

**POLICY ON RETENTION, TENURE, AND PROMOTION
DEPARTMENT OF ANTHROPOLOGY
CALIFORNIA STATE UNIVERSITY, LONG BEACH**

Mission Statement:

I. Preamble

The mission of the department of anthropology is to promote the study of the human species as well as related species. Anthropology studies our species from an integrative and interdisciplinary approach focusing on the biology, evolutionary history, archeological past, social and cultural and linguistic diversity of humans. Anthropology, by nature, is comparative, holistic, and integrative.

The department offers a diverse curriculum leading to a Bachelor of Arts or Master of Arts degree. The primary responsibility of the department is to provide an excellent education through outstanding teaching. Department of Anthropology faculty are expected to remain current in those areas that are their primary teaching responsibilities. They can do this in a number of ways discussed further in this document.

The mission of the department also includes preparing students for life-long learning and a strong background for anthropology-related careers in the modern workplace or to continue their education at higher levels.

Relative to faculty contributions, while the Department seeks a balance among the three major areas of evaluation, the highest priority is given to quality instruction, followed by scholarship, and then by service responsibilities.

The purpose of this document is to provide a guide for the successful retention, tenure, and promotion (RTP) of the faculty by delineating the criteria and expectations of the department.

II. Faculty Responsibilities

A. Candidates' Responsibilities

The candidate is responsible for collecting, assembling, and presenting the required evidence necessary for evaluation according to the criteria and standards established

in this document, the College of Liberal Arts RTP document, and the University RTP document.

B. Department Responsibilities

1. Department RTP Documents

The department shall provide candidates for RTP with a written statement of deadlines for submissions and a copy of the department's RTP document which takes into account the nature of anthropological research.

2. Department RTP Committee

The department RTP Committee is established according to College and University guidelines. RTP committee members shall meet with candidates prior to submission of review materials. (Joint Appointees, refer to section III B, Joint Appointments.) Members are responsible for evaluating the material submitted according to the essential and enhancing criteria listed in this document. The department RTP committee is responsible for considering factors such as the number of different courses, class size and composition (i.e., mixed undergraduate and graduate), and supervision of student research outside the classroom.

III. Criteria and Evaluation

A. Criteria

1. Instruction and instructionally Related Activities

a. Essential Criteria

1. Pedagogical Approach and Method

Instruction should be appropriate to the courses taught. Material must be appropriate to the topic, and should include evidence of currency in the field. Course requirements must be clearly stated, including the semester schedule, assignment and grading policy, College withdrawal date, and policy on

absences. Grading practices should follow guidelines presented in the Faculty Handbook.

2. Student Evaluations

Student evaluation scores should approximate those of the department and the college. The department will evaluate the standardized teaching evaluations within the context of (1) the candidate's narrative; (2) the type and level of course (i.e., undergraduate, graduate, or mixed); (3) class size; and (4) other relevant factors. The department will also consider both the absolute and relative scores.

3. Peer Classroom Evaluation

The department does not make classroom visitation mandatory.

4. Ongoing Professional Development as a Teacher.

A narrative documenting efforts to improve or maintain teaching effectiveness may include ongoing discussions with colleagues, classroom visits, consultation on course development as well as participation in the CSULB Center for Faculty Development, or other teaching seminars and workshops, or other relevant professional development activities.

b. Enhancing Criteria

Faculty may present evidence of instructional effectiveness that enhances the essential criteria. This may include

1. mentoring and supervising of students including
 - a. internships,
 - b. chairing theses and thesis committee membership,
 - c. papers jointly authored with students,
 - d. accompanying students to conferences,
 - e. assisting students with preparation of conference papers
2. activities outside of the classroom such as field trips

3. development of new curriculum and instructional materials
4. teaching a variety of different courses out of the candidate's area of specialization
5. adoption of the candidate's scholarly output by other faculty in courses
6. publication of textbooks and workbooks that are widely adopted.
7. innovative approaches to teaching including computer based methods.
8. research projects directly related to pedagogy in the discipline.

2. Scholarly and Creative Activities

a. Essential Criteria

Essential Criteria are the minimum requirements expected of a candidate for positive retention, tenure, and/or promotion. Faculty are expected to show continuing scholarship or creative activity that demonstrates, by favorable review of peers, intellectual and professional growth. This may be accomplished by publication in refereed or invited journals and/or books.

Publications refers ^{to} ~~of~~ books (including textbooks) contributing to the discipline, journal articles, book reviews, reports, electronic media, and abstracts. Substance and value will be considered by the committee.

Additionally, the candidate may show evidence of continuing scholarship or creative activity in any (but not necessarily all) of the following ways:

1. by presentations of research findings at meetings or conferences of professional anthropology, primatology, or other allied disciplines.
2. project reports to sponsoring agencies.
3. working papers
4. submitted manuscripts.

The nature of anthropological research is such that it is extremely labor intensive and time consuming. The hallmark of all anthropological research normally

involves extensive field research during a particular time of the year (and in any one year conditions may not be conducive for work) or labor-intensive laboratory experiments. Preparation (including community contacts, student training, writing proposals, language acquisition, and obtaining permits, funding, or IRB approval) is a significant time commitment and subsumed under field research. In addition, library research is an important scholarly endeavor. Consequently, we do not expect the faculty to publish as many papers as would be true in ~~other~~ other disciplines. However, candidates are expected to show evidence of an on-going research program.

b. Enhancing Criteria

Candidates may enhance records of scholarly and creative activities in a number of ways that include, but are not limited to, the examples that follow:

1. applied professional activities within the discipline
2. consulting work of a clear and documentable academic nature.
3. grants and awards for research.
4. participation in the grant process as an evaluator or consultant for major grant-giving agencies.
5. referee or reviewer for professional journals, academic books, textbooks, or any other professional publication.
6. editorship of, or significant contributions to, a newsletter serving the discipline.
7. professional recognition for excellence in research or teaching, or research-related activities in the discipline.
8. planning, or helping to host, an academic conference.
9. publication abstracts
10. popular publication of discipline-related articles in newspapers or other national publications.

11. television or radio interviews.
12. student workbooks published by a national book publisher.
13. presentations of research findings at places other than professional meetings.
14. other kinds of reports not included above.

3. Professional Service.

a. Essential Criteria

Professional service is service on the department, college, and university committees, task-forces, and other teams of faculty that perform service, as well as service to professional anthropology and related discipline societies and organizations.

1. faculty are expected to participate in department governance by regularly attending department meetings, and by active service in department committees.
2. *tenured* faculty are also expected to participate in college and university governance by serving on college-wide and university-wide committees

b. Enhancing Criteria

Faculty may enhance their service by

1. service to international, national, regional, state, and local professional anthropology and related discipline societies and organizations.
2. contributions to the intellectual and scholarly life of the college and university community.
3. contributing their academic expertise to the local community. Examples include such activities as volunteer work, public lectures to community groups and schools, committee service etc.

B. Joint Appointments

All information in this document applies to faculty appointed jointly to two or more departments. The Anthropology portion of the joint RTP committee has the responsibility to see that the candidate is reviewed fairly and that the expectations of the candidate are no more than what would be expected in one department. Work from all departments are to be combined and judged as a single appointment.