

PIF Workshop

College of Humanities

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Before Construction Begins

- Know the relevant policies
 - The **university's** policies, as expressed in Sections 606 & 630-639 of the *Administrative Manual*
 - Your **department's** policies, especially those concerning equivalencies to publication (including art, music, media, etc.)
- Preparing to document your professional activities
 - What you should save
 - Enough documentation is enough

The University's RTP Policies

Section 606 of the *Administrative Manual*

<http://www.csun.edu/facultyaffairs/policies/manuals/section600.pdf>

606 Personnel Files.

606.1 Authorized Personnel Files.

1. Professional Information File.
 - a. Each faculty member has the responsibility of establishing and maintaining a record of professional information to be submitted by the faculty member at the appropriate time for use in evaluation for retention, tenure, promotion, and service salary increase. The faculty member shall prepare an index of the contents of the Professional Information File, which shall be placed in the Personnel Action File each year the faculty member is evaluated.
 - (1) The Department Chair shall assist the faculty in the development of the file and alert each faculty member in advance of the time when the file will be required.
 - (2) The Professional Information File shall contain a current resume and such forms as the University may, from time to time, prescribe. The file shall also contain data on: 1) Professional Preparation; 2) Teaching Effectiveness; 3) Contributions to the Field of Study; and 4) Contributions to the University and Community. The faculty member may include, additionally, any other pertinent support material.
 - b. The Professional Information File is the property of the faculty member. However, the faculty member's possession and control of the file is restricted by the following:

The University's RTP Policies

Sections 630-639 of the *Administrative Manual*

<http://www.csun.edu/facultyaffairs/policies/manuals/section600.pdf>

Retention, Tenure, and Promotion

SECTIONS 630 – 639 – RETENTION, TENURE, AND PROMOTION.

630 General Policy Statement.

- 630.1 Procedures for determining retention, tenure, and promotion are subject to the confidentiality requirements of Section 607 of this Manual.
- 630.2 Reappointment, tenure, and promotion are earned by the faculty, and are not granted automatically. Faculty members must demonstrate to their colleagues their worthiness by documenting the quality of their performance.
- 630.3 Recommendations should consider information from other faculty members and any other source, including, but not limited to, students (Title 5, Section 42701).
- 630.4 Evaluation shall be based upon an analysis of the documented evidence presented.
- 630.5 Department Chairs and senior faculty members have an obligation to assist junior faculty in identifying and meeting the criteria for retention, tenure, and promotion appropriate to their particular programs. Such assistance is especially important when the candidate's background and training differs from that of the senior faculty.

631 Procedures for Review and Recommendations.

- 631.1 There shall be consultation as specified in Section 634.
- 631.2 Each Department Personnel Committee shall review all relevant data in light of the criteria for retention, tenure, or promotion (See 612.5.2.g) and shall submit a

What Does Not Go Into Your PIF

The contents of your PAF (Personnel Action File), which is on file in the Dean's office, should **not** be duplicated in your PIF. Your PAF includes permanent items maintained throughout your employment at CSUN, for example,

- your hiring letter,
- acceptance letter,
- personnel review letters,
- teaching evaluations,
- etc.

What Does Go Into Your PIF

1. “Opening statement”
2. Index
 - Tells readers where in your PIF they can find certain documentation
3. Your CV
4. Section “overviews”
5. Documentation of your professional activities and accomplishments

Your CV

Revise your CV so that its structure mirrors the structure of Sections 632.2-5

1. Professional Preparation

2. Teaching Effectiveness and Direct Instructional Contributions

3. Contributions to the Field of Study

4. Contributions to the University and Community

Your CV

Once your CV's structure mirrors that of Sections 632.2-5, you should:

1. **Revise and reorganize your CV so that each item on it falls under the appropriate heading**
 - Decide where on your CV (i.e. under which heading) to put certain items
2. **Arrange for your PIF's structure to mirror that of your CV**
 - Use the Index as an intermediary between your CV and your PIF
 - Where an item appears on your CV serves as a guide to where it (or documentation of it) will appear in your PIF

From CV to Index

CONTRIBUTIONS TO THE UNIVERSITY & COMMUNITY

SERVICE

TO CALIFORNIA STATE UNIVERSITY, NORTHRIDGE

- Assessment Liaison Committee, 2004-2008
- New Faculty Orientation Organizing Committee, 2004-2005
- Associated Students Annual Budget Review Board, 2005, 2006-2008
- Lower Division Transfer Pattern, Disciplinary Representative (Philosophy) for California State University, Northridge, Fall 2005
- Integrated Teacher Education/Liberal Studies Interdisciplinary Program Committee, 2006-2011
- Faculty Hearing Panel, Philosophy Department Representative, Fall 2007-Fall 2009
- Educational Policies Committee, Spring 2009-Spring 2011

TO THE COLLEGE OF HUMANITIES

- Master's in Humanities Faculty Planning Committee, Spring 2006 – Spring 2008
- Literacies Certificate (Graduate Certificate in Advanced Reasoning, Writing, and Research for Professionals) Planning Committee, 2009-2010
- Academic Co-Lead for the Graduate Certificate in Advanced Reasoning, Writing, and Research for Professionals, 2010-present
- Academic Council, Fall 2011-present
 - Philosophy Department's Alternate Representative, 2005-2006
- Administrative Council, Fall 2011-present
- Associate Dean Search Committee, Spring-Fall 2012
 - Chair

TO THE DEPARTMENT OF PHILOSOPHY

- Academic Advisor, 2008-2010
- Appointments Committee, 2003-present
 - Chair, 2008-2011
- Assessment Committee, 2004-2010
 - Chair, 2004-2008
- Associate Chair, 2010-2011
- Chair, August 2011-present
- Critical Reasoning Committee, 2005-2007
- Curriculum Committee, 2004-2009
 - Chair, 2004-2008
- Lecture Committee, 2009-2011
- Luckenbach Award Committee, 2008-2010, 2011-present
- Personnel Committee, 2009-2011
- Strategic Planning Committee, 2003-present



IV. Contributions to the University and Community

- Overview of My Contributions to the University and Community [See **Tab IV.1**]
- Service to the University [See **Tab IV.2**]
 - Materials documenting the fact that I served on CSUN's **Assessment Liaison Committee**, 2004-2008.
 - Letter from Christie Logan, Chair of the **New Faculty Orientation Organizing Committee**, documenting the fact that I served on that committee, 2004-2005.
 - Materials documenting the fact that I served as Faculty Representative to the **Associated Students Annual Budget Review Board**, 2005, 2006-2008.
 - Materials documenting the fact that I served as Disciplinary Representative (Philosophy) to the **Lower Division Transfer Pattern Project**, Fall 2005.
 - Documentation of the fact that I was a member of the **Integrated Teacher Education/Liberal Studies Interdisciplinary Program Committee**, 2006-2011.
 - Documentation of the fact that I represented the Philosophy Department on the **Faculty Hearing Panel**, Fall 2007-Fall 2009.
 - Materials documenting the fact that I served on CSUN's **Educational Policies Committee**, Spring 2009-Spring 2011
- Service to the College of Humanities [See **Tab IV.3**]
 - Documentation of the fact that I was a member of the **Master's in Humanities Faculty Planning Committee**, Spring 2006-Spring 2008.
 - Documentation of the fact that I was a member of the **Literacies Certificate (Graduate Certificate in Advanced Reasoning, Writing, and Research for Professionals) Planning Committee**, 2009-2010
 - Documentation of the fact that I serve as the **Academic Co-Lead for the Graduate Certificate in Advanced Reasoning, Writing, and Research for Professionals**, 2010-present
 - Documentation of the fact that I serve on the College's **Academic Council**, Fall 2011-present
 - [Documentation of the fact that I served from Fall 2005 to Spring 2006 as the Philosophy Department's Alternate Representative to the College's **Academic Council** can be found at **Tab IV.4**, on the list of CSUN Philosophy Department Committees.]
 - Documentation of the fact that I serve on the College's **Administrative Council**, Fall 2011-present

“Opening Statement”

December 4, 2008

To Whom It May Concern:

I request early promotion from the rank of Assistant Professor to the rank of Associate Professor. I do so because I “have fulfilled, in a period of time shorter than that required for normal promotion consideration, all of the criteria cited in Section 632 [of the Administrative Manual] for advancement to the next rank” (see Section 643.1.1.b of the Administrative Manual).

632.2 PROFESSIONAL PREPARATION

I earned a Ph.D. from the University of Nebraska-Lincoln, and a B.A. *magna cum laude* from Auburn University.

I have extensive academic experience. I am in my sixth year of teaching at California State University, Northridge. Before coming to CSUN, I taught at the University of Utah during the 2002-03 academic year, and at California State University, Fresno during the 2001-02 academic year. Also, while at Nebraska, from the fall semester of 1995 to the summer session of 2001, I worked as a lecturer and as a teaching assistant.

632.3 TEACHING EFFECTIVENESS AND DIRECT INSTRUCTIONAL CONTRIBUTIONS

While at CSUN, I have taught a significant range of courses for the Department of Philosophy, including *General Logic*, *Critical Reasoning*, *Introduction to Formal Logic*, *Introduction to Philosophical Thought*, *Modern Philosophy*, *Epistemology and Metaphysics*, *Mind and Reality*, *Contemporary Philosophy*, and *Advanced Epistemology and Metaphysics*. I have also taught a course for the Linguistics program, *A Linguistic Introduction to Cognitive Science*, as well as the Liberal Studies Gateway course for the Liberal Studies program. In Spring 2009, in addition to teaching Advanced Modern Philosophy for the Department of Philosophy, I will once again teach for the Liberal Studies program, LRS 250, *Integrating Reason, Belief, and Education*, which I will team-teach with Greg Knotts.

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 1. Overview of My Instructional Contributions [**See Tab II.1**]
 2. Student Evaluations of Teaching [**See Tab II.2**]
 - a. Fall 2003
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 - c. Fall 2004
 - d. Spring 2005 (LRS 396GW only)
 - e. Fall 2005
 - f. Fall 2007
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Section “Overview”

Overview of My Contributions to the University and Community

1. **Service to the CSUN Philosophy Department**—See **Tab IV.2**
 - a. I am in my first year of service as the Philosophy Department’s **Academic Advisor**.
 - b. I serve on a number of committees in the Philosophy Department, including the Curriculum Committee and the Assessment Committee.
 - c. I was the **Faculty Sponsor of the Student Philosophy Society** from Fall 2003 until Spring 2007. During that time, the Society wrote and ratified a constitution and gained recognition from Associated Students as an official student organization. Among the events sponsored by the SPS during my time as its faculty sponsor are the following [see **Tab IV.2**]:
 - i. A workshop, in two sessions, on *Graduate School in Philosophy and in the Humanities*; October 20 and 27, 2004
 - ii. “An Intimate Q&A with Professor Peter J. Graham”, a part of the Student and Philosopher Forum Series; September 25, 2004
 - iii. A workshop on *Philosophy Outside Academia: How to Succeed in Your Chosen Career with an Education in Philosophy*; May 6, 2004
 - iv. “The Relevance of Chinese Philosophy Today”, a part of the Philosophy and Diversity Symposium Series; March 3, 2004
 - v. “African Philosophy and the Challenges of the Global Village” a

Helpful Hints

- **Saving space by**
 - Copying efficiently
 - Avoiding duplication
 - Practicing the “enough-documentation-is-enough” rule
- **Ensuring readability by**
 - Having someone read and review your PIF before you submit it
 - Double-checking your PIF’s organization, the accuracy of your Table of Contents, the comprehensiveness of your documentation, and so on