

POLICY ON RETENTION, TENURE, AND PROMOTION

Department of Geography California State University, Long Beach

I. Preamble

The purpose of this document is to define Department standards for successful retention, tenure, and promotion (RTP) of its faculty. Its goal is to encourage, guide, and assist faculty in ongoing professional efforts to develop as excellent teachers, productive scholars, and involved members of the University community. The standards articulated herein, established within the context of the Department's mission, augment requirements detailed in the University and College of Liberal Arts RTP documents.

The mission of the Department is to foster, promote, and disseminate geographical knowledge and methodology – in all its various systematic, regional, and technical branches – through quality undergraduate and graduate instruction; scholarly contributions; and active service to the University, profession, and community. This mission includes efforts to provide relevant training for geographically-related careers in the contemporary marketplace, to support the various College and Department studies and certificate programs, and to raise the overall level of geographical and environmental awareness across the University and community. Relative to faculty contributions, while the Department seeks a balance between three major areas of evaluation, the highest priority is given to quality instruction, followed by scholarship, and then service responsibilities.

II. Responsibilities

The Department recognizes various levels of responsibility within the RTP process.

- (1) The Department will assign all new faculty members a Faculty Mentor who may be the Chair of the Department. The Faculty Mentor will provide, in a timely fashion (i.e., the first year), examples of appropriate documentation for future review. The Department must also articulate, and make available to the Candidate in writing, its mission relative to faculty expectations as well as the application of evaluation criteria and standards. In addition, the Department shall provide clear guidelines to service responsibilities appropriate to rank and experience. Finally the Department will elect an RTP Committee. It will consist of three full-time, tenured faculty members of a rank higher than the Candidate.
- (2) The Candidate is held responsible for the collection and timely presentation of appropriate evidence of teaching, scholarly, and service accomplishments relative to the stated University, College, and Department evaluation criteria and standards. Candidates are encouraged to seek the advice of their assigned Faculty Mentor and guidance of the Department Chair and other colleagues regarding the RTP process, and the application criteria and standards. The Candidate is responsible for creating a Narrative and Professional Data Sheet documenting Teaching, Scholarly and Creative Activity, and Service accomplishments (see the University Website at

<http://www.csulb.edu/divisions/aa/personnel/evaluations/rtp/index.html> for explicit details on these documents).

III. Criteria and Evaluation

The Department follows University policy in distinguishing between Essential Criteria and Enhancing Criteria for both Tenure Applications and Promotion to Associate or Full Professor. Essential Criteria describe the nature and level of performance required of all faculty candidates. Enhancing Criteria establish standards by which the Candidate may qualify and be evaluated in aspects that exceed the Essential Criteria.

A. Instruction and Instructionally Related Activities

Essential Criteria

Candidates are expected to engage in ongoing development of their pedagogical approaches and methods to enhance student learning. Evaluation of the faculty member is based on the following:

- (1) Pedagogical Approach and Method. Candidates are expected to develop instruction that is appropriate to the course taught, and materials should be up-to-date and consistent with the current Standard Course Outline. Course requirements should be clearly stated, including the semester schedule, assignments, and grading policies. Grading practices should generally conform to those of University norms. Candidates should provide grading policies and distributions, methods of student assessment, and illustrate how grades reflect work done by students.
- (2) Student Response to Instruction. Student evaluation scores should conform to Department and College means and should reflect the effective presentation of subject matter, accessibility, organizational strengths, and instructor effectiveness. The RTP Committee for the Department must also evaluate the written remarks on the student evaluation forms.
- (3) Peer Classroom Evaluation. The Department does not make classroom visits mandatory, therefore no documentation from the Candidate is required. Candidates may request a classroom visit and evaluation by a member of the RTP committee.
- (4) Ongoing Professional Development as a Teacher. Candidates must document efforts to improve teaching and effectiveness, which could include ongoing discussions with colleagues, classroom visits, consultation on course development, as well as participation in CSULB Center for Faculty Development or other teaching seminars and workshops.
- (5) Ongoing Professional Development in the Discipline. Candidates must document efforts at keeping abreast of discipline development should include participation in discipline conferences, interaction with colleagues in the field, and other related activities.

Enhancing Criteria

Candidates are encouraged to present evidence of teaching effectiveness that goes beyond the Essential Criteria. These may include:

- (1) innovative approaches to teaching or fostering student learning;
- (2) development of new curriculum and instructional materials;
- (3) activities outside the classroom, such as field trips;
- (4) student mentoring;
- (5) collaborative research with students;
- (6) master's thesis supervision and reading of student theses;
- (7) development and supervision of internships;
- (8) support of student organizations;
- (9) and, student recruitment.

B. Scholarly and Creative Activities

Essential Criteria

Candidates are expected to maintain a continuing program of scholarship or creative activity that demonstrates, by favorable review of peers, intellectual and professional growth. This is accomplished through meeting the following standards:

- (1) a minimum of either (a) three peer reviewed articles^{*} in academic journals and/or chapters in edited books in academic or other quality presses[†] (b) a single-authored monograph in an academic or other quality press OR (c) a single-authored academic textbook and at least one peer-reviewed article[‡];
- (2) a minimum of three presentations of research findings at meetings or conventions of professional geography and related organizations;
- (3) AND, engage in more than one of the following activities: participation in academic seminars and institutes; application for externally-funded research grants and fellowships; submit proposals for University competitions such as SCAC, Mini-Grant, and/or Summer Stipends; applied professional activities within the discipline; publication of reviewed software and electronic documents; publication of book reviews and/or invited review essays in academic journals; and consulting work of a clear and documentable academic nature.

^{*} It is the responsibility of the Candidate to clarify his or her role in the writing of an article or book chapter if that item has more than one author. This might include securing letters from co-authors, editors, etc.

[†] It is the responsibility of the Department RTP Committee to evaluate the quality of the journal and academic or other presses. It is the responsibility of the Candidate to provide the RTP Committee with a narrative or measure of quality as well (i.e., it is the responsibility of the candidate to offer explanation as to why certain publication sources might have been chosen if this does not appear obvious).

[‡] Multiple authored monographs or textbooks require additional documentation clarifying the role of the Candidate in authoring these texts. Also, the RTP Committee may demand a higher number of peer-reviewed articles depending on the role of the Candidate in multiple authored monographs or textbooks.

Enhancing Criteria

Scholarly and creative achievement may be enhanced by substantial records of peer reviewed professional activities and products. Emphasis is placed on the quality of research and its contribution to the discipline. The following qualify as enhancing criteria:

- (1) publication of more than (a) three peer reviewed articles in academic journals and/or chapters in edited books in academic or other quality presses, (b) a single-authored monograph in an academic or other quality press, OR (c) a single-authored academic textbook;
- (2) multiple publication of book reviews and/or book review essays in academic journals;
- (3) publication of other non-refereed essays, such as invited commentaries or introductions to special issues of academic journals or edited books;
- (4) publication of peer reviewed conference proceedings;
- (5) publication of single-authored articles or lead-authored articles when those standards apply;
- (6) documentation of more than three presentations of research findings at meetings or conventions of professional geography and related organizations;
- (7) documentation of invited panels or presentations;
- (8) award of research grants, fellowships, SCAC awards, Mini-Grants, and/or Summer Stipends;
- (9) multiple publications of reviewed software and electronic documents;
- (10) and, membership on editorial review boards of scholarly journals as well as editorship of scholarly journals or books.

C. Professional Service

Professional Service includes service to the Department, College, and University Committees; service to professional geographic organizations; and service to the community.

Essential Criteria

- (1) Department Service. Candidates are expected to participate in Department governance by regularly attending Department meetings and by active service on Department committees.
- (2) College and University Service. Candidates are expected to participate in College and University governance by service on College-wide and University-wide committees at a level that is appropriate to their rank (probationary faculty are not required to serve at the University level; while tenured faculty are expected to serve at the College and/or University level).
- (3) Discipline-Based Service. Candidates must demonstrate regular membership, attendance, and participation, in either local, state, regional, national, or international professional geographic organizations. Candidates can also

demonstrate service through the review of manuscripts for journals or academic presses, and participation in discipline-based committees.

Enhancing Criteria

- (1) Department Service. Candidates may enhance their Department service by taking on activities that are generally considered beyond their rank (i.e., taking the lead on the reorganization of Departmental curriculum for a probationary faculty member OR heading an RTP Committee at the associate rank, etc).
- (2) College and University Service. Candidates may enhance their service record through contributions to the intellectual and scholarly life of the College and University community through the chairing of College and/or University Committees, participation in ad-hoc university organizations and evaluation programs, and through development of and participation inter-disciplinary educational program development, for example.
- (3) Discipline-Based Service. Candidates may enhance their record of service in this area through editorship on journals, chairing committees or specialty groups in disciplinary organizations.
- (4) Community Service. Candidates may enhance their record through service to the community, such as, but not limited to, volunteer work, public lectures to community groups and schools, committee service, and the like. Service to community organizations must clearly be consistent with the mission of the University and the Department.