



CALIFORNIA STATE UNIVERSITY, LONG BEACH

OFFICE OF ACADEMIC AFFAIRS

College of Liberal Arts
American Studies Program
REAPPOINTMENT, TENURE AND PROMOTION POLICY
Revised: 5/14/21 Effective: Fall 2021

Approved by vote of department tenured and probationary faculty, and approved by College Faculty Council:

Barbara LeMaster
Chair of the Faculty Council (print name)

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Chair of the Faculty Council (signature)

5/14/21
Date

Approved by the Dean:

David Wallace
Dean (print name)

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Dean (signature)

5/14/21
Date

Approved by the Provost:

Brian Jersky
Provost (print name)

[Handwritten signature of Brian Jersky]
Provost (signature)

05/20/2021
Date

A completed, original signature page is to be attached to a hard copy of the approved department policy and forwarded to Faculty Affairs. The approved policy is also to be sent electronically to Faculty Affairs.

American Studies Program Reappointment, Tenure, and Promotion (RTP) Policy

I. Preface

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 American Studies Program Reappointment, Tenure, and Promotion (RTP) Policy adds relevant conceptual and practical precision to the application of these three pillars with specific reference to the interdisciplinary field of American Studies.

II. Definitions

- A. This is the American Studies Program Reappointment, Tenure, and Promotion Policy, referred to as the “Program RTP Policy,” establishing criteria, standards and procedures for appointment and for performance reviews for reappointment, tenure and promotion as described in the Collective Bargaining Agreement.
- B. “College” refers to the College of Liberal Arts.
- C. RTP means Reappointment, Tenure, and Promotion.
- D. “Program” refers to the American Studies Program. As an independent program within the College of Liberal Arts the RTP Policy of the American Studies Program is not subservient to any other Department RTP Policy.
- E. “Program Director” refers to the Director of the American Studies Program (serving in all ways the role of the “Department Chair” in the University RTP Policy and the College RTP Policy).
- F. “Research and scholarly activities” (RSCA) includes activities designated in Section V.B., Research and Scholarly and Creative Activities.
- G. “Peer-reviewed” refers to a process leading to selection of experts in the discipline to evaluate the merit, importance, and originality of scholarly and creative activities. This process can be selection by editors of anonymous referees to help decide on journal publications, and selection of anonymous referees by publishers to help decide whether to publish a book, or whether to include a chapter in an edited volume.
- H. Interdisciplinary refers to a field of study that crosses traditional boundaries between academic disciplines or schools of thought.

III. Interpretation and Standards

- A. This Program RTP Policy amplifies and adds specificity to the University Policy on RTP, and the College of Liberal Arts RTP, and in some cases establishes additional standards. The University Policy, and College of Liberal Arts Policy, on RTP shall be interpreted as setting minimum standards for the College.
- B. In accordance with the above paragraph, this Program RTP Policy does not substitute for the University Policy on RTP, or the College of Liberal Arts RTP, but adds to it.
- C. The College RTP Policy shall set standards for Departments and Programs until Department and Program RTP Policies are ratified and approved as specified in Section II.B.1. of the University Policy on RTP.

IV. Responsibilities and Procedures

A. General Responsibilities

1. At all levels of review, those responsible for evaluating faculty and recommending actions shall provide a thoughtful and constructive assessment in the RTP evaluations and recommendations included in the RTP file. Each candidate shall be evaluated with clear and specific reference to RTP Policies and Procedures, and provided with acknowledgment of areas of superior performance, areas of deficiencies, and in reappointment cases, clear expectations for positive future personnel decisions. Recommendations at each level of review, and the decision, shall be supported by and include that level's written evaluation. Minority reports, if any, are allowed, and shall accompany the majority report.
2. Personnel evaluations, recommendations, and decisions shall be based solely on information in the candidate's RTP file. **New Materials** may be added but are limited to items that become available after the file was submitted. In all such cases, the College RTP Committee must approve the request. When material has been added to the file in this manner, the file shall be returned to the initial evaluation committee (the Department RTP Committee) for review, evaluation, and comment before consideration at subsequent levels of review. **Missing Materials** are those required for the evaluation, evaluators may request the missing materials be added. However, when the missing materials have been provided, the RTP file must be returned to the level at which the requisite documentation should have been provided.
3. At every level of review, evaluation and recommendations shall be forwarded within the established deadlines. Should deadlines pass without evaluation and recommendation at any level, the RTP file shall be automatically transferred to the next level of review or the appropriate administrator.

B. RTP File

The candidate is responsible for all aspects of assembling the RTP file and ensuring that it meets the requirements of RTP Policies and Procedures at each level and within the established deadlines. It is the candidate's responsibility to request assistance from the Program in interpreting RTP Policies and Procedures as necessary. It is the responsibility of the Chair or Chair designee to provide assistance in interpreting RTP Policies and Procedures as requested.

Required items in the RTP file:

1. All items delineated in Section 1.2.1 of the College RTP Policy.
2. A copy of the Program RTP Policy.
3. A Curriculum Vitae.

C. Candidate Responses and Rebuttals

As stipulated in the Collective Bargaining Agreement, the candidate shall have ten calendar days to respond to and/or rebut a review at any level.

D. Candidate Withdrawal

In cases of early decisions and in cases not involving tenure, at any time prior to a final decision the candidate may withdraw from the RTP process with written notice to all levels of review.

E. Department

1. Program Director.

In conformity with section 3.5 of the College RTP Policy, the Program Director shall provide all faculty - including newly hired faculty upon appointment - with copies of RTP Policies. At least once a year, the Program Director shall meet with each probationary faculty and candidate for tenure or promotion to provide mentoring, discuss performance and presentation of the RTP file.

2. Program RTP Committee

a. Constitution of the RTP Committee

- i. The Program's RTP Committee is made up of only tenured faculty members.
- ii. Members of the Program RTP Committee who participate in promotion decisions must have higher rank than the candidate.
- iii. Given the interdisciplinary nature of the American Studies Program, and the relatively small size of the faculty, members of the Program RTP Committees shall normally be comprised of tenured faculty members from both American Studies and other departments. The Program Director will construct the RTP committee with the particular field of enquiry of the candidate in mind, and in consultation with the candidate and other tenured members of the American Studies faculty. The Program RTP Committee will then be subject to vote by secret ballot. All tenured and tenure-track members of the program are eligible to vote. In the event the faculty does not approve the committee a new committee will be formed through the same consultative process with a new vote to follow. When considering RTP decisions for joint appointments, the Program RTP Committee shall follow the relevant Academic Senate policy on joint appointments.

b. Program RTP Committee Procedures

i. In accordance with Section II.B.1. of the University Policy on RTP, each Department and Program shall submit an RTP Policy to the College Faculty Council and College Dean for approval.

ii. As provided for in Section 2.1.4 of the CLA RTP Policy and Section V.A.2.b of the Program RTP policy, classroom visitation is optional, but may be part of an instructional improvement plan agreed upon by the candidate and the chair. If performed, the evaluation must adhere to the CBA, including compliance with the requirement that notice be given at least five (5) days before a classroom visit.

iii. The Program Director, Program RTP Committee, or Candidate can request outside review of research scholarly and creative activities. In this case the Committee shall seek outside review consistent with the current Academic Senate policy for External Evaluation.

V. Evaluation Criteria

A. Instruction and Instructionally-Related Activities

Instruction and instructional activities in American Studies are necessarily interdisciplinary. As such, courses are constructed around broad themes and faculty are expected to draw on material across disciplines to address these themes and build student analytical skills.

The American Studies Program adheres to Section 2.1 of the College RTP policy, with the following additions:

1. In addition to the items (a-h) listed in Section 2.1.2 of the College RTP Policy, the Candidate shall address: (i) cases in which student evaluations differ substantially from the candidate's typical evaluations, and (j) cases in which student evaluations exhibit standard deviations of 1.0 or higher within a single course.
2. In regard to Section 2.1.7.2 of the College RTP policy, the Program RTP Committee shall take into consideration the following, if discussed in the candidate's narrative:
 - a. Improvement in teaching.
 - b. Anomalies among student evaluations.
 - c. Significant standard deviations.
 - d. Other forms of instructional assessment employed by the candidate.
3. While evaluations represent only one measure of teaching effectiveness, the Program expects that, by the time of their final review, successful candidates for tenure, reappointment, and/or promotion will document an overall pattern of teaching effectiveness.
4. The Program in American Studies expects that the candidate's teaching record will demonstrate an ongoing commitment to the development of appropriate pedagogical skills, including continuous updating of course materials reflecting changes in the discipline and in the candidate's particular field of expertise. As candidates move through various levels of the RTP process, they should demonstrate a pattern of growth and development as teachers that can be documented by

narrative description, peer review and discussion, and the ongoing development of materials and pedagogy.

5. Candidates are expected to demonstrate currency in their fields and familiarity with major issues and arguments in American Studies. Currency should also be reflected in the content of class materials, frequent revision of syllabi, and formal or informal presentations for students and colleagues. Course materials should be appropriate to the design and level of the course and inform students of course requirements and expected learning outcomes.

B. Research, Scholarly and Creative Activities (RSCA)

The Program in American Studies has no single research model for candidates in the RTP process and encourages RTP committees to pay careful attention to the particular value of an individual candidate's work. The evaluation of research, scholarly and creative activities of an American Studies faculty member must account for the disciplinary training of the faculty member. To this end, the American Studies Program seeks to balance evaluation of manuscript publication, peer-reviewed journal publication, policy work, and field ("real world") application.

The academic press monograph is an especially significant achievement in American Studies and a good monograph published by a reputable press exceeds expectations; however, this is not the sole standard by which tenure and promotion are granted.

Peer-reviewed articles, essays in edited volumes, and the publication of textbooks, when placed in the context of the candidate's overall research agenda, are also highly valued. The peer-review process is an important standard by which our scholarship is judged; however, it is not the sole standard by which academic work in our field is evaluated. For example, editing journal "special issues," invitations to submit essays to edited volumes, or publication of lengthy "state of the field" review articles may not constitute peer-review but are nevertheless important indications of a scholar's rank in our field. In fact, the more established a scholar, the more likely it is that she/he will be invited to produce such non-peer reviewed work.

For tenure and promotion to associate professor, this generally is accomplished through meeting the following standards (1 and 2 below) during the period subject to RTP review.

1. A publication record that includes one of the following (a, b, or c):

- a. Sole or lead authorship of one (1) monograph published by a university or other quality academic press *exceeds* the standards for tenure and promotion to associate or full professor.
- b. Sole or lead author of three (3) articles in **quality** peer-reviewed academic journals and/or peer reviewed chapters in edited books published by a university or other quality academic presses.
- c. Sole or lead authorship of two (2) peer-reviewed articles in academic journals and/or peer-reviewed chapters in edited books published by a university or other quality academic press, plus significant work demonstrated through at least one (or a combination of) items 1-5 below. The following type of work can count for no more than the equivalent of one peer-reviewed journal article:
 1. Sole or lead editorship of one (1) scholarly edited volume, or "special issue," published by a university or other quality academic press.

2. Authorship of a minimum of four (4) book reviews in academic journals.
3. Authorship of a minimum of four (4) opinion and editorial pieces in major national publications or blog posts attached to them or to professional and academic organizations.
4. Authorship of a minimum of four (4) entries in academic reference works, such as the *Encyclopedia of American Studies* or *Keywords in American Studies*.
5. Creative intellectual work in American Studies, such as digital humanities scholarship, documentary films, photography exhibitions, creative writing, podcasts, websites with archival material, etc., to be evaluated on a case-by-case basis.

2. In all of the above scenarios (a, b, and c):

In at least one publication under the criteria above the candidate must demonstrate interdisciplinary scholarly work and the propensity of the RSCA effort is expected to be interdisciplinary in nature.

Candidates will present a minimum of three (3) presentations of research findings or scholarly activities at meetings or conventions of significant professional disciplinary organization or interdisciplinary organizations.

Candidates will demonstrate how at least one of their work efforts highlights an intended path of research activity after tenure and promotion. This may be accomplished through a publication of new research, presentation of new research direction or scholarly activity at a meeting or conventions of a significant professional disciplinary or interdisciplinary organization, or a successful grant.

Regarding the status of the publications, “in press,” “forthcoming,” and “accepted” are counted as effective publications.

With regard to co-authored work, candidates shall clarify in their narrative the nature and extent of their contribution to the project. They must elaborate upon the work undertaken separately from their co-author, documenting this work whenever possible. They must also elaborate upon the nature of the work undertaken jointly, explaining in simplest terms the division of labor that characterized the co-authorship. While the Program RTP Committee will evaluate the contribution of the candidate in a co-authored work on a case by case basis, in most cases where the candidate serves as lead author it will count in the same manner as a work of single authorship and in cases where the author is a second or third author it will count as half value.

Candidates for reappointment must demonstrate significant progress towards meeting the standards for tenure and promotion by, for example, including a peer reviewed article or book chapter accepted for publication.

Candidates for promotion to full professor should have made additional substantial contributions that have had a significant impact in the field beyond the contribution that earned tenure. The post-tenure body of work should be examined alongside the pre-tenure body of work to discern the candidate's career

trajectory and to evaluate whether he or she will continue to produce research at a rate and of a quality commensurate with leaders in the field.

C. Service

Because the work of American Studies takes place on campuses and in communities, the Program in American Studies considers service to the program, college, and university, as well as service to the profession and engagement with the community, to each be a significant contribution to its mission. While the manner and levels of engagement by an individual faculty member will vary, balance is prized.

The American Studies Program adheres to Section 2.3 of the College RTP policy, with the following elaboration:

In addition to the examples of service contributions listed under Section 2.3.2 of the College RTP policy, the Program adds:

1. Evidence of campus and community engagement including but not limited to: organization of pedagogical or curricular workshops; service to academic organizations, service in an advisory capacity and/or presentations to non-academic organizations; media interviews; guest lecturing; campus presentations, etc.
2. Evidence of service to the profession including but not limited to: service in editorial positions; review of personnel cases and academic programs at other universities; service as referee for academic publications; publication of book reviews and/or invited review essays in academic journals; serving as a discussant of presented conference papers; organizing sessions at conferences, and serving on boards and committees.
3. Candidates may demonstrate service through the following activities:
 - Service on assigned and elected program committees (e.g. curriculum, events, lecturer evaluation).
 - Service as an elected officer of the program.
 - Service on various college and university-wide committees.
 - Service to the community in capacities that reflect the expertise of the faculty member.
 - Authorship, or shared authorship, of major program, college, or university documents, e.g., program or policy reviews or faculty council bylaws.
 - Organizing outreach or mentoring student interns.
 - Participating in innovative, discipline-based programs in off-campus communities.

VII. Amendments

A. Amendment Proposals

Any member of the American Studies faculty can propose an amendment to this RTP document. The Chair shall call a meeting of the Faculty to discuss proposed amendments.

B. Ratification

Amendments are ratified by a majority of the ballots cast by the tenured and probationary faculty and the approval of the Faculty Council, the Dean, and the Provost.

C. Effective Date

All ratified amendments shall become effective the following academic year.