins	12/06/23
College Dean		Date
<i>Sylvia Macauley</i>	Sylvia Macauley	May 31, 2024
Chair, Personnel Planning and Review Committee		Date

*(for PP&R use only)*

SP 2024	FA 2024 FA 2027 for changes in criteria	FA 2028
Approval Date	Effective Date (see attached)	Date of Next Review

**University Counseling Services Policy on Unit 3 Personnel Matters  
(Addendum to Section 600)  
Approved 2023**

Note: The Vice President for Student Affairs serves as the Dean of the College. The faculty counselor's Personnel Action File (PAF) shall be kept in the office of the VP for Student Affairs and shall be made available to all reviewers.

**I Departmental RTP Procedures**

- A. The UCS Department Personnel Committee shall have three members elected by their full-time, tenure-track peers. All full-time tenured members holding the rank of SSP-AR II or III are eligible to serve. Election will be held within the first two weeks of the fall semester. The members shall serve for one year. The DPC, after review of the PIF, PAF, and feedback from tenured faculty in the department, shall submit the recommendation for retention, tenure, and promotion.
- B. The procedure for transmission of evaluations and recommendations shall be as follows:
  - 1. The Department Personnel Committee and the Director of University Counseling Services (UCS) shall conduct independent evaluations of the faculty counselor. The Chair of the DPC is responsible for submitting all written reports. As per Section 600, the faculty counselor shall have ten (10) calendar days to respond to the evaluations in writing and/or meet with the DPC and/or director. The Chair of the Department Personnel Committee shall then transmit the Committee's recommendations to the Director. The UCS Director forwards to the Vice President for Student Affairs their recommendation, along with the Professional Information File (PIF), and the evaluation made by the department committee.
  - 2. The Vice President for Student Affairs shall transmit all recommendations, along with their own, along with the Professional Information File (PIF), to the Provost and Vice President for Academic Affairs.

**II. Criteria for Making Judgments**

The primary goal of the SSP-AR faculty counselor is to assist students in learning skills to improve their overall mental health, academic performance, and quality of life. University Counseling Services (UCS) SSP-AR faculty counselors are to provide an initial evaluation and diagnosis, individual, group and crisis counseling to students. SSP-AR faculty counselors provide outreach and consultation to students, staff and faculty; train graduate level students; and engage in scholarly activities that promote their own professional growth and contribute to the advancement of knowledge in their professional discipline.

In order to meet these goals, functions and needs of the university community, the SSP-AR faculty counselor should be evaluated for tenure and promotion according to the following criteria:

## **A. Professional Preparation**

### **1. A UCS faculty counselor meets professional preparation expectations when they:**

- a. Meet requirements for licensure that are consistent with the license requirements specified in the counselor's letter of appointment
- b. Work toward and/or maintain continued professional licensing;
- c. Complete continuing education (CE)/continued professional development, as required by the California Board of Psychology, or as required by the counselor's discipline
- d. Attend professional meetings or conferences.

### **2. The sources of information relied upon for evaluating professional preparation may include but are not limited to:**

- a. Copy of current license
- b. Official transcripts of formal graduate level education completed;
- c. Certificates of completion from continuing education coursework or seminars;
- d. Certificate of attendance, or registration receipt and copy of program, from professional meeting(s) or conference(s);
- e. Copy of newly acquired licensures or certifications.

## **B. Effectiveness in Counseling**

### **1. Counseling Competence entails effectively performing professional counseling duties, direct and indirect clinical services, including:**

- a. Clinical assessment and initial evaluation;
- b. Individual, couple, or group counseling;
- c. Crisis intervention, hospitalization and other emergency response;
- d. Mental health consultation and referrals;
- e. Case management, documentation & record keeping.

### **2. A UCS faculty counselor meets Counseling Competence expectations when:**

- a. Maintains and demonstrates a current command of knowledge in professional counseling theory, research, practice, legal and ethical guidelines, and UCS policies and procedures; Section 3 below will be used to corroborate counseling competence.
- b. Employs a variety of therapeutic methods to effectively counsel clients with a full range of psychological issues;
- c. Utilizes sound clinical judgment and applies methods appropriate to presenting problems and needs of clients;
- d. Demonstrates cultural sensitivity and competence addressing needs of a diverse client population;
- e. Maintains (in a timely manner) a thorough record of counseling activities for each client;
- f. Applies legal and ethical standards of the profession in executing clinical services, programming and documentation;
- g. Utilizes consultation opportunities for treatment planning, and to ensure service quality and adherence to legal and ethical mandates

### **3. The sources of information relied upon for evaluating counseling competence may include:**

- a. Review of clinical charts, using uniform professional standards, by UCS colleagues;
- b. Summary data and reports from student (client) evaluations
- c. Two cases reviewed by the DPC via chart review, to take place every year beginning with the 2<sup>nd</sup> year review period. The cases must involve an initial evaluation session and at least three follow-up sessions.

d. Case conference presentation made to UCS colleagues, followed by evaluation by colleagues, to take place every other year, beginning the fall semester of the 2nd year review period.

### **C. Contributions to the Field of Study**

A successful faculty counselor has a well-defined and focused professional agenda and has produced counseling-related accomplishments.

#### **1. Significant Creative and Scholarly Contributions**

a. University Counseling Services recognizes as Significant Creative and Scholarly Contributions, in any format, if any of the following two (2) conditions are met:

- (1) It is subject to external peer review.
- (2) It is a demonstration of professional expertise in counseling or a closely related field, including the faculty member's subject specialization or special assignment.
- (3) An external peer reviewed publication

b. Evidence of activities as indicators of contributions to the field of study in the context of significant creative and scholarly contributions may take several forms and may include but are not limited to the following:

- (1) Presenting research or scholarly papers at professional conferences/meetings which involve a peer review process for acceptance;
- (2) Presenting workshops, posters or seminars at professional conferences/meetings which involve a peer review process for acceptance;
- (3) Receiving peer reviewed external grants, awards, honors or other professional recognitions;
- (4) Creating innovative mental health brochures, manuals, articles, videotapes, power point programs, web pages, or other media that have been externally peer-reviewed
- (5) Development of professional seminars to be used in the training of interns that have undergone an external peer-review process
- (6) Department or program self-study reports for the purpose of accreditation.

c. The sources of information relied upon for evaluating contributions made to the field of study in the context of significant creative and scholarly contributions may include but are not limited to:

- (1) Copy of professional conference or community event program or agenda listing faculty counselor as presenter and title page of research report, scholarly paper, or workshop/seminar materials;
- (2) Copy of presentation, paper, workshop, or seminar materials from professional conference or community event or agenda;
- (3) Copy of student scholarly work (e.g., doctoral dissertations, master's theses, senior projects, etc.) showing faculty counselor's authorship and percentage of contribution;
- (4) Copy of peer reviewed external grant;
- (5) Copy of the innovative brochures, manuals, articles, videotapes, power point programs, web pages, or other media along with external peer reviewed evaluations;
- (6) Copy of peer reviewed published works;

**3. Process of Peer Review significant creative and scholarly contributions involves utilizing:**

a. Criteria by which documented significant creative and scholarly contributions will be evaluated:

1. clear goals and objectives
2. use of multiple documented resources
3. effective presentation
4. usefulness to university population
5. usefulness to the counseling profession

b. Procedures by which the significant creative and scholarly contributions will be evaluated:

- There will be a minimum of two reviewers, who shall be counselors or academic faculty at other institutions of higher education and/or recognized and qualified professionals from professional counseling organizations. The candidate shall select the reviewers in consultation with DPC and/or the Director.

- The DPC will send the materials (e.g., article, brochure, workshop, presentation materials, etc.) to the reviewers. Reviewers should send their evaluations forms/comments back to the Chair of the DPC

- Candidates will be given copies of all reviews received. Copies of reviews will be kept in the candidate's PAF.

- Candidates will have a chance to comment on the reviews as part of the existing 10-day response period following receipt of the DPC's RTP recommendation.

- Recommended time frame:

External reviews need to be received by the Chair of the DPC by the PIF due date, typically at the beginning of December (with consideration to the University RTP calendar). The candidate should plan accordingly, i.e., to determine the work(s) to be reviewed and the potential list of external reviewers, in such time that the external reviews will be received by that date. University Counseling Services does not recognize works which are "in review."

4. Other activities are recognized as contributing to the field that are not considered to meet the criteria for creative and scholarly contributions (e.g., are not peer reviewed). These activities are desirable and commendable and will be considered in retention, tenure, and promotion decisions alongside other professional activities.

**D. Contributions to the Department, College, University, and Community**

**1. A UCS faculty counselor meets the expectations for contributions made to the University and community when they are active in one or more of the following but not limited to:**

- a. Developing new programs/procedures/forms for the UCS department or Student Affairs division;
- b. Developing informational brochures or psycho-educational materials;
- d. Authoring documents, reports, grant proposals, or other materials pertinent to the UCS department mission or operation;
- e. Providing training and supervision to and clinical case management for graduate level interns;

- f. Administration and training of students within UCS Peer Education programs;
- g. Participating in and serving on Faculty Governance, UCS department, Student Affairs division or University committees or advisory groups;
- h. Developing workshop, training, and/or seminar materials for outreach purposes;
- i. Presenting workshops, trainings, and/or seminars for outreach purposes;
- j. Serving as advisor or sponsor for a student group on campus;
- k. Serving as liaison to other University departments, functions or activities;
- l. Providing consultation of a professional nature to off-campus entities;
- m. Providing leadership or serving on committees in professional organizations/associations;
- n. Volunteering counseling-related services to community organizations;
- o. Providing lectures, seminars or workshops to community groups;
- p. Making presentations to media such as interviews or articles in newspapers, magazines, radio, web, or television;
- q. Providing professional development seminars or training to counselors and interns (inside UCS and outside) on clinical issues or treatment innovations;
- r. Conducting research, program evaluation, or generating reports that do not lead to publication but contribute to UCS program development or service improvements;
- s. Receiving awards, honors or other professional recognitions;
- t. Receiving internal grants.

**2. The sources of information relied upon for evaluating contributions to the University and community may include but are not limited to:**

- a. Copies of program descriptions, procedures, forms, informational brochures or psycho-educational materials developed;
- b. Copies of documents, reports, grant proposals, or other materials pertinent to the UCS department mission or operation (or reference to such if documents are too large);
- c. Copies of documents identifying the counselor as actively participating in a University committee or advisory group;
- d. Summary data and report from ongoing evaluations of campus outreach presentations;
- e. Summary data and written discussion of supervisee evaluation(s) of supervision and training;
- f. Documentation of consultation or volunteer service (e.g., contract, letter of invitation or appreciation, etc.) from community entities or organizations; or
- g. Written letters of commendation, if available, from colleagues or community members (on or off campus).
- h. Documentation from professional organization/association of leadership appointment or committee minutes reflecting the faculty counselor's service.
- i. Interns' evaluations of the counselor as supervisor and provider of didactic trainings.

**E. Professional and Personal Responsibilities**

A UCS faculty counselor meets professional and personal responsibility expectations as set forth in Section 600.