

DEPARTMENT OF BIOLOGICAL SCIENCES

Policy on Retention, Tenure, and Promotion ('RTP') 3 August 2005 (Approved 11/3/05, Office of Academic Affairs)

I. Introduction

- A. The Department of Biological Sciences acknowledges its commitment to an instructional program of the highest quality in keeping with the mission of the Department as stated below. We believe that strong academic programs are enhanced by a faculty active in scholarly activity and service. Therefore, the Department of Biological Sciences establishes these criteria and procedures to be used for retention, granting of tenure, and promotion of its faculty (RTP). These are presented for the guidance of the Faculty Candidate, the Department Chair, and the Department RTP Committee. The Department policy follows the *University Policy on Retention, Tenure, and Promotion* (PS96-12, herein referred to as *CSULB 96-12*) and the *College of Natural Sciences and Mathematics Policy on Retention, Tenure, Promotion and Post-Tenure Review* (herein referred to as *CNSM RTP/PTR*), except where noted below. Should any part of the present document be in conflict with documents and/or policies of higher administrative bodies, or with the Collective Bargaining Agreement, then the parts of this document in conflict are null and void, and those of higher administrative bodies or the Collective Bargaining Agreement prevail.
- B. **Organization, terminology, and interpretation:** For ease of reference, this document follows the structure of CNSM RTP/PTR and does not repeat applicable statements found there. For the most part, only criteria that specifically apply to this Department and are *not* found in CNSM RTP/PTR and excursions from CNSM RTP/PTR are presented here. Unless otherwise noted, specific terms that apply to the RTP/PTR processes are interpreted here as defined in CNSM RTP/PTR.

II. Responsibilities and Procedures

A. The Department Chair

The Department Chair shall ordinarily write an independent recommendation for each candidate being reviewed. Independence of this recommendation implies that the Chair shall not meet with the Department RTP Committee or have access to its recommendation prior to writing the Chair's recommendation. However, the Committee shall provide the Chair with its reports of classroom visitations and with its summary table of candidates' teaching evaluations and course grade data.

- B. **The Department RTP Committee.** The Department of Biological Sciences RTP Committee shall follow the general guidelines in CSULB 96-12 and CNSM RPT/PTR. Additional specific procedures are outlined below.

1. **Committee election and composition** are as specified in the Department of Biological Sciences By-Laws.

2. Committee Procedures

- a. One or more members of the Department RTP Committee shall meet with the candidate, as early in the Fall semester of service as feasible, to review
- (1) appropriate memoranda from the Office of the Associate Vice President for Academic Affairs, Academic Personnel concerning the current RTP review, including eligibility lists, time lines at all levels of review that apply to the candidate, etc.;
 - (2) available RTP workshops presented by the Office of the Associate Vice President for Academic Affairs, Academic Personnel; the College, the Department, the Center for Faculty Development; California Faculty Association; and any other appropriate organizations;
 - (3) the candidate's right of rebuttal to RTP recommendations at all levels;

- 54 (4)the open period for receipt by the Committee of statements from students, colleagues, and
55 others concerning the candidate's performance;
56 (5)the candidate's applicable period of RTP review;
57 (6)submission of materials into the candidate's file after the open period;
58 (7)classroom visitations to be conducted by the RTP committee;
59 (8)the submission and assessment of teaching evaluations and summaries;
60 (9)the compilation and assembly of the candidate's RTP file;
61 (10) options of early tenure and early promotion;
62 (11) any questions the candidate may have concerning applicable RTP policies and procedures.
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64 C. **The Candidate** has the final responsibility for insuring that the Working RTP Personnel Action File
65 is complete and contains the materials specified in CNSM RTP/PTR, even though some of the
66 materials are supplied to the file by the Departmental RTP Committee.
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68 III. Criteria and Evaluation

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70 1. **Instruction and Instructionally Related Activities.** Essential and Enhancing Criteria and
71 Evaluation are as stated in CSULB 96-12 and CNSM RTP/PTR.
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73 a. **Peer teaching evaluations for Periodic Mini-Evaluations.** As part of the Periodic Mini-
74 evaluation review process, two members of the Department RTP Committee will conduct a peer
75 teaching evaluation (total of two evaluations) during the “open period” coinciding with the
76 semesters under review. The candidates should be informed that the visits will occur during the
77 review period, but the visits should otherwise be unannounced. The written reviews should
78 conform to those normally submitted as part of the RTP process as outlined in section III. 1. A. d.
79 v. of the College of Natural Sciences and Mathematics RTP document of 30 June 1997.
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82 2. **Scholarly and Creative Activities.** The Department believes that scholarly activity of faculty is
83 an essential part of our educational program. All of our graduate students must be involved in
84 research projects supervised by faculty in order to complete a thesis. Additionally, involvement in
85 research supervised by faculty is an important part of the training of many of our undergraduates.
86 Expertise in current Biological Sciences acquired by active participation in research is important
87 for effective teaching, especially at the graduate and advanced undergraduate level. We therefore
88 expect our faculty to conduct scholarly research on an ongoing basis; we require all candidates
89 for tenure or promotion to have a record of publication, meeting presentations, and grant proposal
90 submission or external funding that provides evidence of the quality and value of their scholarly
91 activity.
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93 a. **Essential criteria for scholarly and creative activities**

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95 (1)For tenure and for promotion to Associate Professor, the Department specifically requires -- in
96 addition to the criteria given in CNSM RTP/PTR -- evidence of continuing scholarship in
97 accordance with the following essential criteria. In all cases, the *quality* of the contribution
98 shall be considered primary.
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- 100 (a) There must be clear evidence of ongoing research, conducted to a substantial degree at
101 CSULB, in which the candidate has a major responsibility;
102 (b) there must be at least one research paper from the ongoing research published or in press in a
103 refereed journal at the time the candidate's file is submitted for departmental review
104 (*effective fall 2007*);
105 (b) the candidate must have involved CSULB students directly in the ongoing research;
106 (c) the candidate must have consistently applied as Principal Investigator (PI) for appropriate

- 107 external and, if available, internal funds to support the ongoing research. If the candidate is
108 also listed as Co-PI on a research grant proposal, the candidate must explain in the narrative
109 the nature of the candidate's contribution to the research and to the preparation of the
110 proposal;
111 (d) the candidate must indicate the relevance of the research to the missions of the Department,
112 College, and University.
113
114 (2) For promotion from Associate Professor to Professor, the candidate must meet the criteria
115 listed above in III.2.a and, in addition, there must be at least two research papers accepted for
116 publication in refereed journals since promotion to Associate Professor, resulting from the
117 ongoing research.
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119 **b. Enhancing Criteria:** Enhancing criteria include but are not limited to
120 (a) additional publications in refereed journals;
121 (b) presentation(s) at professional meetings;
122 (c) review papers;
123 (d) publication of a book or chapter in the candidate's field of specialty;
124 (e) mentoring of a master's student during work on the thesis;
125 (f) supervision of undergraduate and graduate research students;
126 (g) internal or external grant or contract support;
127 (h) invited seminars;
128 (i) service as a reviewer for publications, grants, software or electronically published
129 documents.
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131 **c. Evaluation** of scholarly and creative activity will be based on a critical examination of the
132 appropriate materials in the candidate's RTP file.
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134 **3. Professional Service.** Essential and Enhancing Criteria and Evaluation are as stated in CSULB
135 96-12 and CNSM RTP/PTR.
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138 **IV. Retention, tenure, and levels of appointment and promotion** These are as defined
139 in CSULB 96-12 and CNSM RTP/PTR, with the indicated exceptions.
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- 141 A. Assistant Professor: The appointee shall hold a Ph.D.
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143 B. Associate Professor: The candidate shall have demonstrated successful experience in teaching and
144 scholarly/creative activities. In addition to meeting the essential criteria, there should be
145 demonstrated fulfillment of some enhancing criteria in at least two of the three areas of review.
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147 C. Professor: The candidate shall have established a record of sustained scholarly or creative activity,
148 reflecting intellectual and professional growth. The candidate shall demonstrate fulfillment of
149 several enhancing criteria in at least two of the three areas of review.
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151 **V. Amendments**

- 152 A. Amendments to this document may be proposed in writing to the Department by any three full-time,
153 tenure-track faculty members of the Department.
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155 B. Proposed amendments shall be brought before the faculty for discussion and potential action in
156 accordance with the Department By-Laws. Action on the proposed amendments shall require a
157 secret ballot in accordance with the Department By-Laws. Passage of amendments shall require a
158 two-thirds majority of those eligible to vote.
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