

DEFINITIONS AND STANDARDS
FOR REAPPOINTMENT, PROMOTION, AND TENURE

December 15, 2012

DEFINITIONS OF TEACHING, SCHOLARSHIP, AND SERVICE

INTRODUCTION

This document, which spells out policies and procedures for retention, tenure and promotion within the Communications Department at California State University, Dominguez Hills, has been prepared in response to university policy. These standards and procedural guidelines supplement the official University RTP personnel policy. This document, therefore, remains consistent with all applicable RTP criteria for Unit 3 Faculty agreed to between the California Faculty Association (CFA) and the CSU Board of Trustees. It is understood that this statement of standards is limited to those RTP concerns over which the Department of Communications can exercise its own discretion.

Faculty members in the Communication Department must possess a Ph.D. in their respective field at the time of appointment.

TEACHING

The teaching philosophy of the Communications Department encourages the development of critical thinking skills through student-centered learning activities. Effective Communications professors are expected to foster media literacy and competency in reading and writing in both academic and popular media forms. Excellence in teaching is demonstrated by maintaining currency in the field and a commitment to best practices in pedagogy.

Teaching activities include those activities by the faculty member that directly contribute to student learning. Effective teaching can include many pedagogical approaches such as lectures, individual and group exercises, discussion sessions, student involved research, and other techniques. Teaching activities occur in traditional face-to-face, hybrid, and on-line courses.

Evaluation of teaching includes 1) student evaluations; 2) faculty classroom observations by tenured Communications faculty members; 3) review of course syllabi, instructional materials, assignments, graded assignments, and assessment methods; 4) evidence of student work; 5) student advising; 6) course development; and 7) letters from students.

SCHOLARSHIP

The mission of the Communications Department encourages scholarship that illustrates currency in the faculty member's area of expertise.

Evaluation of the quality of scholarship includes review of publications; conference papers; evidence of proceedings; and other documentation.

The following weighted activities and categories should be considered when applying for

reappointment, tenure, and/or promotion:

Category A

- Single-authored scholarly book published by a reputable and recognized publisher in Communications or related field (20 points)
- Co-authored scholarly book or substantial consumer book published by a reputable and recognized publisher (10 points)
- Edited anthology published by a reputable and recognized publisher (10 points)
- Single-authored peer-reviewed journal article (4 points)

Category B

- Book chapter published by a reputable and recognized publisher (3 points)
- Co-authored peer-reviewed journal article (3 points)
- Holding elected office in a scholarly or professional society or organization (3 points)
- Organization of scholarly symposia or conferences (3 points)
- Receiving an external or internal grant of over \$5,000 (3 points)
- Presenting a scholarly paper at an international conference (3 points)
- Presenting a scholarly paper at a regional or national conference (2 points)

Category C (1 point each)

- Invited talk at a scholarly, professional or educational venue
- Panel discussion at a scholarly, professional or educational venue
- Poster presentation at a national, regional, or international conference
- Publication in major print or Internet media
- Submission of an internal or external grant proposal
- Receiving an external or internal grant of less than \$5,000
- Book review for reputable publisher or scholarly journal
- Manuscript review for scholarly conference or journal
- Chairing a session at scholarly or professional conference
- Committee membership in a scholarly or professional society
- Receipt of a special award from a professional or scholarly organization

Additional items may be included but they must have prior approval by the Communications RTP Committee.

SERVICE

The mission of the Communications Department encourages service in which the faculty member participates conscientiously, cooperatively, and productively in the collective efforts and functioning of the department, the college and the university as a whole.

Evidence of service includes membership on department, college and university-wide committees; chairing department, college and/or university-wide committees; organizing and engaging in significant activities that enhance the educational climate and/or student life (e.g., chairing campus panel discussions; planning and/or chairing colloquia and workshops; judging Student Research Day); participating in student activities as sponsor, mentor or advisor; taking part in campus outreach efforts and activities that cast favorable attention to the faculty member and to the university.

Evaluation of the quality of service includes review of documentation of service including letters, e-mails and other correspondence from committee chairs and/or members or participating faculty or staff.

STANDARDS FOR REAPPOINTMENT

INTRODUCTION

In order for the faculty member to be recommended for reappointment to the next academic year, he/she must meet the criteria for making satisfactory progress in the three areas below.

TEACHING

Tenure-track faculty will be evaluated on and required to have the following:

Perceived Teaching Effectiveness

- Faculty will be evaluated by review of the statistical summaries and written comments made by students on the Perceived Teaching Effectiveness (PTE) forms for those courses chosen by the faculty member for inclusion in the personnel action file. Satisfactory progress in this area includes consistently positive reviews from students (80%-100% agree or strongly agree in every category). Only those PTE forms with at least a 75% response rate will be recognized.

Peer Review Classroom Observations

- Satisfactory peer evaluations from classroom observations. One per semester the first year and once every subsequent year. Satisfactory classroom observations measure teaching performance in terms of classroom management, pedagogy, demeanor, and student engagement.

Review of Teaching Materials

- Satisfactory record of effective course materials related to student outcomes. These include 1) course syllabi; 2) instructional materials such as demonstrations, class notes and other course materials; 3) given assignments; 4) graded assignments; 5) assessment methods; and 6) evidence of student work. The department RTP Committee evaluates the quality of such materials based upon their teaching experience and expectations.

SCHOLARSHIP

Publication activity is expected after the faculty member's first full academic year. A minimum of one peer-reviewed journal article every other year is required.

Satisfactory progress toward achieving 20 cumulative points is required for reappointment. After the first two years, at least 5 points from the various areas are required. After the four years, at least 10 points from the various areas is required. Evidence of scholarly activity from Category A or B is required every year. Evidence of scholarly activity from Category C is encouraged but not required.

SERVICE

Significant service on department, college, or university committees is required. It is expected that reappointed faculty serve on at least one departmental committee every year.

Department committees include:

- Curriculum committee
- Faculty search committee
- Part-time faculty evaluation committee
- Chairing a student group
- Option coordinator
- Academic senator

After the first year of appointment, additional service at the college or university level is required.

STANDARDS FOR TENURE AND PROMOTION TO ASSOCIATE PROFESSOR

INTRODUCTION

In order for the faculty member to be recommended for tenure and promotion to associate professor, he/she must acquire a consistent record of satisfactory progress in all three areas described below.

TEACHING

To receive tenure, the faculty member must demonstrate the following:

Perceived Teaching Effectiveness

- A record of positive teaching evaluations from students as evidenced from the statistical summaries and written comments made by students on the Perceived Teaching Effectiveness (PTE) forms for those courses chosen by the faculty member for inclusion in the personnel action file. Satisfactory progress in this area includes consistently positive reviews from students (80%-100% agree or strongly agree in every category). Only those PTE forms with at least a 75% response rate will be recognized.

Peer Review Observations

- A record of satisfactory peer evaluations from classroom observations. One per semester the first year and once every subsequent year; satisfactory classroom observations measure teaching performance in terms of classroom management, pedagogy, demeanor, and student engagement.

Review of Teaching Materials

- A record of effective course materials related to student outcomes. These include 1) course syllabi; 2) instructional materials such as demonstrations, class notes and other course materials; 3) given assignments; 4) graded assignments; 5) assessment methods; and 6) evidence of student work. The department RTP Committee evaluates the quality of such materials based upon their teaching experience and expectations.

SCHOLARSHIP

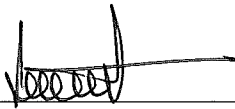
20 points from the various categories of scholarly activity must be acquired to earn tenure. At least 10 points must be from categories A and B. A minimum of three peer-reviewed journal articles is required.

SERVICE

At least 10 documented service activities are required for tenure. A consistent record of departmental service and documented continuous and significant service to two or more college or university committees is also required.

Department Chair

Date



Dean

Date

4/4/13



Provost and Vice President of Academic Affairs

Date

4/4/13