

1 CALIFORNIA STATE UNIVERSITY, LONG BEACH  
2 REAPPOINTMENT, TENURE AND PROMOTION (RTP)  
3 POLICY  
4 DEPARTMENT OF ANTHROPOLOGY  
5 COLLEGE OF LIBERAL ARTS  
6

7 **I. PREAMBLE**

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9 **A. Introduction**

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

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

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

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35 The Anthropology Department recognizes the importance to the university  
36 of having joint appointments. The Anthropology Department will follow  
37 current Academic Senate policy regarding joint appointments. The  
38 department recognizes and values interdisciplinary work conducted by  
39 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:

- 79 a. Candidates must describe their area(s) of expertise and  
80 disciplinary frameworks in anthropology discussing it within the  
81 context of their RSCA production; AND,  
82 b. Candidates must describe the type of research they conduct in  
83 terms of methods and research practices (i.e., ethnographic,  
84 laboratory, visual, etc.); AND,  
85 c. Candidates must describe the peer-review process and publication  
86 practices in terms of peer-reviewed products, publication venues  
87 and other relevant factors as needed to situate their RSCA within  
88 their area(s) of expertise; AND,  
89 d. Candidates must clarify their role in co- and/or multi-authored  
90 products indicating their research, writing, and/or production  
91 roles and responsibilities in RSCA peer-reviewed products as  
92 anthropologists.

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

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

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

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104 **III. Criteria**

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106 The following details departmental requirements that add specificity to  
107 areas of evaluation outlined by the College RTP document. The following  
108 provides clarification to Section 2.0 on the College RTP Policy in the areas of  
109 [2.1] Instruction and Instructionally-Related Activity; [2.2] Research,  
110 Scholarly and Creative Activity; and [2.3] Service.

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

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115 No candidate in the Department of Anthropology should be recommended  
116 for reappointment who is not an effective teacher. No candidate should be  
117 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 3<sup>rd</sup> 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.

187

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.  
209

210 **B.2. Co- and Multi-Authorship [1.2.2.1.d.iii in the CLA RTP policy]**  
211

212 In the case of co- and multi-authorship, the candidate shall provide a clear  
213 description and supporting evidence of the distribution of work by different  
214 authors, including themselves. Co- and multi-authorship in some cases  
215 involves substantial or even equivalent contributions from all authors.  
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217 **B.3. Diversity of RSCA**  
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219 The Department of Anthropology recognizes the diversity of Research,  
220 Scholarly and Creative Activities (RSCA) produced by anthropologists  
221 varies depending on a multitude of factors, including the candidate's area(s)  
222 of expertise, the discipline's frameworks, methods, and publication  
223 practices. Given the diversity, it recognizes that within the field of  
224 anthropology there are various types of:  
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- 226 a. peer-reviewed products (for example, journal articles, book  
227 chapters, monographs/books, film),  
228 b. multimedia websites, electronic text, funded grant applications,  
229 c. research paradigms and methods (for example, individually  
230 produced ethnographic research, archival research, film-  
231 making, laboratory collaborations),  
232 d. practices in terms of normative numbers of products,  
233 e. authorship, whether single, and/or co-authored, and/or multi-  
234 authored products. The term "authorship" includes a range of  
235 scholarly and creative activities.

236 **B.4. Contextualizing RSCA within the Anthropology Department**

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

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254 Among the status of the peer-reviewed products, “in press”, “forthcoming”,  
255 and “accepted” may be counted as effective “publications” [see sections  
256 2.2.4 and 2.2.5 in the CLA RTP Policy]. A status of “conditionally accepted”  
257 may be counted with additional information that shows clearly that the  
258 product has been accepted for publication and is in the “forthcoming”  
259 and/or “in press” and/or “accepted” status as outlined in the CLA RTP  
260 policy.

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262 **IV. SERVICE [2.3 in the CLA RTP policy]**

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

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268 **V. CHANGES AND AMENDMENTS TO THE DEPARTMENT RTP POLICY**  
269 **[8.0 in the CLA RTP policy]**

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

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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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