

College of Liberal Arts
Department of Communication Studies
REAPPOINTMENT, TENURE, AND PROMOTION POLICY
Effective Fall 2025

1.0 Preamble

The Department of Communication Studies recognizes that academic personnel must be evaluated in accordance with requirements detailed in the California State University, Long Beach Reappointment, Tenure, and Promotion (University RTP) and College of Liberal Arts Reappointment, Tenure, and Promotion (CLA RTP) policies. Candidates and the Communication Studies Department Reappointment, Tenure, and Promotion (Department RTP) committee members will adhere to the Guiding Principles, which includes File Requirements and Values (CLA RTP 1.0-1.3.5). The Department clarifies and augments those requirements by identifying specific expectations for faculty success.

2.0 Criteria and Evaluation

2.1 Instructional Activities

2.1.2 Faculty are expected to maintain effective instructional practice. The Department RTP committee will evaluate the candidate's required and optional instructional materials to assess teaching effectiveness using the requirements and definitions outlined in the CLA RTP document (2.1) in terms of a candidate's demonstration of (1) Continuous Professional Learning (2.1.3.1), (2) Reflection on and Adaptation of Instruction (2.1.3.2), and (3) Fostering Student Learning and the Achievement of Course Goals (2.1.3.3). Faculty are also encouraged to engage in high impact learning opportunities and develop curriculum that speak to the diversity of our student population.

2.1.3 For reappointment, tenure, and promotion decisions, the Department RTP committee will evaluate the candidate's Required Materials, Optional Materials and Narrative of Instructional Philosophy and Practice as outlined in the CLA document (CLA 2.1.1.1, 2.1.1.2, 2.1.2) and evaluate those documents based on the standards outlined in CLA 2.1.3.3).

3.0 Research, Scholarly, and Creative Activities (RSCA)

The Department believes that faculty must be committed to an active program of RSCA activities. The Department recognizes and appreciates the diversity of methods, epistemologies, and perspectives represented in the department and values scholarship as a continuum of diverse forms that create, apply or expand knowledge or skills benefiting professional, local, state national, or international communities.

3.1 Candidates will submit all materials required by the CLA RTP document (2.2.1.1) and will adhere to the standards outlined in that document for Optional Materials (2.2.1.2), Excluded Materials (2.2.1.3), and RSCA Narrative (2.2.2).

3.2.1 Candidates may submit RSCA representing the scholarship of discovery, the scholarship of integration, the scholarship of application or engagement, and/or the scholarship of teaching and learning. Explanations and examples of the various forms of scholarship may be found in the University RTP document (2.2). Regardless of type, the quality of a faculty member's RSCA is determined by peer review (see College RTP document 2.2.3-2.2.3.1).

3.2.2 Candidates will adhere to the standards outlined in the CLA RTP document for Labeling Requirements (2.2.3.2), Definitions of Publication Status (2.2.4), Proof of Publication Status (2.2.5), Disclosure of Peer Review Process (2.2.6.1), and Ethical Concerns (2.2.6.2).

3.2.3 For each of the two major review periods (tenure and/or promotion to Associate Professor, promotion to Full Professor) faculty must meet the requirements set forth by the College RTP document.

3.2.4 The following example is not an exclusive or exhaustive list of RSCA required by the Department. It functions as a reference point for RSCA standards that would meet the minimum expectations of RSCA performance at the Department level for promotion to Associate Professor. Candidates may include RSCA from any and all areas of the continuum of scholarship outlined in the CLA and University RTP documents, clarifying and explaining how any RSCA that is not easily quantifiable meets or exceeds the example below. In other words, a candidate may meet the RSCA requirements with the following example, but the following example is not the only or expected way to do so:

3.2.4.1 Primary Criteria Example:

A minimum of three (3) peer-reviewed articles in a discipline or discipline-related journal

OR one of the following:

- Published university press book or other academic press book
- Published instructional textbook (in print or electronic format)
- Substantial externally funded awards, grants, and/or contracts

3.2.4.2. Secondary Criteria Example:

In addition to the RSCA listed above, candidates should submit evidence of at least three (3) other RSCA activities such as one or more of the examples listed below:

- Published book by a non-university press, university press, or other academic press
- Additional peer-reviewed articles in a discipline or discipline-related journal
- Chapters in a published university press or academic press book
- Invited scholarly-based publications and/or invited chapters in scholarly publications
- Competitively selected regional, national, or international convention papers performances
- Published book reviews of scholarly publications
- Invited panels, presentations, or performances at discipline or discipline-related conventions
- Performances and/or scholarly presentations at discipline-related conventions, other universities, or in other public settings that receive favorable review from professional peers
- Appointments to selection panels for grants, fellowships, contracts, awards, and conference presentations, and other adjudication assignments calling for discipline-specific expertise.

4.0 Service

4.1 Candidates should adhere to the Service Expectations outlined in the CLA RTP document (2.3.2) and the Minimum Service Expectations by Rank (2.3.2.1). 4.2 Additionally, candidates at all levels are expected to actively participate and assume responsibility on Department committees, articulating their contributions in the written narrative submitted for review. Candidates are required to regularly attend Department faculty meetings and are expected to participate in Department activities, which can include but are not limited to representation at end-of-the-year celebrations, attendance at hiring-related events, or involvement in guest presentations, lectures, or colloquiums.

4.3 Committees will follow the guidelines for evaluating service as outlined in the CLA RTP document (2.3.3).

5.0 Responsibilities in the RTP Process

5.1 Department RTP committee members and candidates will follow the University RTP policy that delineates the responsibilities of all parties in the RTP process and emphasizes the confidentiality of all RTP deliberations.

5.2 Candidates will be subject to the responsibilities outlined in the CLA RTP document (3.1-3.1.3).

6.0 Appointment and Promotion Criteria

128 Candidates shall demonstrate ongoing achievement in all three areas to receive a positive
129 recommendation for any action consistent with those outlined in the CLA RTP document
130 (5.0-5.5.1).

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132 6.1 The University Policy states that standards for promotion to Full Professor shall be
133 higher than standards for promotion to Associate Professor. The Department will evaluate
134 the materials submitted by a candidate for Full Professor according to the standards for
135 effective instructional activities, RSCA, and service described in the CLA RTP document
136 (5.5).

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138 6.2 For promotion to Full Professor, candidates may submit RSCA in the areas of
139 scholarship of discovery, the scholarship of integration, the scholarship of application or
140 engagement, and/or the scholarship of teaching and learning. RSCA for promotion to Full
141 Professor must exceed the minimum required for promotion to Associate.

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143 Amendments to this document may be ratified by a 2/3 vote in a secret ballot vote of the
144 Department's tenured and probationary faculty and must be approved by the College of
145 Liberal Arts Faculty Council, the Dean of the College of Liberal Arts, and the Provost.