CALIFORNIA STATE UNIVERSITY, LONG BEACH
REAPPOINTMENT, TENURE AND PROMOTION (RTP)
POLICY
DEPARTMENT OF ANTHROPOLOGY
COLLEGE OF LIBERAL ARTS

I. PREAMBLE

A. Introduction

CSULB is a teaching-intensive, research-driven university that emphasizes student engagement, scholarly and creative achievement, civic participation, and global perspectives. The College of Liberal Arts Reappointment, Tenure, and Promotion (RTP) Policy for California State University, Long Beach establishes the criteria by which the work of probationary and tenured faculty shall be evaluated within this context. The College expects all probationary and tenured faculty to demonstrate a sustained, high-quality record in: (1) instruction and instructionally-related activities; (2) research, scholarly, and creative activities (RSCA); and (3) service contributions.

The Department of Anthropology defers to the College of Liberal Arts policy with the following additional disciplinary specifications (the relevant CLA RTP policy section numbers are referred to in brackets below). The purpose of this departmental policy, then, is to guide candidates in meeting the University and College expectations by clarifying their meaning in the specific disciplinary and departmental context of Anthropology on this campus. Candidates are advised to consult the CLA policy, the University RTP policy, and this policy, and to align their files and narratives with the policy expectations, while consulting the language below for Departmental and disciplinary guidance on these specific items.

B. Joint Appointments [section 3.2 in the CLA RTP policy]

The Anthropology Department recognizes the importance to the university of having joint appointments. The Anthropology Department will follow current Academic Senate policy regarding joint appointments. The department recognizes and values interdisciplinary work conducted by joint appointees.

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The Anthropology Department RTP 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.

II. RESPONSIBILITIES IN THE RTP PROCESS [3.0 in the CLA RTP policy]

The candidate and committee are responsible for meeting deadlines.

A. The Candidate [3.1 in the CLA RTP policy]: Preparation of materials to be evaluated.

Candidates are responsible for preparing files that present evidence of their accomplishments in each of the areas to be evaluated. The candidate is responsible for collecting, assembling, and presenting the required evidence [3.1.2 in the CLA RTP policy] necessary for evaluation according to the criteria and standards established in this document, the College of Liberal Arts RTP document, and the University RTP document. Candidates are always encouraged to provide allowable evidence that they find valuable in representing their accomplishments within the guidelines of the CLA RTP document. Candidates should focus on the work and evidence that best demonstrates their accomplishments in each area.

It is the candidate's responsibility to situate their research within the discipline in terms of peer review, juried, refereed processes, publication/exhibition venues, funding (if applicable), importance of their work to the field, and levels of productivity relative to expectations within one's area(s) of specialization. The candidate is responsible for contextualizing her/his role in the research and/or creative activity in terms of how it is situated within the discipline's frameworks, methods, and publication practices in terms of expectations of numbers of peer-reviewed products, authorship, publication venue, and other relevant factors.

To guide the candidate in representing RSCA and meeting university, college and department expectations toward reappointment, tenure and promotion, the following should be clearly addressed in the candidate's narrative and/or professional data sheet:

a. Candidates must describe their area(s) of expertise and disciplinary frameworks in anthropology discussing it within the context of their RSCA production; AND,

b. Candidates must describe the type of research they conduct in terms of methods and research practices (i.e., ethnographic, laboratory, visual, etc.); AND,

c. Candidates must describe the peer-review process and publication practices in terms of peer-reviewed products, publication venues and other relevant factors as needed to situate their RSCA within their area(s) of expertise; AND,

d. Candidates must clarify their role in co- and/or multi-authored products indicating their research, writing, and/or production roles and responsibilities in RSCA peer-reviewed products as anthropologists.

B. The Department Committee [3.4 and 7.3 in the CLA RTP policy]

The department RTP Committee is established according to College and University guidelines.

If the committee finds it needs additional information [see sections 3.1.2 and 7.3 in the CLA RTP policy] from the candidate in order to evaluate the file as submitted, the committee chair shall seek such clarification in writing, and the candidate shall provide the information in a timely manner. Such communication shall be shared with all members of the committee.

III. Criteria

The following details departmental requirements that add specificity to areas of evaluation outlined by the College RTP document. The following provides clarification to Section 2.0 on the College RTP Policy in the areas of [2.1] Instruction and Instructionally-Related Activity; [2.2] Research, Scholarly and Creative Activity; and [2.3] Service.

A. Instruction and Instructionally-Related Activities. [Section 2.1 in the CLA policy]

No candidate in the Department of Anthropology should be recommended for reappointment who is not an effective teacher. No candidate should be recommended for tenure or for promotion to Associate Professor who does

118   not have a sustained record of high-quality teaching at CSULB. No candidate
119   should be recommended for promotion to Professor who has not shown
120   continued effectiveness in instruction and instructionally related activities.
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123   **A.1. Assessment of Student Learning Outcomes. [2.1.3.2. in the CLA RTP policy]**
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125   Grading practices should follow guidelines presented in current Academic
126   Senate policy.
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128   **A.2. Peer classroom evaluation. [2.1.4. in the CLA RTP policy]**
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130   The department does not make classroom visitation mandatory. Candidates
131   may document efforts either in the narrative or the PDS to improve or
132   maintain teaching effectiveness which may include documented classroom
133   visits, consultation on course development as well as participation in the
134   CSULB Faculty Center for Professional Development or other teaching
135   seminars and workshops, or other relevant professional development
136   activities.
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138   **A.3. Evaluation of Student Response to Instruction. [2.1.7.1. in the CLA policy]**
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140   The department recognizes there may an occasional anomalous score when
141   compared to department and college evaluation score means, especially
142   when teaching a new course. Anomalies should be addressed by the
143   candidate in the narrative.
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145   The department shall evaluate the standardized teaching evaluations
146   within the context of (1) the candidate's narrative; (2) the candidate's PDS;
147   (3) the type and level of course (i.e., undergraduate, graduate, or mixed);
148   (4) class size relative to type and level of course.
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150   **A.4. The following activities may also be considered as evidence of a candidate's**
151   **contribution, engagement, and effectiveness in the area of instruction and**
152   **instructionally related activities [2.1.2 in the CLA RTP policy]:**
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154   4.1. Mentoring and Supervising of Students may include any of the
155   following, but is not limited to:
156   a. internships,
157   b. chairing theses and theses committee membership,

158   c. paper jointly authored with students
159   d. joint-presentation of work with students at conferences,
160   e. assisting students with preparation of conference papers,
161   f. activities outside of the classroom, such as field trips.
162 4.2. Development of New Curriculum and Instructional Materials
163   widely adopted for use in classrooms;
164 4.3. Adoption of the candidate's scholarly output by other faculty in
165   courses;
166 4.4. Publication of textbooks and workbooks that are widely adopted;
167 4.5. Innovative approaches to teaching with demonstrated effectiveness
168   for students in the classroom.
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170 **B. Research, Scholarly and Creative Activity (RSCA) – RSCA Requirements**
171 **and Specifications in the Department of Anthropology [2.2 in the CLA RTP**
172 **policy]:**
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174 **B.1. Anthropology Department RSCA Minimum Requirements**
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176 The Department of Anthropology expects candidates to develop and
177 maintain a continuing program of research, scholarship, and/or creative
178 activity that demonstrates intellectual and professional growth appropriate
179 to their area(s) of specialization. The expectation for 3rd year
180 reappointment review is that the candidate will have at least one peer-
181 reviewed product. The expectation for tenure and promotion (to Associate
182 Professor), and for promotion to full professor (beyond tenure and
183 promotion to Associate Professor), is that candidates will have a minimum
184 of three peer-reviewed products (as outlined below) during the period of
185 review, in which the candidate made substantial contributions, including
186 one of which must be primary-authored.
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188 The Anthropology candidate for tenure and promotion [see 5.3 in the CLA
189 RTP policy], and for promotion to full professor [see 5.4 in the CLA RTP
190 policy], in each period of review shall have produced one peer-reviewed
191 journal publication in which the candidate is primary author and at least
192 two of the following (from the list below):
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194   a.   a peer-reviewed article in an academic journal;
195   b.   a peer-reviewed chapter in an edited book in an academic
196   press;

197   c. a refereed monograph in an academic press (counts for three
198   peer-reviewed products from this a-f list; however, note line
199   664 in the CLA RTP document);
200   d. an academic textbook;
201   e. a successfully juried multimedia or film product equivalent to a
202   publication in which the candidate took a leading role (rather
203   than conference presentation, according to the standards in the
204   field;
205   f. a successful externally funded peer-reviewed fiscal award (i.e.,
206   grant, contract, fellowship, or other academic fiscal award).
207   The candidate's role in the fiscal award must be as the
208   designer, writer, P-I or Co- P-I of the award.
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B.2. Co- and Multi-Authorship [1.2.2.1.d.iii in the CLA RTP policy]

In the case of co- and multi-authorship, the candidate shall provide a clear description and supporting evidence of the distribution of work by different authors, including themselves. Co- and multi-authorship in some cases involves substantial or even equivalent contributions from all authors.

B.3. Diversity of RSCA

The Department of Anthropology recognizes the diversity of Research, Scholarly and Creative Activities (RSCA) produced by anthropologists varies depending on a multitude of factors, including the candidate's area(s) of expertise, the discipline's frameworks, methods, and publication practices. Given the diversity, it recognizes that within the field of anthropology there are various types of:

       a. peer-reviewed products (for example, journal articles, book
          chapters, monographs/books, film),
       b. multimedia websites, electronic text, funded grant applications,
       c. research paradigms and methods (for example, individually
          produced ethnographic research, archival research, film-
          making, laboratory collaborations),
       d. practices in terms of normative numbers of products,
       e. authorship, whether single, and/or co-authored, and/or multi-
          authored products. The term "authorship" includes a range of
          scholarly and creative activities.

B.4. Contextualizing RSCA within the Anthropology Department

It is the responsibility of the candidate to provide the RTP Committee with a narrative or measure of quality of all materials listed as part of ɑ above (*i.e.,* it is the responsibility of the candidate to offer explanation as to why certain unusual publication outlets, academic products, or granting organizations might have been chosen. This can be done in the candidate's narrative or the PDS.) The candidate should consult with his or her department chair and/or faculty mentor about whether a given outlet is unusual enough to warrant comment in the narrative and/or PDS. It is the responsibility of the candidate to clarify his or her role in the writing of an article, book chapter, or grant if that item has more than one author or investigator. Documentation may include securing letters from co-authors/investigators or editors or other appropriate evidence. If the department RTP committee does not have enough information to judge the Candidate's role in co- and/or multi-authored work, they can request the Candidate to secure additional documentation.

Among the status of the peer-reviewed products, "in press", "forthcoming", and "accepted" may be counted as effective "publications" [see sections 2.2.4 and 2.2.5 in the CLA RTP Policy]. A status of "conditionally accepted" may be counted with additional information that shows clearly that the product has been accepted for publication and is in the "forthcoming" and/or "in press" and/or "accepted" status as outlined in the CLA RTP policy.

IV. SERVICE [2.3 in the CLA RTP policy]

The Anthropology Department expects candidates to follow the minimum requirements as laid out in the CLA RTP policy with respect to service requirements.

V. CHANGES AND AMENDMENTS TO THE <u>DEPARTMENT</u> RTP POLICY [8.0 in the CLA RTP policy]

The following provides clarification to Section 8.0 on the College of Liberal Arts RTP Policy in the area of changes and amendments to this policy.

274   Changes and amendments can only be proposed at a scheduled
275   Anthropology faculty meetings when placed on the agenda provided one
276   week prior to the regularly scheduled meeting. Changes and amendment
277   wording to appear on the ballot must be voted on and receive majority vote
278   at a scheduled faculty meeting. Voting on any amendments to this policy
279   shall be by secret ballot, allowing one week for the vote to occur. To
280   become effective, all proposed amendments shall require approval by two-
281   thirds of the ballots cast by eligible voters, receive subsequent approval by
282   the Faculty Council, the Dean of the College of Liberal Arts, and the Provost.
283   Eligible voters are tenured and probationary faculty in the Department of
284   Anthropology.
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286   The approved amendment(s) shall go into effect at the beginning of the
287   following academic year.
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