

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

University Library  
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. 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 10/29/23
3. **For Department Personnel Procedures:**
  - a. Indicate the date the department faculty voted to approve the proposed changes: \_\_\_\_\_
  - b. Indicate the date the CPC voted to approve the proposed changes: \_\_\_\_\_
4. **For College Personnel Procedures:**
  - a. Indicate the date the college faculty voted to approve the proposed changes: 10/27/23
5. **(Optional) Briefly state the rationale for your proposed changes:** The Library is offering its 1st credit-bearing course. As such, we must create SEF for the course. Per PPR advice, we are adding to the policies that the CPC is responsible for creating & updating SEFs

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

~~\_\_\_\_\_  
Chair, Department Personnel Committee Date~~

\_\_\_\_\_  
Department Chair Date

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

 CPC Chair: Susanna Eng-Ziskin 10/29/2023  
Chair, College Personnel Committee Date

 Dean: Mark Stover 10/29/2023  
College Dean Date

 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

## College Personnel Policies and Procedures

This document is intended to supplement Section 600 of the CSUN *Administrative Manual*.

### I. The College Personnel Committee

#### 1. Composition and Eligibility

- a. The College Personnel Committee will consist of three tenured library faculty members.
- b. Committee members will be elected according to the college's election procedures. All probationary and tenured library faculty are eligible to vote.
- c. Committee members will serve overlapping two-year terms.

#### 2. Responsibilities

Deliberations and policy decisions not specifically related to an individual library faculty member will be disseminated to the entire library faculty.

### II. Procedures and Policies for Retention, Tenure, and Promotion

1. The College Personnel Committee will evaluate the retention, promotion, and tenure recommendations of Department Personnel Committees and Chairs to ensure that equitable standards have been applied.

#### 2. Criteria to be used by Personnel Committees

2.1 In addition to guidelines established by the departments, candidates may be evaluated on Effectiveness in Librarianship more broadly. Faculty may be recognized for high impact educational practices, such as mentoring library student employees, supervising graduate interns, or providing service-learning opportunities for students within the library.

2.2 Faculty teaching a college-level credit bearing class will be evaluated each semester using the college "Student Evaluation Form," developed by the College Personnel Committee and approved by the college faculty. In accordance with Section 600, both the quantitative and qualitative response data will be included in the Personnel Action File (PAF).