

CALIFORNIA STATE UNIVERSITY, LONG BEACH DEPARTMENT OF CHEMICAL ENGINEERING FACULTY REAPPOINTMENT, TENURE, AND PROMOTION (RTP) POLICY

PREAMBLE

This document is the Reappointment, Tenure and Promotion (RTP) policy for the Department of Chemical Engineering (CHE) at California State University, Long Beach (CSULB). This policy was written in accordance with the CSULB University RTP policy (PS 23-24) and the College of Engineering (COE) policy (approved on November 8, 2024). The latter two policies govern and supersede the CHE policy. In addition, the CHE policy is intended to be in compliance with the Unit 3 Collective Bargaining Agreement of the California Faculty Association. The CHE policy sets forth specific expectations and requirements for faculty members in the Department. The Objectives of the CHE Policy are the same as the COE RTP Policy.

1. GUIDING PRINCIPLES

The aims of the CHE RTP policy are to guide faculty members to successful career advancement, and to ensure that students obtain quality education and ample opportunities for conducting extracurricular activities, research and/or industrial projects.

2. RTP AREAS OF EVALUATION AND REVIEW

Faculty shall be evaluated in the following areas:

- Instructional activities;
- Research, scholarly, and creative activities (RSCA);
- Service.

2.1 INSTRUCTIONAL ACTIVITIES

The CHE Department recognizes that teaching students is a multifaceted endeavor that can take place inside and outside the classroom. Broadly speaking, we want students to learn the fundamentals of science and engineering as well as the latest technology. By the end of the

curriculum, students should be proficient at solving engineering and societal problems and, ideally, be dedicated to life-long learning. In addition, we strive to impart to students the “soft” skills of oral and written communication, professionalism and teamwork. It is important for students to gain hands-on experience with software, analytical instrumentation and chemical process equipment in their required laboratory courses as well as in faculty member’s research labs. We want our recent graduates to enter the workforce as effective engineers or to continue with higher education and research. In their Narrative statement, the faculty should clearly discuss their individual contributions that enhance student learning within the CHE curriculum.

Section 2.1 of the COE RTP Policy states most of the criteria for evaluation of teaching. Within the CHE Department, other evidence of achievement in this area can be:

- Demonstrating commitment to improve the undergraduate and/or graduate CHE curriculum.
- Contributing to the upkeep, improvement and modernization of instructional labs.
- Securing grants for teaching projects.
- Securing grants for enhancing laboratories.
- Active participation in engineering education workshops and/or conferences.
- Publishing educational articles.

If faculty members receive reassigned time for instructionally related activities, they must include a description as well as outcomes in their Narrative statement.

2.1 RESEARCH, SCHOLARLY, AND CREATIVE ACTIVITIES (RSCA)

The CHE Department encourages and supports faculty members to establish and sustain their own laboratories and/or research programs. It is expected that CSULB students be actively involved in conducting research, in writing reports/articles, making conference presentations and becoming coauthors of publications. In their Narrative statement, the faculty should clearly delineate their degree of contribution to any joint projects especially those that result in peer-reviewed publications and awarded external grants.

Candidates must disclose and describe any scholarly or creative activities for which they receive reassigned time or additional compensation.

Section 2.2 of the COE RTP Policy states most of the criteria for evaluation of research. Within the CHE Department, the additional area of evaluation include:

- Supervision of students in applied and/or fundamental engineering projects that lead to a report or publication.

2.3 SERVICE

It is imperative and equitable that all faculty contribute to self-governance. In their Narrative statement, the faculty should clearly discuss their contributions on committees or service activities.

Candidates must disclose and describe whenever service activities include reassigned time or additional compensation. They must also provide details about the expectations or goals of the service activities.

Section 2.3 of the COE RTP Policy states most of the criteria for evaluation of service. Within the CHE Department, the additional areas of evaluation include:

- Meaningful contribution to the accreditation processes for the B.S. and M.S. CHE programs.
- Active participation in planning, preparing and conducting activities to recruit new students to the BS and/or MS CHE programs.
- Forming and nurturing industrial partnerships that serve to enhance the CHE Department.

When evaluating a faculty member's contributions in the area of service, the CHE Department takes into consideration the faculty member's rank, experience and course load.

Additional guidelines can be found in the University and COE RTP Policies.

3. RESPONSIBILITIES

As stated in Section 3 of the University RTP Policy and COE Policy.

4. TIMELINES FOR RTP PROCESS

As stated in Section 4 of the University RTP Policy and COE Policy.

5. REAPPOINTMENT AND PROMOTION CRITERIA

As stated in Section 5 of the University and COE RTP Policies.

6. STEPS IN THE RTP PROCESS

As stated in Section 6 of the University RTP Policy.

7. ADDITIONAL PROCESSES

As stated in Section 7 of the University RTP Policy.

8. CHANGES TO COE RTP POLICY

Changes to the CHE RTP Policy may occur as a result of:

1. Changes in the CSU-CFA Collective Bargaining Agreement (CBA), as well as changes in the University RTP Policy, the COE RTP Policy and/or Procedures
2. Amendments approved by the majority vote of the CHE tenured and probationary faculty and approved by the College of Engineering Faculty Council, College of Engineering Dean and the University Provost.

Amendments may be proposed either by the following:

1. A direct faculty action via petition from ten percent (10%) of the tenured and probationary faculty to the College Dean
2. By action of the Engineering Faculty Council (EFC)