

California State University, Long Beach

DEPARTMENTAL RETENTION, TENURE AND/OR PROMOTION  
EVALUATION AND RECOMMENDATION FORM

ACADEMIC YEAR \_\_\_\_\_

COLLEGE OF HEALTH & HUMAN SERVICES

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**(Candidate's Name)**

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**(Department)**

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College of Health and Human Services

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Consideration for (check appropriate designation):

**Retention**     **Tenure**     **Promotion**

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**Department Retention, Tenure and/or Promotion  
Evaluation and Recommendation Form**  
College of Health and Human Services  
(Use additional sheets as appropriate)

The DEPARTMENT RTP COMMITTEE (not the faculty member) should present here and on the following pages a clear and succinct summary of the major activities and achievements of the faculty member, which are deemed of major importance by the Department. For retention, tenure, or initial promotion, include activities since the beginning of the probationary period (including prior service credit.) For subsequent candidates for promotion, include activities since the last promotion at CSULB. The amount of space provided for each item is not necessarily indicative of the expected length of the comments/evaluations to be provided.

**I. NATURE OF ACADEMIC ASSIGNMENT:**

Indicate courses taught and areas of special competence (INCLUDE DESCRIPTION OF NATURE AND SCOPE OF OTHER ASSIGNMENTS DURING THE PERIOD UNDER REVIEW, AS APPLICABLE).

**II. INSTRUCTION AND INSTRUCTIONALLY RELATED ACTIVITIES**

**A. ESSENTIAL CRITERIA**

Department RTP Committee Peer Evaluation of Effectiveness in Instruction and Instructionally Related Activities (Evaluate the candidate's effectiveness in terms of the four dimensions indicated below. PLEASE DESCRIBE THE BASIS FOR THIS EVALUATION (e.g., evidence considered, methods of evaluation).

1. Pedagogical Approach and Method (Include evaluation of such indicators as quality of course materials and methods and appropriateness to courses taught, standards and criteria for grading, etc. Include summary of RESULTS OF PEER EVALUATION OF TEACHING, if available.)

- (a) Grading Practices: Summarize the candidate's grading practices in comparison with those of the department by recording class and department GPA's (at the same level) in the following table, and by commenting here on any unusual distribution of grades by the candidate.





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B. OTHER ESSENTIAL CRITERIA AS ESTABLISHED BY DEPARTMENT.

III. SCHOLARLY AND CREATIVE ACTIVITIES

EVALUATE ONLY THOSE ACTIVITIES SINCE BEGINNING OF PROBATIONARY PERIOD OR SINCE DATE OF LAST PROMOTION. (For promotion consideration, no material prior to the date of last promotion is to be included in the file for evaluation.) ACTIVITIES ARE TO BE EVALUATED RATHER THAN JUST LISTED. Copies or abstracts of all materials cited are to be included in the candidate's RTP file.

A. ESSENTIAL CRITERIA (Evaluate evidence of candidate's engagement in an ongoing program of scholarship or creative activity that demonstrates intellectual and professional growth, including DISCUSSION OF WORK IN PROGRESS, as applicable.) Evaluation should reflect judgments regarding the quality and significance of candidates' activities.

B. OTHER ESSENTIAL CRITERIA AS ESTABLISHED BY THE DEPARTMENT.

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- C. ENHANCING CRITERIA (Evaluate evidence that the candidate has been engaged in activities that are considered by the department to be enhancing criteria in the area of Scholarly and Creative Activities.)

IV. PROFESSIONAL SERVICE

A. ESSENTIAL CRITERIA

1. Evaluation of Collegial Participation and/or Leadership in Department, College, and/or University Service (Include evaluation of evidence indicating the quality of such service, as provided by the candidate.)
  
  
  
  
  
  
  
  
  
  
2. Evaluation of Community Service: (Include evaluation of evidence indicating the quality of such service, as provided by the candidate.)
  
  
  
  
  
  
  
  
  
  
3. Evaluation of Professional Service (Include evaluation of evidence indicating the quality of such service, as provided by the candidate.)

B. OTHER ESSENTIAL CRITERIA AS ESTABLISHED BY THE DEPARTMENT.



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- V. EVALUATE ONLY THOSE ACTIVITIES SINCE BEGINNING OF PROBATIONARY PERIOD OR SINCE DATE OF LAST PROMOTION. **FOR RETENTION, TENURE, OR INITIAL PROMOTION, INCLUDE ACTIVITIES SINCE THE BEGINNING OF THE PROBATIONARY PERIOD (INCLUDING PRIOR SERVICE CREDIT.) FOR SUBSEQUENT CANDIDATES FOR PROMOTION, INCLUDE ACTIVITIES SINCE THE LAST PROMOTION AT CSULB** (For promotion consideration, no material prior to the date of last promotion is to be included in the file for evaluation.) **ACTIVITIES ARE TO BE EVALUATED RATHER THAN JUST LISTED.** Copies or abstracts of ***all*** materials cited are to be included in the candidate's RTP file.

