

RETENTION TENURE AND PROMOTION DOCUMENT
DEPARTMENT OF CHEMISTRY AND BIOCHEMISTRY
CALIFORNIA STATE UNIVERSITY, LONG BEACH, CALIFORNIA, 90840

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I. INTRODUCTION

The Department of Chemistry and Biochemistry establishes the following criteria and procedures to be used for retention, granting of tenure and promotion of its faculty. These are presented for the guidance of the Faculty Candidate, the Department Chair and the Department RTP Committee. Should any part of this document be in conflict with documents and/or policies of higher level bodies, then the parts in conflict are null and void, and those of higher level bodies will prevail.

II. RESPONSIBILITIES AND PROCEDURES

A. The Candidate

The candidate has the primary responsibility for collecting and presenting evidence of accomplishments to the Department RTP Committee by the published deadline in the form of an RTP file prepared according to the format distributed to the candidate early in the Fall semester of the evaluations year. The candidate must submit a resume of accomplishments in the areas listed in this document under Criteria and Evaluation, supplementary material documenting the accomplishments, and a narrative describing the accomplishments. The candidate may arrange for the submission of additional letters of recommendation to the RTP Committee by the deadline. The candidate should carefully review the CNSM RTP Document, section II.A, concerning his/her responsibilities in the RTP process.

B. The Department Chair

The Department Chair shall be responsible for informing new faculty members of the standards of performance expected by the Department and of the procedures to be followed in evaluating performance. The Department Chair will distribute copies of the Department, the College and the University RTP policies to new faculty at the time of hiring. At least once a year the Department Chair shall meet with each probationary faculty member and those faculty being considered for promotion for a discussion on performance. The Department Chair shall follow the general guidelines in the University document "Policy on Retention, Tenure and Promotion II. Responsibilities." The Department Chair should carefully review the CNSM RTP Document, section II. B. 2, concerning his/her responsibilities in the RTP process.

C. The Department RTP Committee

The Department of Chemistry and Biochemistry RTP Committee will follow the general guidelines in the University document "Policy on Retention, Tenure, and Promotion II. Responsibilities." The specific procedures that will be used by the Department RTP Committee in following these guidelines are outlined below.

1. Membership

The Department of Chemistry and Biochemistry RTP Committee shall consist of five members elected by secret ballot from among the department faculty holding the rank of Professor. The five members shall serve staggered terms of two academic years. The departmental election

shall be held as early as is feasible during the Fall semester each year. If an elected member resigns or otherwise cannot complete the term of service for which he/she was elected, the Department will elect a replacement from a minimum of two nominees to serve the rest of the unexpired term. The Department Chairperson may meet with the Department RTP Committee and will have all privileges of a Committee member except the right to vote.

2. Procedures

Each year during the candidate's probationary term and during the semester that a candidate is being reviewed for a tenure and/or promotion decision the Department RTP Committee will send at least two members for classroom visits for the purpose of peer teaching evaluation. Each committee member must make at least two classroom visits. The procedures described in the College RTP Document section III.A.1.d.v. shall be followed. Written comments from the two RTP Committee members will be placed in the candidate's file. The Department RTP Committee shall also solicit written comments on the candidate's teaching performance from faculty colleagues not serving on the RTP Committee and students. Any such comments received will also be placed in the candidate's file.

The Department RTP Committee may request additional information to assist in its evaluation as specified in the University Document "Policy on Retention, Tenure, and Promotion II.B.3c."

III. CRITERIA AND EVALUATION

A. Criteria and Evaluation for RTP

1. Instruction and Instructionally Related Activities

- a. Evaluation: The assessment of teaching effectiveness will be based on peer evaluation. This will include an assessment of the significance of scores on student evaluations, written reports of observations of the candidate's teaching during the probationary period by members of the RTP Committee, evaluation of the course materials submitted by the candidate, evaluation of the narrative provided by the candidate, written comments submitted by faculty, and an assessment of written comments submitted by students. The Committee will solicit written comments from students and faculty in the Department, especially from faculty in the same area of chemistry as the candidate. If advising is part of the candidate's workload, solicitations of written comments should specifically request information on advising effectiveness.
- b. Essential Criteria: For promotion to Associate Professor, teaching must be satisfactory and must demonstrate a potential for excellence. For promotion to Professor, teaching must be excellent. Teaching as the principal instructor for lecture or laboratory classes will be the most important activity considered in assessment of teaching, but supervision of laboratory sections of courses taught by others, mentoring research students, and, when it is part of the candidate's workload, advising shall also be considered.

(1) Pedagogical Approach and Method: The scholarly rigor of the courses taught should be comparable to the same courses or comparable courses taught by other tenured/tenure-track faculty. Each course should prepare the students for further courses for which the course in question is a prerequisite. The material presented should be appropriately chosen and up-to-date. Course materials should be appropriately chosen, clear, and of value in facilitating

learning. Course policies and grading practices should be clearly conveyed to students, and the results of grading practices should be reasonably consistent with department norms for the same or comparable courses.

(2) Student Response to Instruction: Student ratings of instruction, as well as other student input to the RTP Committee, should reflect a favorable student perception of the instructor's conveyance of knowledge, effort, availability, organization, and attention to student needs. The significance of scores on student evaluations will be analyzed critically by the RTP Committee. This critical analysis will include a comparison of the candidate's scores with those for the same or comparable courses.

(3) Ongoing Professional Development as a Teacher: The candidate must show evidence of thoughtful, deliberate effort to produce continuous improvement in teaching effectiveness. This pattern of change should be described in a narrative, as described in the University Policy on Retention, Tenure, and Promotion, III.A.1a (3).

(4) Ongoing Professional Development in the Discipline: The candidate must have kept abreast of developments in the discipline, by activities such as those described in the University Policy on Retention, Tenure, and Promotion, III.A.1a.(4). Relevant activities should be described in a narrative and documented when possible.

(5) Effectiveness in advising: If advising is part of the candidate's workload, evidence should be presented that this is being done in a manner which effectively helps students in planning their programs and making progress toward a degree. Advising activities should be described in a narrative and documented when possible.

c. Enhancing Criteria: Enhancing criteria include development of new curricula, development of innovative course materials or teaching approaches, publications or presentations at professional meetings regarding such innovations, publication of a textbook, conducting assessment of one's instructional effectiveness in order to improve instruction, supervision of student research, support of student organizations, recruitment and retention activities or other activities which lead to an enhancement of teaching effectiveness and student success.

2. Scholarly and Creative Activities

The Department believes that scholarly activity of faculty is an essential part of our educational program. All of our graduate students must be involved in research projects supervised by faculty in order to complete a thesis. Additionally, involvement in research supervised by faculty is an important part of the training of many of our undergraduates. Furthermore, the expertise in current chemistry and biochemistry acquired by active participation in research is important for effective teaching, especially at the graduate and advanced undergraduate level. We therefore expect our faculty to conduct scholarly research on an ongoing basis, and we require all candidates for tenure or promotion to have a record of publication which provides evidence of the quality and value of their scholarly activity.

For tenure, for promotion to Associate Professor, and for promotion to Professor by a candidate hired as an Associate Professor, the candidate's performance since hiring at CSULB will be evaluated. For promotion to Professor of a candidate hired as an Assistant Professor, the candidate's performance since promotion to Associate Professor will be evaluated.

a. Evaluation: Evaluation of the candidate's scholarly and creative work will be based on an examination of copies of all published papers and abstracts produced during the period of evaluation; a narrative submitted by the candidate describing the overall goals and progress of the scholarly research, the nature of student involvement, and the candidate's professional development; and on written comments submitted by the faculty. The narrative should identify the specific extent of the candidate's participation in any jointly authored activities. Evaluations of the candidate's scholarly activities may be solicited from scientists outside the University, especially if there are no faculty in the department qualified to provide knowledgeable evaluation of the work. Such an action will be taken in consultation with the candidate, consistent with the University Procedure for External Evaluators.

b. Tenure and Associate Professor: The Department specifically requires that for a candidate to be considered eligible for promotion to associate professor, the candidate must present evidence of continuing scholarship according to the essential criteria stated below. Also listed below are the enhancing criteria for the category of Scholarly and Creative Activities:

Essential Criteria: There must be clear evidence of on going research conducted to a substantial degree at CSULB, in which the candidate has a major responsibility; there must be at least one article accepted for publication in a refereed journal resulting from this ongoing research. The candidate must have made efforts to involve students in the ongoing research. The candidate must have applied for external funds to support the ongoing research.

Enhancing Criteria: Additional publications in refereed journals, publication of a book in the candidate's field of specialty, mentoring a masters student to thesis, supervision of research students, grant or contract support; presentations at professional meetings, seminars, service as a reviewer for publications or grants, software or electronically published documents.

c. Professor: To be considered for promotion from associate professor to professor, the candidate must present evidence of continuing scholarship according to the essential criteria stated below. Also listed below are enhancing criteria for the category of Scholarly and Creative Activities.

Essential Criteria: There must be clear evidence of ongoing research, conducted to a substantial degree at CSULB, in which the candidate has a major responsibility; there must be at least one article accepted for publication in a refereed journal resulting from this ongoing research. There must be at least one additional article accepted for publication in a refereed journal reporting research in which the candidate had a major role, or publication of a monograph in the candidate's field of specialty. The candidate must have made efforts to involve students in the ongoing research. The candidate must have applied for external funds to support the ongoing research.

Enhancing Criteria: Additional publications in refereed journals, publication of a book, mentoring a masters student to thesis, supervision of research students, grant or contract support, presentations at professional meetings, seminars, service as a reviewer for publications or grants, software or electronically published documents.

3. Professional Service

Professional Service may be contributed to the University, the community and the discipline, but the service must involve the academic expertise of the faculty member in order to be considered in evaluation of the candidate.

a. Essential Criteria: All faculty members are expected to participate actively in the processes of faculty governance.

b. Enhancing Criteria: Faculty members may enhance their service achievements with active involvement on committees at all levels of the University and University system. The quality of that service is the primary consideration. Examples of service contributions include authorship of documents, reports and other materials pertinent to the University, college, or department missions or procedures. Sponsoring student groups and participating in educational equity programs are also service contributions.

In addition to campus governance activities, faculty members may participate in community service to professional organizations and in professionally related activities at local, state, national, and/or international levels through such discipline-oriented activities as committees, workshops, speeches, and media interviews. Service to the community may also include consultantships to schools, local governments, and community service organizations. Service shall be evaluated on the basis of contributions to the mission of the University and particularly to the Department. It will be the burden of the candidate to demonstrate the value of these contributions to the educational activities of the Department by a detailed description of the nature of the activity in the form of a narrative, by letters from representatives of the other parties in the consultancies, and by other relevant documentation.

B. Criteria and Evaluation for Periodic Evaluation of Tenured Faculty

Candidates for post-tenure review should see section III.B of the CNSM RTP Document for policies and procedures on this process.

IV. RETENTION, TENURE, LEVELS OF APPOINTMENT, AND PROMOTION

- A. Retention is awarded to probationary faculty upon the completion of a performance review. The successful candidate will have performed satisfactorily in each area to be evaluated, although consideration will be given to the limited opportunities new appointees have for professional service. Probationary faculty should show evidence of a strong commitment to teaching and instructionally related activities and to a program of scholarly and creative activities. Probationary faculty should present evidence that they have begun work towards fulfilling essential criteria in all three areas of evaluations. Subsequent retention decisions will be contingent on progress presented and demonstrated in all three areas: instruction and instructionally related activities, scholarly and creative activities and professional service.
- B. Tenure represents the University's long-term commitment to a faculty member and is only granted when there is strong evidence that the individual has the potential to continue to make increasingly distinguished contributions to the University and its instructional program, as well as to the academic community. Tenure is awarded to a probationary faculty member who has met the essential criteria in instruction and instructionally related activities, scholarly and creative activities and professional service. In addition, they shall have demonstrated fulfillment of some of the 'enhancing criteria' described in Section III.A.
- C. Early Tenure and/or Promotion are granted only in exceptional circumstances and for compelling reasons.

1. Early Tenure: To receive a favorable recommendation for early tenure, a candidate must achieve a record of accomplishment which meets the essential criteria at a superior level in all three areas of review at an early point in time. In addition, the candidate must present a record of significant enhancing achievements. The length of a candidate's record must be sufficient to provide confidence that the pattern of achievement will continue.

3. Early Promotion: To receive a favorable recommendation for early promotion, a candidate must achieve a record of accomplishment which meets the essential criteria at a superior level in all three areas of review at an early point in time. In addition, the candidate must present a record of significant enhancing achievements. The length of the candidate's record must be sufficient to provide confidence that the pattern of achievement will continue.

- D. Assistant Professor: The appointee ordinarily shall hold the doctorate or recognized terminal degree in the field of specialization. The appointee should also show potential for effective teaching, scholarly and creative activities, and professional service, as defined in section IV.A above and consistent with the mission of the department, college and University.
- E. Associate Professor: In addition to having the qualifications of an Assistant Professor, the candidate ordinarily shall have had successful experience in teaching and scholarly/creative activities. Meeting essential criteria is necessary, though not sufficient, for promotion or appointment to the rank of Associate Professor. In addition to meeting the essential criteria, there should be evidence of progressive professional development in the areas of instruction and instructionally related activities, scholarly and creative activities, and professional service, and demonstrated fulfillment of some of the enhancing criteria as defined in Section III.A above.
- F. Professor: In addition to having the qualifications of an Associate Professor, there shall be substantiation of continued effectiveness and professional growth in instruction and instructionally related activities and evidence of relevant and effective professional service. The candidate ordinarily shall have established a record of sustained scholarly or creative activity, reflecting intellectual and professional growth and demonstrating fulfillment of some of the enhancing criteria, as described in Section III.A.