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6 CALIFORNIA STATE UNIVERSITY, LONG BEACH
7 REAPPOINTMENT, TENURE, AND PROMOTION (RTP) POLICY
8 DEPARTMENT OF ANTHROPOLOGY
9 COLLEGE OF LIBERAL ARTS

10 I. Preamble
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18 A. Introduction
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28 CSULB is a teaching-intensive, research-driven university that emphasizes student
29 engagement, scholarly and creative achievement, civic participation, and global
30 perspectives. The College of Liberal Arts (CLA) Reappointment, Tenure, and Promotion
31 (RTP) Policy for CSULB establishes the criteria by which the work of probationary and
32 tenured faculty shall be evaluated within this context. The College expects all
33 probationary and tenured faculty to demonstrate a sustained, high-quality record in: (1)
34 instructional activities; (2) research, scholarly, and creative activities (RSCA); and (3)
35 service contributions.

36 The Department of Anthropology defers to the CLA policy with the following additional
37 disciplinary specifications (the relevant CLA RTP Policy section numbers are referred to
38 in brackets below). The purpose of this departmental policy is to guide candidates in
39 meeting the University and College expectations by clarifying their meaning in the
40 specific disciplinary and departmental context of Anthropology on this campus.
41 Candidates are advised to consult the CLA Policy, University Policy, and this policy, and
42 to align their files and narratives with the policy expectations, while consulting the
43 language below for Departmental and disciplinary guidance on specific items.

44 B. Joint Appointments [section 3.2 in the CLA RTP Policy]
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46 The Anthropology Department recognizes the importance to the university of having
47 joint appointments. The Anthropology Department will follow current Academic Senate
48 policy regarding joint appointments. The department recognizes and values
49 interdisciplinary work conducted by joint appointees.

50 The Anthropology Department RTP Committee shall select its representatives to serve
51 on RTP Committees for joint appointments. When possible, members whose areas of
52 expertise are most relevant to the candidate will be chosen.

53 II. Responsibilities in the RTP Process [3.0 in the CLA RTP
54 Policy]
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56 The candidate and committee are responsible for meeting deadlines.

57 A. The Candidate [3.1 in the CLA RTP Policy]: Preparation of materials to be
58 evaluated
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46 Candidates are responsible for preparing files that present evidence of their
47 accomplishments in each of the areas to be evaluated. The candidate is responsible for
48 collecting, assembling, and presenting the required evidence necessary for evaluation
49 according to the criteria and standards established in this document, the CLA RTP
50 document, and the University RTP document. Candidates are always encouraged to
51 provide allowable evidence that they find valuable in representing their
52 accomplishments within the guidelines of the CLA RTP document. Candidates should
53 focus on the work and evidence that best demonstrates their accomplishments in each
54 area.

55 It is the candidate's responsibility to situate their research within the discipline in terms
56 of peer review, juried, and refereed processes, publication/exhibition venues, funding (if
57 applicable), importance of their work to the field, and levels of productivity relative to
58 expectations within one's area(s) of specialization. The candidate is responsible for
59 contextualizing their role in the research and/or creative activity in terms of how it is
60 situated within the discipline's frameworks, methods, and publication practices in
61 terms of expectations of numbers of peer-reviewed products, authorship, publication
62 venue, and other relevant factors.

63 To guide the candidate in representing RSCA and meeting university, college, and
64 department expectations towards reappointment, tenure, and promotion, the following
65 should be clearly addressed in the candidate's narrative and/or professional data sheet:

- 66 a. Candidates must describe their area(s) of expertise and disciplinary frameworks
67 in anthropology, discussing it within the context of their RSCA production; AND,
- 68 b. Candidates must describe the type of research they conduct in terms of
69 Methods and research practices (i.e., ethnographic, laboratory, visual, etc.);
70 AND,
- 71 c. Candidates must describe the peer-review process and publication practices in
72 terms of peer-reviewed products, publication venues, and other relevant factors
73 as needed to situate their RSCA within their area(s) of expertise; AND,
- 74 d. Candidates must clarify their role in co- and/or multi-authored products
75 indicating their research, writing, and/or production roles and responsibilities in
76 RSCA peer-reviewed products as anthropologists.

77 **B. The Department Committee [3.4 CLA RTP Policy]**

78 The Department RTP Committee is established according to CLA and University
79 guidelines.

80 **III. Criteria**

81 The following details departmental requirements that add specificity to areas of
82 evaluation outlined by the CLA RTP Policy. The following provides clarification to
83 Section 2.0 on the CLA RTP Policy in the areas of Instruction [Section 2.1]; Research,
84 Scholarly, and Creative Activity (RSCA) [Section 2.2]; and Service [Section 2.3].

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93 **A. Instructional Activities [2.1 in CLA RTP Policy]**
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95 No candidate in the Department of Anthropology should be recommended for
96 reappointment if they are not an effective teacher. No candidate should be
97 recommended for tenure or promotion to Associate Professor if they do not have a
98 sustained record of high-quality teaching at CSULB. No candidate should be
99 recommended for promotion to Professor if they have not shown continued
100 effectiveness in instruction. In addition to the instructional activities described in the
101 CLA RTP Policy 2.1, the department also considers the following activities as
102 instructional activities that comprise the candidate's contribution, engagement, and
103 effectiveness in instruction:

104 1. Mentoring and supervising of students, which include (but is not limited to):
105 a. Chairing or serving on student culminating activity (project or
106 thesis) committees,
107 b. Papers or conference presentations jointly authored with students,
108 c. Assisting students with preparation of conference papers,
109 manuscripts for publication, or grant applications,
110 d. Activities outside of the classroom, such as field trips.
111 2. Development of instructional materials widely adopted for use in classrooms
112 3. Publication of textbooks and workbooks
113 4. Innovative approaches to teaching with demonstrated effectiveness for
114 students in the classroom or online instruction
115 5. Acquiring internal or external funding to support classroom instruction and
116 student learning experiences
117 6. Outstanding design of Learning Management System (LMS) site (i.e., Canvas)

118 **A.1. Required and Optional Materials [2.1.1.1 and 2.1.1.2 in CLA RTP Policy]**
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120 The Candidate should follow the CLA RTP Policy 2.1.1.1 and 2.1.1.2 on what to include
121 in their RTP file.

122 The department does not make classroom visitation mandatory. Candidates may
123 document efforts either in the narrative or in the PDS to improve or maintain teaching
124 effectiveness which may include documented classroom visits, consultation on course
125 development as well as participation in the CSULB Faculty Center or other teaching
126 seminars and workshops, or other relevant professional development activities.

127 **A.2. Narrative of Instructional Philosophy and Practice [2.1.2 in CLA RTP Policy]**
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129 The Candidate should describe their teaching philosophy in their narrative according to
130 the guidelines in the CLA RTP Policy 2.1.2. The Candidate should describe their
131 teaching effectiveness using the three grounding principles from the University RTP
132 Policy: (1) continuous professional learning, (2) thoughtful reflection on and
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136 subsequent adaptation of instruction; (3) the use of instructional practices that foster
137 student learning and achievement of course goals.
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139 **A.3. Requirements and Definition of Effective Teaching [2.1.3 in CLA RTP Policy]**
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141 3.1. *Continuous Professional Learning (CLA RTP 2.1.3.1)*
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143 The Candidate can describe efforts to improve teaching in their narrative and PDS.
144 Examples of supporting documentation can be found in CLA RTP 2.1.3.1, but the
145 department may also recognize other forms of appropriate evidence based on the
146 Candidate's subdiscipline. The Candidate is encouraged to consult with the
147 Department Chair or RTP Committee Chair to determine what is appropriate. The
148 candidate may include documentation of approval of material by the Department or
149 RTP Committee Chair.
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151 3.2. *Reflection and Adaptation of Instruction (CLA RTP 2.1.3.2)*
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153 The Candidate can describe how their teaching has changed over time through
154 deliberate reflection on their teaching process and practice, according to CLA RTP
155 Policy 2.1.3.2. The Candidate is encouraged to consult with that section of the CLA RTP
156 document and the department chair to determine what documentation is appropriate.
157 The candidate may include documentation of approval of material by the Department
158 or RTP Committee Chair.
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160 The department recognizes there may be an occasional anomalous course evaluation
161 scores when compared to department and college means. Anomalies should be
162 addressed by the Candidate in the narrative. Additionally, if applicable, the Candidate
163 can describe any effort undertaken to improve the course as a response to course
164 evaluation scores/comments.
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166 3.3. *Fostering Student Learning and Achievement of Course Goals [CLA RTP*
167 *2.1.3.3]*
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169 The Candidate can describe how they achieve student learning outcomes in their
170 courses and how they foster student learning according to CLA RTP Policy 2.1.3.3. The
171 Candidate is encouraged to consult with that section of the CLA RTP document and the
172 department chair and/or their faculty mentor to determine what documentation is
173 appropriate. The candidate may include documentation of approval of material by the
174 Department or RTP Committee Chair.
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176 The department shall evaluate the Candidate's standardized teaching evaluations
177 within the context of (1) the candidate's narrative; (2) the candidate's PDS; (3) the type
178 and level of the course (e.g., undergraduate, graduate, required, elective, GE, etc.); (4)
179 class size relative to type and level of the course; and (5) the modality of the course
180 (i.e., asynchronous/synchronous online, hybrid, or face-to-face).

B. Research, Scholarly, and Creative Activity (RSCA) – RSCA Requirements and Specifications in the Department of Anthropology [2.2 in CLA RTP Policy]

B.1. Anthropology Department RSCA Minimum Requirements

The Department of Anthropology expects candidates to develop and maintain a continuing program of research, scholarship, and/or creative activity that demonstrates intellectual and professional growth appropriate to their area(s) of specialization. The expectation for 3rd year reappointment review is that the candidate will have at least one peer-reviewed product. The expectation for tenure and promotion (to Associate Professor), and for promotion to full professor (beyond tenure and promotion to Associate Professor), is that candidates will have a minimum of three peer-reviewed products (as outlined below) during the period of review, in which the candidate made substantial contributions, including one of which must be primary-authored. The Department recognizes that co-authored publications are standard practice in some sub-fields of the discipline, and that primary authorship is comparable to single authorship, first authorship, or co-authorship where the candidate made a substantial contribution.

The Anthropology candidate for tenure and promotion [see 5.3 in the CLA RTP policy], and for promotion to full professor [see 5.4 in the CLA RTP policy], in each period of review shall have produced one product in which the candidate is primary author and at least two of the following:

- a. an article in an academic journal;
- b. a chapter in an edited book in an academic press;
- c. a successfully juried multimedia or film product equivalent to a publication in which the candidate took a leading role (rather than conference presentation, according to the standards in the field);
- d. a successful externally funded peer-reviewed fiscal award (i.e., grant, contract, fellowship, or other academic fiscal award). The candidate's role in the fiscal award must be as the designer, writer, P-I or Co- P-I of the award;
- e. a product of scholarship of community engagement;
- f. another product that contributes to scholarly advancements in the field (see Section B.3. Diversity of RSCA).

Alternatively, the candidate may produce one refereed monograph, which will be equivalent to three peer-reviewed products.

It is the candidate's responsibility to explain the peer-review process for each product and how it follows the definition of peer review in CLA RTP 2.2.3.1.

Candidates are encouraged to confer with the department chair and/or faculty mentor to plan their RSCA agenda.

B.2. Co- and Multi-Authorship

In the case of co- and multi-authorship, the candidate shall provide a clear description

228 and may also provide supporting evidence of the distribution of work by different
229 authors, including themselves (see CLA RTP 1.2.1.A.2.d.iii). Co- and multi-authorship in
230 some cases involves substantial or even equivalent contributions from all authors.
231 Supporting evidence can include, but not exclusively, a statement from co-authors, the
232 editor(s), or other appropriate evidence.

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234 **B.3. Diversity of RSCA**

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236 The Department of Anthropology recognizes the diversity of Research, Scholarly and
237 Creative Activities (RSCA) produced by anthropologists varies depending on a
238 multitude of factors, including the candidate's area(s) of expertise, the discipline's
239 frameworks, methods, and publication practices. The Department values a diversity of
240 scholarly practices, including scholarship of discovery, integration, application or
241 engagement, and teaching and learning (see 2.2 CLA RTP).

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243 **B.4. Contextualizing RSSCA within the Anthropology Department**

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245 It is the responsibility of the candidate to provide the RTP Committee with a narrative or
246 measure of quality of all materials listed as part of a-f above. It is the responsibility of
247 the candidate to offer an explanation as to why certain publication outlets, academic
248 products, or granting organizations might have been chosen. This can be done in the
249 candidate's narrative or the PDS. The candidate should consult with their department
250 chair and/or department RTP committee chair about whether a given outlet warrants
251 comment in the narrative and/or PDS. It is the responsibility of the candidate to clarify
252 their role in the writing of a product if that item has more than one author or
253 investigator. Documentation may include securing letters from co-
254 authors/investigators or editors or other appropriate evidence. If the department RTP
255 committee does not have enough information to judge the candidate's role in co- and/or
256 multi-authored work, they can request the candidate to secure additional
257 documentation.

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259 Among the status of the peer-reviewed products, "in press", "forthcoming", and
260 "accepted" may be counted as effective "publications" [see sections 2.2.4 and 2.2.5 in
261 the CLA RTP Policy].

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263 **C. Service [2.3 in CLA RTP Policy]**

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265 The Anthropology Department expects candidates to follow the minimum requirements
266 as laid out in the CLA RTP Policy with respect to service requirements.

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269 **IV. Changes and Amendments to the Department RTP Policy [8.0**

270 **in CLA RTP Policy]**

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272 The following provides clarification to Section 8.0 of the CLA RTP Policy.

274 Changes and amendments can only be proposed at a scheduled Anthropology faculty
275 meeting when placed on the agenda and provided one week prior to the regularly
276 scheduled meeting. Changes and amendment wording to appear on the ballot must be
277 voted on and must receive majority vote at a scheduled faculty meeting. Voting on any
278 amendments to this policy shall be by secret ballot, allowing one week for the vote to
279 occur. To become effective, all proposed amendments shall require approval by two-
280 thirds of the ballots cast by eligible voters, receive subsequent approval by the Faculty
281 Council, the Dean of CLA, and the Provost. Eligible voters are tenured and probationary
282 faculty in the Department of Anthropology.

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284 The approved amendment(s) shall go into effect at the beginning of the following
285 academic year.

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321 **Approved at 8/29/25 Department of Anthropology Faculty Meeting**