

**POLICY FOR RETENTION, TENURE, AND PROMOTION  
DEPARTMENT OF LINGUISTICS  
CALIFORNIA STATE UNIVERSITY, LONG BEACH**

**I. PREAMBLE**

**A. Mission Statement**

The mission of the Department of Linguistics at CSULB is provide students the opportunity to learn about the nature and role of human language and to gain specialized skills in areas dealing with language. Department courses and programs are designed to function at several levels: to introduce undergraduates to basic and applied work in linguistics as part of their general education, to provide more specialized undergraduate experiences through the major and minor, and to provides several options for post-baccalaureate work. Post-BA degrees include the Certificate in Teaching English as a Second Language and four options in the MA in Linguistics: General Linguistics, Language and Culture, Teaching English as a Second Language, and a Special Option.

An especially strong feature of our program is that students obtain both a solid grounding in the analytical and research tools in linguistics as well as direct work in applied linguistics, appropriate to their level. Thus we believe that our students have the potential to become leaders in their chosen areas of application, able to provide original analyses and to test hypotheses about how languages are acquired and used in various settings.

Faculty in the Department of Linguistics are thus expected to be able to contribute in both general and specialized areas of teaching and to find an appropriate balance between basic and applied work in their courses.

The goal of the RTP process is to ensure that each member of the department helps maintain an intellectually stimulating and challenging environment for students. The goal of this document is to make clear the expectations of the department.

**B. Joint Appointments**

The Linguistics Department recognizes both the importance to the university of having joint appointments when appropriate and also the inherent difficulties those appointments pose. At the beginning of the RTP process, candidates with joint appointments, the RTP Committee, and the department chair should review the Memorandum of Understanding concerning the nature of the joint appointment.

The RTP process should ensure that candidates with joint appointments are evaluated thoroughly and treated fairly. All information in this document applies to faculty appointed jointly. In addition, members of the Linguistics Department who serve as members of joint committees have the responsibility to see that the expectations for the candidate across two fields are commensurate with what would be expected within one department. The department also recognizes that it is sometimes especially difficulty to evaluate work that crosses boundaries, in teaching, in scholarship, and in service. Members of the RTP committee have the responsibility to ensure that interdisciplinary work is given appropriate evaluation and appropriate credit.

## **II. RESPONSIBILITIES**

### **A. Preparation of materials to be evaluated**

Candidates are responsible for preparing folders that present evidence of their accomplishments in each of the areas to be evaluated. This responsibility includes attending, when possible, workshops provided by the university and/or college designed to inform candidates about the RTP process and about the university's expectations.

The department is responsible, via the department chair and the RTP committee, for making clear the expectations of the department with regard to (i) the department's standards in each area of evaluation and (ii) the type of materials expected as evidence.

Candidates are always encouraged to provide any evidence that they find valuable in representing their accomplishments. However, they should be aware that the department encourages selectivity and economy in presentation. Candidate should focus on the work and evidence that best portrays their accomplishments in each area and should briefly explain the significance of this work. This is seen as preferable to listing or including material that is of varying significance and which is not explained or given context.

### **B. Creation of Department Committee**

The voting membership of the Linguistics Department RTP Committee shall consist of three members elected by secret ballot. Members must be tenured and must have a rank higher than all candidates to be considered. They may not be candidates for promotion themselves. If an insufficient number of candidates from among department members are not available, members will be recruited from outside the department, in accordance with the college policy.

The committee shall select its representatives to serve on RTP committees for joint appointments. When possible, members whose areas of expertise are most relevant to the candidate will be chosen.

### **C. Activities of Department Committee**

Members of the committee will independently review all areas of the candidates' folders. The committee will not discuss the substance of the file until all members have reviewed it. The committee will meet as many times as needed in order to discuss and agree on the overall evaluation and recommendation to be made.

If the committee finds it needs additional information from the candidate in order to evaluate the file as submitted, the committee chair should seek such clarification in writing, and the candidate should reply in writing. Such communication should be shared with all members of the committee.

All discussion of the committee should be held in confidence.

## **III. CRITERIA**

### **A. Instruction and instructionally related activities**

Instruction in the Linguistics department includes a variety of activities both in and out of the classroom. The exact nature of these depends on the terms of the faculty member's teaching assignments and on the field of expertise. These ordinarily include classroom teaching at undergraduate and/or graduate levels, participation in general advising of students, participation in the planning and evaluation of comprehensive examinations, and participation on thesis committees.

In terms of specific criteria, faculty are referred to the RTP document of the College of Liberal Arts, with the exception noted below.

In the Department of Linguistics, one component of peer review is participation in classroom visits from members of the department RTP committee. Each candidate shall receive a visit from two different committee members. The visits will be arranged by mutual consent between the candidate and the committee members.

## **B. Scholarly Activities**

The Department of Linguistics expects faculty to develop and maintain an ongoing program of scholarship that makes contributions to their field. We include theoretical analysis, basic research, and applied research as equally valued contributions. We also encourage scholarship regarding pedagogy itself, scholarship that crosses disciplinary boundaries, and scholarship that involves students as collaborators. To receive weight in the RTP process, the products of such scholarship should be presented in a professional forum and reviewed by peers in the field.

Tenure and promotion require that the faculty member demonstrate a successful and ongoing research program relevant to the candidate's appointment. The major evidence for this is publication in peer-reviewed books and journals.

In terms of specific criteria, faculty are referred to the RTP document of the College of Liberal Arts.

## **C. Professional Service**

All faculty are expected to participate in departmental governance appropriate to their level and the terms of their appointment. Faculty are encouraged to contribute to the college and university through faculty committees and councils, appropriate to their level, their interests, and the terms of their appointment. Faculty are also encouraged to contribute to the wider community in ways appropriate to their areas of expertise. Faculty are not necessarily expected to contribute in all areas and in equal quantities but rather to find a way to contribute most effectively.

Approved by department Dec 1, 2000