

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

I. Preamble

A. Introduction

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 (CLA) Reappointment, Tenure, and Promotion (RTP) Policy for CSULB 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) instructional activities; (2) research, scholarly, and creative activities (RSCA); and (3) service contributions.

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

B. Joint Appointments [section 3.2 in the CLA RTP Policy]

The Anthropology Department recognizes the importance to the university of having joint appointments. The Anthropology Department will follow current Academic Senate policy regarding joint appointments. The department recognizes and values interdisciplinary work conducted by joint appointees.

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

II. Responsibilities in the RTP Process [3.0 in the CLA RTP Policy]

The candidate and committee are responsible for meeting deadlines.

A. The Candidate [3.1 in the CLA RTP Policy]: Preparation of materials to be evaluated

Candidates are responsible for preparing files that present evidence of their accomplishments in each of the areas to be evaluated. The candidate is responsible for collecting, assembling, and presenting the required evidence necessary for evaluation according to the criteria and standards established in this document, the CLA RTP document, and the University RTP document. Candidates are always encouraged to provide allowable evidence that they find valuable in representing their accomplishments within the guidelines of the CLA RTP document. Candidates should focus on the work and evidence that best demonstrates their accomplishments in each area.

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

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

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

B. The Department Committee [3.4 CLA RTP Policy]

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

III. Criteria

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

A. Instructional Activities [2.1 in CLA RTP Policy]

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

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

A.1. Required and Optional Materials [2.1.1.1 and 2.1.1.2 in CLA RTP Policy]

The Candidate should follow the CLA RTP Policy 2.1.1.1 and 2.1.1.2 on what to include in their RTP file.

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

A.2. Narrative of Instructional Philosophy and Practice [2.1.2 in CLA RTP Policy]

The Candidate should describe their teaching philosophy in their narrative according to the guidelines in the CLA RTP Policy 2.1.2. The Candidate should describe their teaching effectiveness using the three grounding principles from the University RTP Policy: (1) continuous professional learning, (2) thoughtful reflection on and

subsequent adaptation of instruction; (3) the use of instructional practices that foster student learning and achievement of course goals.

A.3. Requirements and Definition of Effective Teaching [2.1.3 in CLA RTP Policy]

3.1. Continuous Professional Learning (CLA RTP 2.1.3.1)

The Candidate can describe efforts to improve teaching in their narrative and PDS. Examples of supporting documentation can be found in CLA RTP 2.1.3.1, but the department may also recognize other forms of appropriate evidence based on the Candidate's subdiscipline. The Candidate is encouraged to consult with the Department Chair or RTP Committee Chair to determine what is appropriate. The candidate may include documentation of approval of material by the Department or RTP Committee Chair.

3.2. Reflection and Adaptation of Instruction (CLA RTP 2.1.3.2)

The Candidate can describe how their teaching has changed over time through deliberate reflection on their teaching process and practice, according to CLA RTP Policy 2.1.3.2. The Candidate is encouraged to consult with that section of the CLA RTP document and the department chair to determine what documentation is appropriate. The candidate may include documentation of approval of material by the Department or RTP Committee Chair.

The department recognizes there may be an occasional anomalous course evaluation scores when compared to department and college means. Anomalies should be addressed by the Candidate in the narrative. Additionally, if applicable, the Candidate can describe any effort undertaken to improve the course as a response to course evaluation scores/comments.

3.3. Fostering Student Learning and Achievement of Course Goals [CLA RTP 2.1.3.3]

The Candidate can describe how they achieve student learning outcomes in their courses and how they foster student learning according to CLA RTP Policy 2.1.3.3. The Candidate is encouraged to consult with that section of the CLA RTP document and the department chair and/or their faculty mentor to determine what documentation is appropriate. The candidate may include documentation of approval of material by the Department or RTP Committee Chair.

The department shall evaluate the Candidate's standardized teaching evaluations within the context of (1) the candidate's narrative; (2) the candidate's PDS; (3) the type and level of the course (e.g., undergraduate, graduate, required, elective, GE, etc.); (4) class size relative to type and level of the course; and (5) the modality of the course (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

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

B.3. Diversity of RSCA

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

B.4. Contextualizing RSSCA within the Anthropology Department

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

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

C. Service [2.3 in CLA RTP Policy]

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

IV. Changes and Amendments to the Department RTP Policy [8.0 in CLA RTP Policy]

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

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

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