

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

Social and Behavior  
**COLLEGE**

Urban Studies and F  
**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:**

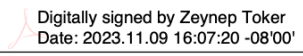
1. **CHECK ONE:** Check the level the proposed personnel procedures are for:  College level  Department level
2. Date that current proposed changes were sent forward 2 November 2023
3. **For Department Personnel Procedures:**
  - a. Indicate the date the department faculty voted to approve the proposed changes: 30 October 2023
  - 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: \_\_\_\_\_
5. **(Optional) Briefly state the rationale for your proposed changes:** 1. To align with the new requirements for seeking feedback from faculty and students and for including course Canvas site in class visit evaluation form 2. To redefine the final form of a scholarly publication

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)**

Mintesnot W.  11/09/2023  
Chair, Department Personnel Committee Date

Zeynep Toker  11/09/2023  
Department Chair Date

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

Jill Quilici  6/17/2024  
Chair, College Personnel Committee Date

Yan Searcy  06/17/2024  
College Dean Date

Sylvia Macauley May 31, 2024  
Chair, Personnel Planning and Review Committee Date

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

# **Department of Urban Studies and Planning California State University Northridge**

## **Guidelines for Retention, Tenure, and Promotion**

2 November 2023

The Department of Urban Studies and Planning follows the guidelines on Retention, Tenure, and Promotion as set forth in Section 600 of the Administrative Manual and adheres to the timeframe established in the Academic Year Calendar of the Administrative Manual.

### **Definitions and Procedures**

Faculty members who are candidates for retention, promotion, or tenure shall be evaluated in four areas: teaching effectiveness and direct instructional contributions, scholarly and professional contributions to the field of study, service to the University, the community, and the profession, and meeting their professional responsibilities as a faculty member.

### **Teaching Effectiveness and Direct Instructional Contributions**

The Department of Urban Studies and Planning has adopted the University's procedures for evaluating teaching effectiveness, as set forth by the Administrative Manual Section 600. Within those procedures, the following are amplifications:

#### **1. Evaluation of Instruction**

- a. By mutual agreement, the Department of Urban Studies and Planning Personnel Committee will designate a minimum of one of its members to visit a class or evaluate instruction in an online course of each faculty member under consideration for retention, tenure, or promotion. Evaluation of instruction will take place once each academic year early enough in the fall semester or preceding spring semester for use in the personnel review cycle by mutual agreement with the candidate. The written evaluation shall be delivered to the faculty member no later than 14 calendar days after the classroom visit occurs. A written report of the visit will be given to the candidate, allowing ten calendar days to respond before a copy is sent to the Chair of the Department Personnel Committee, and to the Department Chair, and before being placed in the Personnel Action File. A copy of the report will remain in the Personnel Action File, located in the Office of the Dean of the College of Social and Behavioral Sciences, .
- b. By mutual agreement with the candidate, the Chair of the Department or a designee, will arrange to visit a class or evaluate instruction in an online course of all faculty under consideration for retention, tenure, and promotion. Evaluation of instruction will take place once each academic year early enough in the fall semester or preceding spring semester for use in the personnel review cycle. The written evaluation shall be delivered to the faculty member no later than 14 calendar days after the classroom visit occurs. A written report of the visit will be given to the candidate, allowing ten calendar days to respond before a copy is sent to the Chair of the Department Personnel Committee and before being placed in the Personnel Action File. A copy of the report will remain in the Personnel Action File in the Office of the Dean of the College of Social and Behavioral Sciences for a period of at least five years as per Section 600.

c. The member(s) of the Department of Urban Studies and Planning Personnel Committee and the Department Chair reviewing the candidate will request a copy of the syllabus. The class visit report will follow the review format as put forth by the Department of Urban Studies and Planning. A copy of the review format (as outlined below) will be provided to the candidate prior to the class visit. The areas of analysis are as follows:

- i. Objectives: How were the instructional objectives communicated?
- ii. Enthusiasm/Intellectual Stimulation: How did the instructor communicate her/his interest in the course?
- iii. Organization: Was the instruction appropriately organized?
- iv. Was the instruction consistent with the catalog description and with the instructor's syllabus?
- v. Characterize the communicative effectiveness of the instructor: Style, volume, pace, voice, speech habits, etc.
- vi. Relation to/Response by Students: Please illustrate your impression of the apparent student/instructor relationship (courtesy, use of student name, response to student questions/comments, etc.)
- vii. Content/Time Relation: Was there too much or too little content in relation to the time available?
- viii. Canvas: Is the course Canvas site consistent with the course syllabus?
- ix. Suggestions
- x. Comments

d. Evaluation of instruction for a course offered entirely online will address the following points on the course website:

- i. There is a syllabus posted.
- ii. Students are provided instructions to begin the course.
- iii. Instructor information is available to student and includes contact, and availability information.
- iv. At the beginning of the course, students are provided with an opportunity to introduce themselves.
- v. Etiquette expectations for online discussions, email, and other forms of course communication are stated clearly.
- vi. Due dates and other relevant events are provided.
- vii. Regularly scheduled weekly online office hour(s) are available to students.
- viii. The grading instruments selected are sequenced, varied, and appropriate to the student work being assessed.
- ix. Audio and visual files are relevant to the modules.
- x. Navigation throughout the online components of the course is logical, consistent, and efficient.

e. Student evaluation of teaching

Student questionnaires are administered to all Urban Studies and Planning classes (except Independent Study classes) each semester using the University's online system for student evaluation of faculty (SEF). The resulting evaluation document for each class are placed in each

faculty member's department file maintained by the Administrative Support Coordinator of the Department of Urban Studies and Planning and in the Personnel Action File of each faculty member kept in the Office of the Dean of the College of Social and Behavioral Sciences.

- f. Gathering Feedback from Faculty and Students for Faculty Evaluations
  - i. In the course of review, a personnel recommending or reviewing agency will only consider written statements incorporated in the Personnel Action File or Professional Informational File.
  - ii. When the agency determines, after careful consideration and after consultation with the affected faculty member, that written statements are sufficiently substantive to affect personnel action, and if such statements contain information that has not been incorporated in the Personnel Action File, the agency will identify the source of the statements.
  - iii. A copy of the statement that includes the name of the source will be placed in the Personnel Action File and a copy will be given to the affected faculty member
  - iv. At the time the agency requests that the statement be put in writing, the agency will inform the source of the procedures described in Section 613.3. above.
  - v. Any student statement or evaluation provided outside of the regular written student evaluation of teaching effectiveness must be identified by name to be included in a Personnel Action File. The student will be informed of the right to a hearing before the Academic Grievance and Grade Appeal Board should the student feel that any later discriminatory action is taken because of having given the statement.
  - i. If, in the opinion of the Department of Urban Studies and Planning Personnel Committee, a student's oral testimony adds substantially to the information already available in the written record (the Professional Information File and the Personnel Action File), the student shall be asked to submit a signed statement for placement in the Personnel Action File in the Dean's Office of the College of Social and Behavioral Sciences. The student should be fully informed beforehand that their written and signed testimony will become a part of the faculty member's personnel file(s).
  - ii. The evaluation of teaching effectiveness of a faculty member under review is based on an assessment of the class visitation reports from the department chair and the department personnel committee, quantitative and qualitative data from all classes evaluated through the Student Evaluation of Faculty (SEF), direct student involvement in evaluation of teaching effectiveness, and syllabi and other supporting documents presented by the faculty member in their Personal Information File (PIF).

### **Scholarly and Creative Contributions to the Field of Study**

The Department of Urban Studies and Planning has adopted the University's procedures for evaluating Significant Scholarly and Creative Contributions to the Field of Study as set forth by the Administrative Manual Section 600. Within those procedures the following are amplifications:

#### **1. Scholarly publication**

The Department adheres to the definition of scholarly publication as outlined in Section 600. These publications may appear in traditional published form or in electronic form and are publications which have been subjected to scholarly peer review practices (blind review, editorial boards, etc.). Examples of scholarly publication include articles in scholarly and professional journals, chapters in scholarly books (published by university or commercial book publishers), books, edited books, and monographs.

Candidates must provide all pertinent documentation substantiating the peer review process for each scholarly publication submitted as peer-reviewed. This includes copies of all correspondence with the editor or publisher, all peer reviews (initial reviews and any subsequent review rounds), responses to peer reviews, and any other pertinent correspondence. Scholarly and professional work presented for consideration for promotion will be work completed while on the faculty at CSUN and since the personnel review cycle for the last promotion. The material must be in its final form (i.e., published in print or online, fully accepted for publication, forthcoming, or in-press). Evidence has to be included showing that the material is accepted without requiring further revision. The Department of Urban Studies and Planning states that whenever possible, the candidate's affiliation with the Department and University shall be explicitly stated in the published scholarly work.

## **2. Other Contributions to the Field of Study**

The Department of Urban Studies and Planning defines other contributions to the field of study to include a diverse range of other kinds of publication, alternative media outlets, and professional work.

Components of a body of professional work may include, but are not limited to:

- a. Publications appropriate to the discipline such as comprehensive plans, plan amendments, zoning ordinances, public policy studies, and other studies and reports done for public and private agencies.
- b. National association position statements or position papers when officially accepted and published by a national professional organization.
- c. Papers, posters, or panels presented at scholarly or professional meetings.
- d. Minor scholarly publications, including book reviews, encyclopedia entries, notes, commentaries, and other similar writings.
- e. External grant submissions.
- f. Funded research grants (external or internal) or contract research.
- g. Media and electronic presentations such as videos, photographs, web pages, electronic resources, and other materials prepared for educational and professional use.

## **3. Sustained Pattern of Scholarly Activity**

The Department recognizes the rapidly evolving nature of scholarship in urban studies and planning. As one measure of a faculty member's engagement and currency to the field, the Department expects faculty members to demonstrate a sustained pattern of scholarly activity (e.g. kept up or maintained at a steady rate over time through publication and other contributions to the field) to be eligible for retention, promotion, and tenure.

## **Service to the University, the Community, and the Profession**

The Department of Urban Studies and Planning has adopted the University's procedures for evaluating contributions to the University and community, as set forth by the Administrative Manual Section 600. Within those procedures, the following are amplifications:

1. **University Service.** Candidates are required to demonstrate their concern for the institution through service to the institution. Service activities may occur in a variety of contexts in the College and the University; however, faculty service to the Department is the top priority and is essential to the proper functioning and academic integrity of the unit. Service includes, but is not limited to, the following:

- a. Presence and active participation in departmental meetings and other decision-making bodies
- b. Departmental service responsibilities (e.g., undergraduate advisor, curriculum coordinator, assessment coordinator)
- c. Active committee work at the Department, College, or University levels
- d. Taking leadership responsibilities or other work at the College or University level
- e. Sponsorship and participation as a faculty member and/or advisor with department and campus student organizations and/or activities outside the classroom
- f. Active student engagement through advisement and supervision of student research

2. **Community Service.** Given the direct connection between the goals and objectives of the Department of Urban Studies and Planning, contributions in this area are highly valued. Service Learning is a distinct activity not included as Community Service, but rather is evaluated as a component of Teaching Effectiveness. Community Service includes, but is not limited to, the following:

- a. Service to public agencies and community-based organizations that draw upon the academic expertise and professional competence of the candidate.
- b. Participation as a member of recognized community boards and agencies that reflect the goals and objectives of the department.
- c. Active participation in planning efforts that link student learning with community.

3. **Professional Service.** Service to the profession broadly defined as urban studies, planning, and allied fields, is also valued. Such service includes, but is not limited to, the following:

- a. Holding an elected or appointed office in a professional organization
- b. Undertaking a wide range of work activities on behalf of a professional organization (e.g., assisting with a study, membership on a committee, writing a report)
- c. Serving as an editor or editorial board member for a scholarly journal
- d. Reviewing scholarly papers, books, grant applications, or other documents
- e. Serving as an outside evaluator/reviewer for applications for promotion and tenure, a departmental site visitor/reviewer, an external examiner on a Ph.D. committee, or other similar service.

### **Professional and Personal Responsibilities**

The Department of Urban Studies and Planning has adopted the University's procedures for evaluating professional responsibilities as set forth by the Administrative Manual Section 600. These responsibilities are detailed in the Administrative Manual 600, Section 604 under the heading of "Professional Responsibility."

### **Standards for Retention, Promotion, and Tenure**

#### **Retention**

Starting in the second year, probationary faculty members are evaluated annually for retention. In order to be eligible for retention, faculty members must show clear evidence of high-quality instruction, a record of scholarly and professional contributions to the field of study, demonstrated service to the university, and behavior consistent with fulfilling professional responsibilities. The department requires a sustained and continuing pattern of effective teaching, scholarly activity, and service for the reappointment of probationary faculty.

### **Promotion to Associate Professor with Tenure**

Effective, high-quality instruction is the principal criterion for promotion to Associate Professor and the granting of tenure. Candidates for promotion are also expected to have demonstrated a sustained pattern of scholarly and professional activity during the probationary period, resulting in a minimum of two scholarly publications. In addition to the two peer-reviewed scholarly publications, there will be other contributions to the field of study that demonstrate a coherent body of professional work as outlined in these guidelines. Successful candidates will have a record of service to at least two of the following:

Department, College, or University. Service to the community, profession, or other constituencies is also expected. A continuing pattern of behavior demonstrating high professional standards of conduct is required for promotion.

### **Promotion to Professor**

Promotion to Professor requires the demonstration of a sustained pattern of effective, high quality, instruction since promotion to Associate Professor. A substantial record of scholarly and professional contributions to the field of study by candidates for promotion to professor is required. Candidates are expected to have published a minimum of three peer-reviewed scholarly publications since their appointments as an Associate Professor. In addition to the three peer-reviewed scholarly publications, there will be additional other contributions to the field of study that demonstrate a coherent body of professional work as outlined in these guidelines since promotion to Associate Professor. Successful candidates for promotion to Professor must have a substantial record of service and demonstrated leadership qualities to the Department, College, and University. Service to the community, profession, or other constituencies is also expected. A continuing pattern of behavior demonstration high professional standards of conduct is required for promotion to Professor.