

College of Liberal Arts

Department of Political Science

Reappointment, Tenure, and Promotion (RTP) Policy

Effective Fall 2025

I. Preamble

11 A. The teacher-scholar model underpins the Department of Political Science RTP Policy.
12 Teaching and scholarship are complementary activities. Teaching engenders ideas that lead to
13 scholarly and creative activities. Scholarly and creative activities bring new ideas and concepts
14 into the classroom. Scholarship engenders enthusiasm for teaching and currency in one's
15 discipline. Faculty cannot teach how to create new ideas, but faculty actively engaged in
16 scholarly and creative activities can identify, inspire, and nurture the creative spark in students.
17 We expect all candidates for RTP actions to address the teacher-scholar model in their narrative
18 and other parts of the file, where appropriate.
19

20 B. Service to the local, national, and international community can provide examples for the
21 classroom and experiences that broaden and deepen scholarly and creative activities.
22 Community service promotes the goals of the university by extending learning into the
23 community. Service to professional and academic organizations provides opportunities to share
24 ideas, to communicate and express scholarly and creative activities, and to learn and develop
25 teaching skills, materials, and methods. Shared governance is an important aspect of maintaining
26 an open environment in the academy, encouraging a diversity of opinions and input from a
27 variety of disciplines. Shared governance depends on active faculty involvement in university
28 service. We expect all candidates for RTP actions to address these service expectations in the
29 narrative and other parts of the file, where appropriate. Candidates should clarify how they have
30 met specific demands for service commensurate with rank.
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32 C. The Department of Political Science values diversity, equity, inclusion, and accessibility and
33 shares in the recognition explicit in the University and College RTP policies that cultural and
34 identity taxation has the potential to create inequities within all faculty evaluation areas. The
35 Department RTP policy should be interpreted in ways that minimize these inequities.
36

37 D. Faculty mentoring, advising, and other similar interactions help create a supportive, inclusive,
38 collegial environment benefiting the CSULB community. The Department RTP policy should be
39 interpreted as valuing these actions.
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43 **II. Definitions**

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45 A. This is the Department of Political Science Reappointment, Tenure, and Promotion Policy,
46 referred to as the Department RTP Policy, establishing criteria, standards and procedures for
47 appointment and for performance reviews for reappointment, tenure and promotion as described
48 in the Collective Bargaining Agreement.

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50 B. “College” refers to the College of Liberal Arts.

51

52 C. RTP means Reappointment, Tenure, and Promotion.

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54 D. “Department” refers to the Department of Political Science.

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56 E. “Department Chairperson” refers to the Chair of Political Science.

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58 F. “Research and scholarly activities” includes activities designated in Section V.B.,
59 Research and Scholarly and Creative Activities.

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61 G. “Peer-reviewed” refers to a process leading to selection of experts in the discipline to
62 evaluate the merit, importance, and originality of scholarly and creative activities. This
63 process can be the selection by editors of anonymous referees to help decide on journal
64 publications, and selection of anonymous referees by publishers to help decide whether to
65 publish a book, or whether to include a chapter in an edited volume.

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67 **III. Interpretation and Standards**

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69 A. This Department RTP Policy amplifies and adds specificity to the University Policy on RTP,
70 and in some cases, establishes additional standards. The University Policy on RTP shall be
71 interpreted as setting minimum standards for the College.

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73 B. In accordance with the above paragraph, this Department RTP Policy does not substitute for
74 the University Policy on RTP but adds to it.

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76 C. The Department RTP Policy further amplifies the College RTP Policy and the University
77 Policy on RTP, while providing specificity and clarity regarding additional Departmental
78 standards. The Department RTP Policy does not substitute for the College RTP Policy, nor
79 substitutes for the University Policy on RTP.

82 **IV. Responsibilities and Procedures**

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84 ***A. General Responsibilities***

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86 1. At all levels of review, those responsible for evaluating faculty and recommending actions
87 shall provide a thoughtful and constructive assessment in the RTP evaluations and
88 recommendations included in the RTP file. Each candidate shall be evaluated with clear and
89 specific reference to RTP Policies and Procedures, and provided with acknowledgment of areas
90 of superior performance, areas of deficiencies, and in reappointment cases, clear expectations for
91 positive future personnel decisions.

92

93 Recommendations at each level of review, and the decision shall be supported by and include
94 that level's written evaluation. Minority reports, if any, are allowed, and shall accompany the
95 majority report.

96

97 2. Personnel evaluations, recommendations, and decisions shall be based solely on
98 information in the candidate's RTP file. If the file is missing required documentation, and
99 additional information is inserted at any level of review, it shall be made available to all prior
100 levels of review, as provided in the Collective Bargaining Agreement, affording the opportunity for
101 revising, amending, or substituting recommendations.

102

103 3. At every level of review, evaluation and recommendations shall be forwarded within the
104 established deadlines. Should deadlines pass without evaluation and recommendation at any
105 level, the RTP file shall be automatically transferred to the next level of review or the
106 appropriate administrator.

107

108 ***B. Candidate***

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110 **1. RTP File**

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112 The candidate shall assemble a RTP file that meets the requirements of RTP Policies and
113 Procedures within the established deadlines. It is the candidate's responsibility to request
114 Department assistance.

115

116 The candidate shall also provide the following for the RTP file:

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118 a. all items delineated in Section 1.2.1 of the College RTP Policy.

119

120 b. a PDS showing the years when all higher degrees were granted, the year of appointment
121 (starting semester) to a tenure-track position at CSULB, years of credit from CSULB or other

122 institutions prior to tenure-track appointment at CSULB, effective date of tenure at CSULB, if
123 any, and effective date of promotion at CSULB, if any. The PDS may be accompanied by a
124 curriculum vitae.

125
126 c. a Department Academic Advisor Evaluation Form for faculty who receive unit compensation for
advising activities.

129
130 **2. Candidate Responses and Rebuttals**

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

133
134 **3. Candidate Withdrawal**

135 In cases of early decisions and in cases not involving reappointment or tenure, candidates
136 wishing to withdraw from the RTP process should refer to University RTP Policy 7.1.

137
138 **C. Department**

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140 **1. Department Chairperson**

141 In conformity with section 3.5 of the College RTP Policy,

142 a. the Department Chairperson shall provide all faculty, and newly hired faculty upon
143 appointment, copies of RTP Policies.

144
145 b. at least once a year the Department Chairperson shall meet with each probationary faculty
146 member and candidate for tenure or promotion to provide mentoring, discuss performance, and
147 discuss presentation of the RTP file.

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150 **3. Department RTP Committee**

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152 **a. Committee and Subcommittee Membership**

153 (i) The Department's RTP Committee is made up of only tenured faculty members who have
154 been elected in a department vote.

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156 (ii) Members of the Department RTP Committee who participate in promotion decisions must
157 have higher rank than the candidate.

158
159 (iii) In a given year, all recommendations for reappointment, tenure, or promotion to a given rank
160 shall be considered by the same Department RTP Committee or subcommittee.

162 (iv) Members of Department RTP Committees shall normally be from that Department, unless
163 the Department has insufficient numbers of faculty to meet the requirements of the above
164 paragraphs. If insufficient numbers of eligible faculty are elected, the tenured and probationary
165 Department faculty shall elect additional members from related disciplines. When considering
166 RTP decisions for joint appointments, the Department RTP Committee shall follow the current
167 Academic Senate policy on joint appointments.

168

169 **b. Department RTP Committee Procedures**

170

171 (i) In accordance with Section 3.2 of the University Policy on RTP, each Department shall
172 submit a Department RTP Policy to the College Faculty Council, the College Dean, and the
173 Provost for approval.

174

175 (ii) As provided for in Section 2.1.1.2 of the CLA RTP Policy and Section V.A.2.b of the
176 Department RTP policy, classroom visitation is optional, but may be part of an instructional
177 improvement plan agreed upon by the candidate and the chair. If performed, the evaluation must
178 adhere to the CBA, including compliance with the requirement that notice be given at least five
179 (5) days before a classroom visit. If performed, the Department RTP Committee shall select two
180 members for classroom visits. Each candidate shall have two visits, one from each of the
181 randomly selected members of the Department RTP Committee. Written reports of classroom
182 visits from the two Department RTP Committee members shall be placed in the candidate's file
183 during the Open Period.

184

185 (iii) External review procedures will be conducted in accordance with AS Policy 10-10 External
186 Evaluation of Research, Scholarly, and Creative Activities.

187 **V. Evaluation Criteria**

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189 **A. Instruction and Instructionally-Related Activities**

190 The Department adheres to Section 2.1 of the College RTP policy, with the following additions:

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192 1. In addition to the items (a-d) listed in Section 2.1.3.3 of the College RTP Policy, the
193 Candidate shall address: (e) cases in which student evaluations differ substantially from the
194 candidate's typical evaluations by referencing their efforts to engage in "continuous professional
195 learning" (2.1.3.1), "reflection on and adaptation of instruction" (2.1.3.2), and "fostering student
196 learning and the achievement of course goals" (2.1.3.3).

197

198

199 2. While recognizing that student evaluations represent only one measure of teaching

200 effectiveness, the department expects that, taken as a whole, student course evaluation

201 summaries will reflect favorably on the effectiveness of the candidate's instructional practices

202 and overall teaching ability. Evaluations that fail to do so may be a cause for

203 concern, and, if repeated across multiple courses and or/semesters, may be potentially

204 harmful to the candidate's success in the RTP process if the candidate does not demonstrate that

205 they have made successful efforts to engage in "continuous professional learning" (CLA 2.1.3.1),

206 "reflection on and adaptation of instruction" (CLA 2.1.3.2), and "fostering student learning and

207 the achievement of course goals" (CLA 2.1.3.3). These efforts should be addressed and

208 accounted for in the candidate's narrative.

209

210 3. In regard to Section 2.1.3.3 of the College RTP policy, the department recognizes that

211 student evaluations may be affected by many different factors, and so the Department RTP

212 Committee shall carefully examine the entire record of student evaluations included in the file. In

213 addition, if warranted by evidence in the file, the Department RTP Committee will weigh any

214 unique or unusual circumstances that might affect a given candidate's record, including but not

215 limited to the following:

216 a. Discrepancies between written comments and numerical markings on student evaluation

217 forms

218 b. Anomalies or variations among student evaluations

219 c. Other forms of instructional assessment employed by the candidate

220 d. Pedagogical approaches

221

222 5. At the candidate's discretion, the following may be included under either "Service" or

223 "Instruction and Instructionally-Related Activities:" oversight of student theses, comprehensive

224 examinations, and independent studies; and organization of pedagogical or curricular workshops.

225

226 ***B. Research, Scholarly and Creative Activities (RSCA)***

227

228 The Department adheres to Section 2.2 of the College RTP policy, with the following additions:

229 Candidates are expected to maintain a continuing program of scholarship or creative activity that

230 demonstrates, by favorable review of peers, intellectual and professional growth. For candidates

231 for tenure and/or promotion, this generally is accomplished through meeting the following
232 standards (1, 2, and 3), or justified equivalencies, during the period subject to RTP review:

233
234 1. A publication record that includes *one* of the following (a, b, c, or d):
235 (a) authorship of three peer-reviewed articles in academic journals and/or peer-reviewed chapters
236 in edited books published by academic or other quality presses.

237 (b) authorship of a monograph published by an academic or other quality press.
238 (c) authorship of a stand-alone academic textbook and at least two peer-reviewed journal articles
239 or peer-reviewed chapters in edited volumes published by academic or other quality presses.
240 (d) editorship of an academic collection of essays, and at least two peer-reviewed journal articles
241 or peer-reviewed chapters in edited volumes published by academic or other quality presses.

242 The Department recognizes that scholarly contributions take many forms, encompassing a variety
243 of academic tracks pursued by individual faculty members. These include: (i) **discovery-focused**
244 **scholarship**, which involves creating new knowledge through rigorous research or critical
245 thinking to advance understanding in a given field; (ii) **integration scholarship**, which critically
246 evaluates, synthesizes, and analyzes knowledge from multiple sources, disciplines, or perspectives,
247 fostering innovative connections and insights; (iii) **application and practice scholarship**, which
248 addresses pressing individual, institutional, or societal challenges by translating research into
249 practical solutions; (iv) **engagement scholarship**, which emphasizes collaborative partnerships
250 with communities to co-create knowledge and promote mutual learning; and (v) **teaching and**
251 **learning scholarship**, which focuses on developing, refining, and disseminating effective
252 pedagogical practices to enhance educational outcomes.

253
254 While the department encourages alternative scholarships, including integration scholarship,
255 application and practice scholarship, engagement scholarship, as well as teaching and learning
256 scholarship, works emanating from tracks other than discovery-focused scholarship are not
257 necessary nor sufficient to earn tenure or promotion. Alternative forms of scholarship may be
258 considered as substitutes for discovery-focused scholarship (a, b, c, and d from the list above) only
259 when they meet the same standards of quality and undergo similarly rigorous peer review
260 processes. Candidates should provide a letter from their collaborators detailing the internal peer
261 review process and clarifying whether the work was subjected to external peer review.

262
263 In all of the above scenarios (a, b, c, or d):
264 Regarding the status of the publications, “in press,” “forthcoming,” and “accepted” are counted as
265 effective publications.

266
267 In all of the above scenarios (a, b, c, or d), scholarly work must undergo peer review through a
268 single- or double-blind process conducted by qualified experts in the discipline. This differs from

269 editor reviews, which primarily rely on editorial oversight rather than an evaluation by independent
270 disciplinary peers. Even though this peer review definition is narrower than the definition of peer
271 review found in the College RTP Policy, the Department of Political Science believes it is
272 appropriate due to the wide array of journals, presses, and other outlets that publish political
273 science research, which may not be the case in other disciplines.

274

275 With regard to co-authored work, candidates shall clarify in their narrative the nature and extent
276 of their contribution to the project. They must elaborate upon the work undertaken separately from
277 their co-author, documenting this work whenever possible. They must also elaborate upon the
278 nature of the work undertaken jointly, explaining in simplest terms the division of labor that
279 characterized the co-authorship. Such elaborations must cover every step in the jointly-assumed
280 project, from conception of the project to its publication. While the Department of Political Science
281 in no way disparages co-authored work, it also expects at least one significant single-authored
282 publication for tenure and promotion to Associate
283 Professor and for promotion to Full Professor. Should co-authored projects constitute the
284 sole form of scholarly activity during any phase of the RTP process, candidates must demonstrate
285 that this is the norm within their field of research, and must explain why their work should be
286 viewed as comparable to significant single-authored work.

287

288 It is the responsibility of the Candidate to provide the RTP Committee with a narrative or measure
289 of the quality of publication venues (including, where available, acceptance rates, standing in the
290 discipline, and an explanation as to why certain publication venues have been chosen if this does
291 not appear obvious). It is the responsibility of the Department RTP Committee to evaluate the
292 quality of the journal and academic or other presses.

293

294 2. a minimum of three presentations of research findings at meetings or conventions of professional
295 political science and related organizations;

296

297 3. engagement in two or more of the following activities: participation in academic seminars and
298 institutes; securing externally-funded research grants and fellowships; service in editorial
299 positions; review of personnel cases and academic programs at other universities; service as referee
300 for academic publications, grants, or fellowships; publication of reviewed software or electronic
301 documents; publication of book reviews and/or invited review essays in academic journals; serving
302 as a discussant of presented conference papers; publication of work in edited electronic or
303 traditional media outlets; and consultation or review work of a clear and documentable academic
304 nature.

305

306 ***C. Service***

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308 The department adheres to Section 2.3 of the College RTP policy, with the following elaboration:

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310 In addition to the examples of service contributions listed under Sections 2.3.1 and 2.3.2 of the
311 College RTP policy, the Department adds: student recruitment and reappointment activities;
312 service to academic organizations, including organizing sessions at conferences, and serving on
313 boards and committees; service in an advisory capacity and/or presentations to non-academic
314 organizations; media interviews; and letters to the editor published in non-academic media
315 outlets.

316

317 At the candidate's discretion, the following may be included under either "Service" or
318 "Instruction and Instructionally-Related Activities:" oversight of student theses, comprehensive
319 examinations, and independent studies; and organization of pedagogical or curricular workshops.
320

321 **VI. Promotional Level Criteria**

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323 The Department adheres to Section 5.0 of the College RTP Policy, with the following additions:

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325 A. In addition to Section 5.3 of the College RTP Policy, for Promotion to Associate Professor the
326 Department requires:

327

328 1. fulfillment of the research, scholarly and creative activity expectations outlined in Section
329 V.B. of the Department RTP Policy.

330

331 2. demonstrated high-quality instruction and instructionally-related activities as evaluated
332 according to the criteria outlined in Section V.A. of the Department RTP Policy.

333

334 B. In addition to Section 5.4 of the College RTP Policy, for Promotion to Professor the
335 Department requires:

336

337 1. fulfillment of the research, scholarly and creative activity expectations outlined in Section
338 V.B. of the Department RTP Policy.

339

340 2. demonstrated high-quality instruction and instructionally-related activities as evaluated
341 according to the criteria outlined in Section V.A. of the Department RTP Policy.

342

343 3. a substantive service record that includes: (a) service at the Department, College, and
344 University levels; (b) a record of leadership at the College and/or University levels; and (c) a
345 record of service in the community or the profession. This record may also include service
346 contributions in areas outlined in Section V.C. of the Department RTP Policy.

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348

349 **VII. Amendments**

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351 ***A. Amendment Proposals***

352 1. Amendments may be proposed by the member/s of the Department.

353 2. The Chair shall call a meeting of the Faculty to discuss proposed amendments.

354

355 ***B. Ratification***

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

358

359 **VIII. Effective Date**

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361 All amendments shall become effective the following academic year.