

## Policy on Retention, Tenure, and Promotion

Department of Psychology  
California State University, Long Beach

### **I. PREAMBLE**

The mission of the Department of Psychology is to provide excellent instruction in a discipline central to understanding, human behavior, one's self, and others. The faculty bring current theories and knowledge to the classroom and create opportunities for students to participate in active and ongoing scholarship. The faculty provide instruction at the undergraduate level to prepare students for careers and for graduate study and offer general education courses for breadth of knowledge and develop students' skills in such areas as critical thinking, oral and written communication, proposal writing, data analysis, research methods, statistics, computers, problem-solving, and interpersonal relations. The faculty provide graduate professional training and pre-doctoral preparation. The faculty engage in thoughtful deliberate efforts to advance knowledge in their discipline and to produce continuous improvement in their teaching effectiveness. Faculty engage in professional service to advance the aims of the discipline, department, college, and university.

The purpose of the Psychology Department RTP policy is to maintain the quality of performance of the Psychology faculty at a high level and to encourage improvement. By setting Department standards, evaluating faculty members against these standards, and informing them of their evaluation, the Department expects that each faculty member will realize the high promise that is characteristic of faculty members hired into the Psychology Department.

### **II. RESPONSIBILITIES**

- A. The candidate has the primary responsibility for collecting and presenting the evidence of accomplishments to the Department. However, candidates should make every effort to seek guidance on the RTP process so that they understand the criteria and standards.
- B. The Department is responsible for determining and articulating the criteria and standards applied throughout the RTP process. The Department is responsible for advising and supporting candidates in their efforts to develop as teachers, scholars, and members of the University community. The Department is responsible for maintaining the open file as specified in the Memorandum of Understanding, and for forwarding its contents to the Department Committee, and a copy of its contents to the candidate.
- C. The Department of RTP Committee has the primary responsibility for evaluating the work of the candidates in all areas and makes the initial recommendation to the University regarding retention, tenure, and promotion. The Department Committee is responsible for communicating the professional standards and practices of Psychology to other levels of review.

1. **Formation of Department Committee** – The voting membership of the Department RTP Committee will consist of two five-member committees which may have overlapping members. Each committee will be made up of five elected members. The committee considering promotion to professor and retention or tenure of associate professors and professors shall be restricted to tenured faculty with the rank of professor. The committee considering promotion to associate professor shall be restricted to tenured faculty with the rank of at least associate professor who are themselves not eligible for consideration in the RTP process. If it is not possible to obtain five-member committees of Department faculty, the committee shall consist of at least three members.
2. **Election procedures** – Except for faculty with more than 6 units of release time and the department chair, all eligible faculty are candidates for RTP committees with the restriction that a faculty member who serves one year may choose to not be on the ballot the next year.
3. **Voting Procedure** – Election of each committee shall be by majority vote of eligible faculty members (full-time tenure-track appointments with at least one semester's service). The election procedure will be as follows: On all ballots all nominees shall be listed in random order. There will be two parts on all ballots. On the first part, voters will vote for all those nominees that they accept for membership on the committee. On the second part, voters will vote for those five that they would most prefer. Of those nominees receiving a vote of acceptance on 50% or more of the ballots cast, the five receiving the greatest number of votes on the second part of the ballot shall be elected. If a vacancy occurs prior to the commencement of the RTP process, the person receiving the next highest numbers of votes shall serve as a replacement.

### III. CRITERIA

- A. **Instruction and Instructional Related Activities and Professional Service** – The Department accepts the College standards for the evaluation of Instructional and Instructionally Related Activities and Professional Service, except in the area of classroom visitation. Because we in the Psychology Department question the reliability, validity, and value of classroom visits as a peer review technique for assessing teaching effectiveness in the RTP process, these visits are optional at the request of the candidate.
- B. **Scholarly Activities**
  1. **Essential Criteria** – Faculty are expected to remain engaged in an ongoing program of scholarship that demonstrates intellectual and professional growth in the discipline over time. All faculty are expected to produce scholarly achievements which contribute to the knowledge-base of the discipline, which are disseminated to appropriate audiences, receiving favorable review from professional peers prior to or subsequent to dissemination. Peer-reviewed articles in professional journals, scholarly books, and monographs are the acceptable kinds of scholarly activities for meeting the essential criteria.
  2. **Enhancing Criteria** – Faculty may enhance their scholarly achievement with substantial records of peer reviewed professional activities and products. Such activities and products may include books, articles in professional journals, scholarly presentations, and software. Editorial assignments with recognized professional publications, appointments to selection panels for grants, fellowships, contracts, awards, and conference panels also are enhancing.