

DEPARTMENT OF CHICANO AND LATINO STUDIES
California State University Long Beach

Retention, Tenure, and Promotion Policies

This document states the Department of Chicano and Latino Studies' expectations of candidates seeking retention, tenure, and promotion. The department recognizes that academic personnel must be evaluated in accordance with requirements detailed in the University and College of Liberal Arts Retention, Tenure, and Promotion documents. Thus, we will be guided by those requirements and augment them with the following specific provisions and department expectations for faculty success.

DEPARTMENT GOALS AND EXPECTATIONS OF FACULTY

The goals of the Department of Chicano and Latino Studies are to: (1) investigate Chicano and Latino experiences within the context of American history, society, and culture; (2) examine critically issues of class, ethnicity, gender, and sexuality in Chicano and Latino communities; (3) prepare students to serve Chicano and Latino communities effectively; (4) enhance students' analytical reading, speaking, writing, and technological skills; (5) prepare students for success in the graduate studies and professional careers they pursue; (6) teach students to work effectively in multicultural settings; and (7) teach students to work effectively in contemporary national and global economies and the changing world order. To achieve those goals, the department expects its faculty to become *teacher-scholars*. An effective teacher-scholar is one who balances teaching, research, and service responsibilities, but also recognizes that quality instruction is her/his first priority.

RESPONSIBILITIES

1. The Department Chair or designee shall provide candidates for retention, tenure, and promotion with: (1) deadlines for submission of materials; (2) a copy of the Department Mission Statements; (3) copies of the University and College of Liberal Arts RTP documents; (4) a copy of the Department RTP Policy which states the criteria and standards to be used in the evaluation of candidates.

2. The Department Chair or designee will meet with candidates for retention, tenure, and promotion and assist them in constructing a two to five year Action Plan with regard to the major evaluative criteria. This Action Plan shall serve as the basis for the Department Chair or designee meeting at least once a year with each probationary faculty member and those faculty being considered for promotion for a discussion on performance. The Department Chair or designee's evaluation shall follow the general guidelines in the University document "Policy on Retention, Tenure and Promotion II. Responsibilities." The Action Plan will be updated annually if necessary.

3. The Department RTP committee for candidates for tenure shall consist of at least three tenured full-time Department members who receive the votes of a majority of the full-time tenured/tenure-track members. The Department RTP committee for candidates for promotion shall consist of tenured full-time Department members, of higher rank than the candidate, who receive the votes of a majority of the full-time tenure/tenure-track members. In all cases of RTP review, candidates whose fields of investigation are outside of the expert knowledge of the Department's full-time/tenure-track faculty may ask for faculty from outside the Department who are expert in the candidate's field of investigation to replace one or two of the Department's RTP committee member.
4. The candidate has sole responsibility to successfully carry out the Action Plan and is responsible for the collection and presentation of evidence intended to satisfy all criteria and standards.

CRITERIA AND EVALUATION

A. Instruction and Instructionally Related Activities.

1. Because our faculty teach many general education and elective courses, candidates are encouraged to describe how those courses introduce students to Chicano and Latino Studies and to differentiate those courses from advanced courses for the major. They should describe the purpose of each course and how it fits meaningfully into the Department curriculum.
2. The essential level of performance is met when the means from student evaluations (all questions) fall within the standard deviation of the Department and/or the College.
3. Peer classroom visitation and observation is a required part of the evaluation process for candidates for retention, tenure, and promotion. This evaluation will be conducted according to the criteria specified under the College RTP Policies and Procedures, IV. Criteria and Evaluation [A.1.a. (3) Peer Classroom Evaluation].
4. Meritorious teaching performance is achieved when the means from student evaluations (all questions) equal or surpass those for the Department.
5. A candidate for retention, tenure and promotion must demonstrate that "Instructionally Related Activities" are consistent with her/his Action Plan.

B. Scholarly and Creative Activities

1. A candidate for retention, tenure and promotion must demonstrate that "Scholarly and Creative Activities" (as defined in the University RTP document) are consistent with her/his Action Plan.
2. The *quality* of a faculty member's research or creative activities is the most important criterion for evaluating scholarly accomplishments. Quality refers to the degree to which a research or creative activity *contributes to the discipline*, and contribution to the discipline means to enhance achievement of the department's goals. This is typically judged by evaluating a candidate's commitment and achievements to scholarly activities that advance the state of knowledge in her/his field(s).

3. *Peer review* is the key to assessing the quality of scholarly activities, whether those activities are research projects, creative presentations or performances, consulting work, editorial responsibilities, or applied professional activities in the discipline or community.
4. A candidate for retention, tenure, and promotion must provide documentation of the significance of her/his ongoing research project(s) and publications in refereed academic journals and recognized publishing outlets for academic work.

C. Professional Service.

1. The Department follows University RTP policy that “Professional Service may be contributed to the University, the community, and the discipline, but it must directly involve the academic expertise of the faculty member.”
2. Candidates for tenure and promotion to Associate Professor are expected to participate in faculty governance in the Department and College. Candidates for promotion to Professor are expected to participate in faculty governance in the Department, College, and University.
3. Candidates may enhance their record of achievement through active participation on committees in the Department, College, and/or University; active participation includes, for example, the contribution of major policy development, authorship of committee documents and reports, and/or chairing a committee. Execution of special offices, tasks, or initiatives (such as sponsoring student groups, participating in educational equity programs, and/or efforts to improve retention and graduation rates) are enhancing. Organizational responsibilities in professional academic organizations are enhancing. Active participation in the programs of area schools, community organizations, or cultural organizations (such as the presentation of talks or workshops and committee leadership) are enhancing. Obtaining external grants and/or contracts to support such community outreach activities shall be enhancing. Development and implementation of a center or institute which promotes these outreach activities shall be enhancing.

D. Other Criteria and Evaluation.

1. External evaluations of the candidate’s activities may be solicited by the Department RTP Committee and/or the candidate in accordance with the Procedure for External Evaluation (PS 86-07).

AMENDMENTS

1. The Department shall meet at least once in the Spring Semester each academic year for the purpose of reviewing this Document and considering any proposals for its modification. Amendments are ratified by a majority of the ballots cast by the tenure track faculty. The amended Document shall be submitted to the appropriate College and University committees and officers for ratification.

May 18, 1999