

California State University Long Beach
College of the Arts
POLICY ON RETENTION, TENURE, AND PROMOTION
Department of Film and Electronic Arts

Mission

Film and Electronic Arts is an innovative academic/artistic program which emphasizes professional education and liberal arts, both theory and practice. Focusing upon the integration of media and the arts in our information society, as well as upon the impact of technology on our culture and the media, the curriculum is designed to assist the student major in becoming more future-oriented while developing a sound foundation in the arts and the humanities.

Preamble

The role of the faculty in conducting this mission is to provide a diversity of expertise and interests which cross traditional media lines, resulting in ongoing discussion and experimentation while integrating the traditional audio, film, and video production modes. Theory and aesthetics are taught as an integral part of the development of communication and production skills.

This document is intended to apprise candidates for retention, tenure, and promotion of what is expected of them in the areas of teaching effectiveness, scholarly and creativity activity, and university and community service. It is also intended to provide guidelines to the Department Retention, Tenure, and Promotion Committee, whose membership changes annually, of the criteria for determining a colleague's contribution to the department, the College of the Arts, the University, and the discipline. It is designed as a supplement to the University and College of the Arts Retention, Tenure, and Promotion documents.

Degree requirements for probationary appointment

A person shall hold a terminal degree or equivalent professional experience with national or international recognition in broadcasting, film, mass communication, media arts, or a related discipline at the time of appointment to a tenure-track position in the Film and Electronic Arts Department. A terminal degree is defined as the doctorate or a Master of Fine Arts.

Responsibilities of the candidate

The candidate shall have seven days for the right of response/rebuttal to the evaluations/recommendations at all levels of review. The candidate has the right to meet with the department committee at the beginning and the end of this review to discuss the file and/or the committees' recommendation.

The candidate's file should include the following:

1. The Professional Data Sheet (PDS). This document must clearly delineate materials chronologically since the last evaluation/review for retention, tenure, or promotion. The PDS must show the years when all degrees were granted, the year of appointment to a tenure-track position at CSULB, and effective dates of any promotion or PSSI increments.
2. Each of the three areas of professional review--Teaching, Scholarly and Creative Activities, and Professional Service--must include a narrative describing the candidate's achievements and their relevance to the review process. The candidate is responsible in the narrative to guide the RTP committee at all levels of review in understanding the significance of all achievements.
3. Copies of course syllabi for all courses taught. Syllabi should include goals/objectives for the class, the semester schedule, assignments, and grading policies consistent with university practice. Tests and other methods of assessment including evaluation criteria, as well as other course materials listed in the PDS should be included.
4. Summary of student evaluations of all courses taught since the last review, or first semester of teaching in the case of probationary faculty.
5. Candidate should include a narrative explaining how weaknesses/deficiencies noted in prior evaluations/reviews have been addressed.
6. Videotapes, programs, books, articles, appropriate documentation of scholarly and creative activities, and copies of all scholarly research listed in the PDS should be included. This includes works-in-progress, etc.
7. Copies of any other evidence that the candidate deems appropriate and wishes to be considered for evaluation.

Responsibilities of the FEA Department

The FEA Department is responsible for articulating and making available to the candidate in writing, its mission relative to faculty expectations and application of evaluation criteria and standards. The FEA Department is responsible for maintaining the open file as specified in the Memorandum of Understanding and for forwarding its contents to the department committee, as well as a copy of its contents to the candidate.

1. The department chair shall be the primary source of information regarding procedures and deadlines. The chair must also provide guidance to the candidate over time as to whether his/her performance is consistent with department expectations. The chair must initiate collegial discussions with the candidate regarding overall career development and provide professional mentoring as appropriate. Chairs must communicate department, college, and university policies to the candidate. They have the option of writing an

independent evaluation of the RTP candidate (see Memorandum of Understanding) unless they serve as a member of the review committee.

2. The department RTP committee shall normally consist of three (and shall not exceed five) full-time, tenured faculty members of rank higher than the candidate, duly elected by the department faculty.
3. Department RTP committee responsibilities shall include making an initial recommendation to the college and university regarding retention, tenure, and promotion. The committee shall be responsible for peer evaluation of classroom teaching: for the purpose of retention, tenure, or promotion, each candidate shall have a minimum of two classroom visits from at least two members of the department RTP committee. Visits will be scheduled in consultation with the candidate. Evaluation of a candidate's scholarly and creative work is based upon a thorough examination of that person's RTP file at the time that the candidate applies for retention, tenure, and/or promotion.

Criteria and evaluation

The criteria for evaluation of Teaching Effectiveness, Scholarly and Creative Activities, and Professional Service are divided into two categories:

1. Essential criteria describe the minimum standards (nature and level of performance) required of all faculty in the FEA Department.
2. Enhancing criteria establish a standard by which faculty, following diverse career paths are evaluated beyond essential criteria.

I. TEACHING EFFECTIVENESS

Essential Criteria

1. Teaching effectiveness will be evaluated by peer review in four areas:
 - a. Method and course preparation
 - b. Peer evaluation of classroom performance and effectiveness
 - c. Student response to instruction as evidenced on student evaluations and other forms of response, such as letters and other written commentary.
 - d. Ongoing professional development as a teacher which includes professional development in the discipline.
2. Student evaluations

Student evaluation scores should approximate those of the department means and be compared with similar courses when possible. The department committee shall assess the significance of scores on student evaluations in terms of improving/maintaining student learning, the extent of the teaching assignment (new preparations, number of sections, total sections, total number of students enrolled in each section). The candidate's cumulative teaching experience and improvement shall also be considered.
3. Ongoing professional development as a teacher

The candidate must show in a narrative evidence of thoughtful, deliberate efforts to improve and maintain student learning, including a pattern of successful teaching. Peer and self-assessment of mode and method of teaching may also serve as evidence.

4. Ongoing professional development in the discipline.

The candidate must show in a narrative evidence of the incorporation of scholarly and/or creative activities into the classroom and/or course materials, interaction with colleagues within the professional fields related to our discipline.

Enhancing Criteria

The candidate should demonstrate teaching effectiveness beyond the Essential Criteria which may include the following:

1. Innovative approaches to teaching or exemplary methods of fostering student learning in the classroom setting.
2. Activities outside the classroom such as academic advising, recruitment tours, field trips, field work, student mentoring, thesis supervision, advising student organizations.
3. Development of new curricula, instructional programs/materials, electronic media and software, new advising materials or programs.

II. SCHOLARLY AND CREATIVE ACTIVITY

A candidate shall submit a narrative which describes the objectives and progress of scholarly research and/or creative activity, as well as the degree of student involvement, and the candidate's degree of participation in any joint activities. Evaluations of the candidate's scholarly and/or creative activities may be solicited from scholars, artists, or experts outside the University in accordance with provisions of the University Policy for External Evaluators (PS86-07).

Types of scholarly and creative activities that the FEA Department considers either essential criteria or enhancing criteria for retention, tenure, and/or promotion appear below. Activities listed reflect typical scholarly and creative endeavors that are considered when assessing a film or electronic media faculty colleague's creative works and/or scholarship, and are not all inclusive or mutually exclusive. Other kinds of unlisted activities may be considered as enhancing at the Department Retention, Tenure, and Promotion Committee's discretion.

Essential Criteria

Faculty are required to maintain professional currency by being engaged in an ongoing program of scholarship and/or creative activity in the discipline. All faculty are required to produce scholarly and/or creative achievements which contribute to the advancement of the discipline (or interdisciplinary studies) as recognized by professional peer review.

Essential criteria for scholarly activity include achievements that generally are subjected to professional peer review and include, but are not limited to: 1) self-published texts (including screenplays); 2) instructional materials; 3) non-juried or non-refereed publications and presentations; 4) scholarly articles completed but not published; 5) proposals for external funding; 6) post-doctoral study; 7) participation as a panelist at professional meetings; 8) professional service to boards of organizations where selected for one's expertise.

Essential criteria for creative activity include achievements that generally are subjected to professional peer review and include, but are not limited to: 1) audio, video, film or multi-media productions produced, directed, or written by the candidate, that are works-in progress and have not been completed or submitted for critical review; 2) award consideration at national film/video festivals; 3) scripts (*Because of the demand and financial constraints of the profession, unpublished scripts will be considered.); 4) funding proposals for creative projects; 5) productions where the candidate can document a lesser role (e.g., associate producer, researcher, editor, moderator, camera operator); 6) non-juried professional presentations.

Enhancing Criteria

In addition to fulfilling essential criteria, candidates may further enhance their scholarly and creative achievement record with examples of substantial peer reviewed and recognized professional activities and products and must have authored, minimally, an article, screenplay, and/or creative project (film/video) that fits the criteria listed under the enhancing category for scholarly and creative activities.

Enhancing criteria for scholarly activity include, but are not limited to: 1) publication of articles, critical reviews, essays in juried publications; 2) publication of scholarly books or textbooks; 3) publication of computer software related to the discipline; 4) funded proposals; 5) fellowships; 6) scholarship awards; 7) presentation of juried papers at international/national/regional professional conferences; 8) editing a book; 9) editing or serving on the editorial board of a scholarly journal; 10) evaluation of manuscripts submitted for publication by others; 11) adjudication of works submitted for award consideration at national or international film conferences.

Enhancing criteria for creative include, but are not limited to: 1) audio, film, video or multi-media productions produced, directed, or written by the candidate that have been aired or screened at the international or national level; 2) scripts or treatments that have been optioned or, reprinted in a screenwriting journal, selected for a staged presentation, obtained for a writer literary representation at a recognized talent and literary agency, favorable coverage from a major studio or literary agency, reviewed at a national film/video conference, won awards and/or recognition at a film/video festival; 3) externally funded creative projects; 4) critical external reviews of productions that are published in scholarly, professional, and trade journals; 5) juried or invited presentations.

III. UNIVERSITY AND COMMUNITY SERVICE CRITERIA

Essential Criteria

All faculty are expected to participate regularly and actively in the collegial process of faculty governance, as well as in appropriate professional organizations and/or activities.

Enhancing Criteria

Service achievements with active involvement on committees at all levels of the university and the university system, with emphasis upon the departmental and school levels for assistant and associate professors. Quality of service is the primary consideration. Authorship of documents, reports, and other materials pertinent to the university, college, or department missions or procedures may comprise a service contribution. Sponsoring student groups and participating in educational equity programs are also service contributions.

Community service must be clearly related to the academic discipline of the faculty member and includes participation in professional organizations and in professionally related activities, at the local, state, national, and/or international levels; discipline-oriented activities such as workshops, speeches, media interviews, articles, and/or editorials, performances, and displays; consultantships (paid or unpaid) to public schools, local government and community service organizations. Such consultantships shall be evaluated on the basis of their contributions to the mission of the university and the department.

Amending this policy

This policy may be amended by a favorable vote of a majority of the Film and Electronic Arts Department tenured and probationary faculty voting by secret mail ballot. It must also be approved by the Dean.

Micheal Pounds, Chair, FEA

Wade Hobgood, Dean, COTA

Date Approved by Faculty _____

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