

California State University, Long Beach

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

ACADEMIC YEAR _____

COLLEGE OF NATURAL SCIENCES AND MATHEMATICS

Candidate's Name

Department

Consideration for (check appropriate designation):

____Retention ____Tenure ____Promotion

Candidate's Name

SIGNATURE OF CANDIDATE acknowledging the reading of the recommendations of the Department RTP Committee and the completeness of the file:

I have read the Department summary and evaluation, the Chair's recommendation (if any), and the accompanying dossier and to the best of my knowledge the file is complete and includes supportive documentation as cited by the RTP Committee. My signature indicates neither agreement nor disagreement with the statements made.

Signature of Candidate

Date

SIGNATURE OF CANDIDATE acknowledging the reading of minority reports, if any:

I have read the minority report(s). My signature indicates neither agreement nor disagreement with the statements made.

Signature of Candidate

Date

CNSM RTP Form

Candidate's Name

A. Essential Criteria for Instruction and Instructionally Related Activities: Evaluate the Candidate's effectiveness in terms of the dimensions indicated below. *Include the evidence considered and methods of evaluation.*

1. Pedagogical approach and methods. Include in your statement evaluation of such indicators as quality of course materials and methods, and their appropriateness to courses taught. Include a summary of results of the peer evaluation by members of the RTP Committee of the candidate's teaching.

2. Standards and criteria for grading. From the Table above, summarize the candidate's grading practices in comparison with those of the department. Comment on any unusual distribution of grades by the candidate.

3. Student Response to Instruction

- a. Analysis of Student Evaluation Data. The candidate's means on questions other than #8 as they relate to instructional effectiveness may be considered.

b. Other Student Input

4. **Ongoing Professional Development as a Teacher.** Include evaluation of evidence of candidate's efforts to improve instructional effectiveness or to maintain excellence in instructional effectiveness.

5. **Ongoing Professional Development in the Discipline.** Include evaluation of evidence of candidate's efforts to keep abreast of the discipline or, if appropriate, interdisciplinary developments.

B. Enhancing Criteria: Evaluation of activities that meet Enhancing Criteria in areas of Instruction and Instructionally Related Activities.

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Candidate's Name

III. SCHOLARLY AND CREATIVE ACHIEVEMENT:

*Activities are to be evaluated rather than just listed. Copies or abstracts of **all** materials cited in the comments below must be included in the candidate's RTP file. The materials to be evaluated are those since the beginning of the probationary period, or, for candidates for promotion, since the last promotion.*

A. Essential Criteria (Evaluate evidence that the candidate has been engaged in activities, during the period under examination, that are considered by the department to be in the area of Scholarly and Creative Activities)

1. Evaluation of publications, creative productions, and/or contributions in editorial and/or reviewing assignments.
2. Evaluation of other peer-reviewed activities that is evidence of scholarly/creative achievement.
3. Evaluation of applied research or professional activity that uses theory and/or knowledge of the discipline(s) to advance knowledge.

B. 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:**

Evaluation of Collegial Participation and/or Leadership in Department, College, and/or University Service (Include evaluation of evidence for the quality of such service).

A. Essential Criteria For Professional Service.

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B. Enhancing Criteria: Evaluation of activities that meet the Enhancing Criteria for Professional Service.**V. DEPARTMENT RECOMMENDATION:**

The Department Committee should state here its evaluation of the faculty member's achievements and activities since the date of appointment to probationary service or since last promotion. *The statement should **not** merely summarize the candidate's activities, but express the committee's judgment of the quality and significance of the candidate's performance and contributions in relation to the department's criteria for retention, tenure, and/or promotion, as appropriate. In so doing, the statement is likely to identify the candidate's strongest performance(s) or achievement(s) in the three major areas. A detailed justification must be given for the candidate's rankings in the three major categories.*

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 Candidate's Name

COLLEGE RANKINGS OF CANDIDATE'S PERFORMANCE: The College RTP Committee must place the candidate in one of three categories with respect to each of the three major areas of evaluation: teaching effectiveness, scholarly/creative activities, and professional service. These categories are: "Excellent," "Competent," and "Deficient." For the latter two categories, recommendations shall be made as to how the candidate may move to a higher rating. A detailed justification must be given in the College Committee's Recommendation document for each placement.

1. Teaching Effectiveness*

Excellent Competent Deficient

2. Scholarly/Creative Activities*

Excellent Competent Deficient

3. Professional Service*

Excellent Competent Deficient

[* The attached written evaluations shall justify rankings. For rankings other than "Excellent" the attached evaluations shall indicate how the candidate may improve a rating.]

COLLEGE RTP COMMITTEE RECOMMENDATION:

The College RTP Committee shall classify candidates for Retention, Tenure, or Promotion as "Recommended" or "Not Recommended." The College RTP Committee will also summarize its recommendation in a memorandum addressed to the Dean.

Committee vote date: _____

Recommended

Not Recommended

Signatures of College RTP Committee Members:

 Committee Chair's Signature

Date

 Print Name

 Committee Member's Signature

Date

 Print Name

 Committee Member's Signature

Date

 Print Name

 Committee Member's Signature

Date

 Print Name

 Committee Member's Signature

Date

 Print Name

 Committee Member's Signature

Date

 Print Name

CNSM RTP Form

Candidate's Name

V. THE COLLEGE RTP COMMITTEE'S RECOMMENDATION:

The College Committee should state its evaluation of the faculty member's achievements and activities since the date of appointment to probationary service or since last promotion. *The statement should **not** merely summarize the candidate's activities, but express the committee's judgment of the quality and significance of the candidate's performance and contributions in relation to the department's criteria for retention, tenure, and/or promotion, as appropriate. In so doing, the statement is likely to identify the candidate's strongest performance(s) or achievement(s) in the three major areas. A detailed justification must be given for the candidate's rankings in the three major categories.*

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VI. THE COLLEGE DEAN'S RECOMMENDATION:

The Dean of the College shall make a separate evaluation and recommendation for each RTP candidate. After the College RTP Committee has submitted its recommendations, the Dean may formally confer with the candidate or College RTP Committee prior to making a recommendation. The content and results of each of these conferences shall be summarized in a memorandum written by the Dean, and a copy of the memorandum shall be sent to the candidate and to all parties involved in the discussion, and shall be included in the Working RTP Personnel Action File.