DEPARTMENT OF CHICANO AND LATINO STUDIES
College of Liberal Arts
California State University Long Beach
Reappointment, Tenure, and Promotion Policy

This policy states the Department of Chicano and Latino Studies’ expectations of candidates seeking reappointment, tenure, and promotion. The department recognizes that faculty must be evaluated in accordance with requirements detailed in the University and College of Liberal Arts Reappointment, Tenure, and Promotion policies. Thus, we will be guided by those requirements and augment them with the following specific provisions and department expectations for faculty success.

DEPARTMENT GOALS AND EXPECTATIONS OF FACULTY
The Department’s mission is to help students become leaders of social change that create a more just society for all and improves conditions for a diverse Chicano/a and Latino/a population.

The Department accomplishes this mission by pursuing the following seven goals:

1. Investigate Chicano/a and Latino/a experiences within the context of American and Latin American history, society, and culture;

2. Examine critically issues of ethnicity, race, gender, class, and sexuality in Chicano/a and Latino/a communities and the broader American society;

3. Develop strong partnerships with community-based organizations and other institutions dedicated to social justice in the United States and Latin America.

4. Prepare students to serve Chicano/a and Latino/a communities effectively;

5. Enhance students’ analytical reading, speaking, writing, and technological skills;

6. Prepare students for success in the graduate studies and professional careers they pursue;

7. Prepare students to work effectively in multicultural settings and contemporary national and global economies.

To achieve those goals, the department expects its faculty to become teacher-scholars. An effective teacher-scholar is one who balances teaching, research, and service responsibilities, but also recognizes that quality instruction is her/his first priority. The Department continues to value “traditional” scholarly engagement in advancing theory and knowledge. Additionally, in congruence with the College and University RTP policies, as an “engaged department” the Department of Chicano & Latino Studies values and encourages the use of faculty members’ academic knowledge and expertise in the interest of the public good—what is understood as the Scholarship of Engagement. The Department of Chicano & Latino Studies utilizes the National Review Board of Scholarship of Engagement’s definition as:
The Scholarship of Engagement is a term that captures scholarship in the areas of teaching, research, and/or service. It engages faculty in academically relevant work that simultaneously meets campus mission and goals as well as community needs. Engagement is a scholarly agenda that incorporates communities issues and which can be within or integrative across teaching research and service. In this definition, community is broadly defined to include audiences external to the campus that are part of a collaborative process to contribute to the public good. (Scholarship of Engagement Online, National Review Board, www.scholarshipofengagement.org)

RESPONSIBILITIES

DEPARTMENT CHAIR OR DESIGNEE

1. The Department Chair or designee shall provide candidates for reappointment, tenure, and promotion with: (1) deadlines for submission of materials; (2) a copy of the Department Mission Statements; (3) copies of the University and College of Liberal Arts RTP documents; (4) a copy of the Department RTP Policy which states the criteria and standards to be used in the evaluation of candidates.

2. Mentoring: The College of Liberal Arts recognizes the importance of mentoring in the success of RTP candidates and requires candidates to participate in ongoing mentoring activities, which aim to help candidates maintain a clear trajectory of their professional accomplishments and goals. The University RTP Policy identifies the department chair as having the responsibility for communicating the department, college, and university policies to candidates and for providing mentoring to candidates. In the College of Liberal Arts, mentoring can be performed by the chair or a mutually agreed-upon tenured, full-time faculty designee. Evidence of mentoring shall be included in the candidate’s file and can include, but is not limited to, feedback provided on mini-review evaluations. However, while mentoring provides ongoing evaluative feedback for candidates, the RTP process constitutes the formal mechanism for evaluation of probationary and tenured faculty.

Candidates are expected to develop their RSCA agenda within the framework and subject-matter of the curricular and research needs of the Department. As faculty are hired to fulfill departmental curricular and scholarly goals in the interest of students, clear and structured mentoring of faculty is critical to their success.

The Department firmly believes in faculty professional growth in scholarly pursuits. After successful completion of tenure and promotion, candidates are encouraged to meet with the Department Chair to discuss their continuing teaching and research interests within a broader scope of their current curricular and/or research work in the Department. Faculty members are encouraged to consider exploring new, but related areas provided those areas meet the present and future needs of the Department curricular goals and interests of students.
DEPARTMENT RTP COMMITTEE

1. The Department RTP committee shall consist of at least three tenured Department members who receive the votes of a majority of the tenured and probationary faculty members. The Department RTP committee for review of reappointment, tenure and/or promotion shall consist of tenured Department members, of equal or higher rank than the candidate, who receive the votes of a majority of the tenured and probationary members. In all cases of RTP review, candidates whose fields of investigation are outside of the expert knowledge of the Department’s full-time tenured / probationary faculty may ask to add one or two CSULB faculty from outside the Department who are expert in the candidate’s field of investigation. The addition of faculty from outside the Department will be in consultation with the Department Chair and RTP Committee Chair and affirmed by a secret ballot majority vote of tenured/probationary members.

2. The candidate has sole responsibility to successfully carry out the required elements for re-appointment, tenure and/or promotion and is responsible for the collection and presentation of evidence intended to satisfy all criteria and standards.

CRITERIA AND EVALUATION

A. Instruction and Instructionally Related Activities

1. Because the faculty teaches many general education and elective courses, candidates are encouraged to describe how those courses introduce students to Chicano and Latino Studies and to differentiate those courses from advanced courses for the major.

2. Peer classroom visitation and observation is a required part of the evaluation process for candidates for reappointment, tenure, and promotion. This evaluation will be conducted as specified under the College RTP Policies and Procedures, 2.1.4—Peer Observation of Instruction.

3. A candidate for reappointment, tenure and promotion must demonstrate that “Instructionally Related Activities” are consistent with her/his goals as outlined within their periodic reviews.

The overall CHLS Department rubric for review on Instruction and Instructionally Related Activities is predicated on a strong value in effective teaching within the mission and goals of the Department and within the contexts, criteria, and guidelines as specified under the College RTP Policies and Procedures, 2.1—Instruction and Instructionally-Related Activities College and University. Instruction and instructionally related activities for CHLS RTP candidates include Teaching Effectiveness, Classroom Peer Observations and Professional Development. Successful candidates within CHLS Department RTP policy must be evaluated as having performed at a high quality level on 2 out of these 3 rubrics.
Instruction and Instructionally Related Activities:

1. Student Response to Instruction

In alignment with evidence of teaching effectiveness as defined by CLA RTP policy documents, student course evaluations shall be used to evaluate student response to instruction. When instructors present a critical analysis of their teaching accomplishments in their narrative, they should discuss the student ratings in course evaluation summaries, including an examination of means as they compare to Department and CLA means, the variability of scores, the percentage of students who rate the standard evaluation elements as “agree” (4) or “strongly agree with” (5), and trends over time. They should reflect on factors that are impacting their student evaluations. These factors may include but not necessarily be limited to, the impact on student evaluations of the nature of the course and content, pedagogy, rigor, class size, and undergraduate vs. graduate level courses and any specific, deliberate actions they have taken or plan to take to address student concerns.

2. Peer Teaching Evaluation

Peer Teaching Evaluation will include course document review and classroom observations as outlined in Sections 2a and Section 2b below. Peer Teaching Evaluations will be conducted by two Department RTP Committee members observing two different class sessions. These RTP Observers will meet with the candidate preceding and after classroom observation to discuss criteria for evaluating classroom observations as listed below in Section 2b. As the CHLS Department believes strongly in the importance of teaching to our students’ success as reflected in our Department mission, these observers will provide a rating (e.g. superior, high quality, needs improvement) for each of the items in the rubric.

a. Course Document(s) Review
   i. Alignment of Syllabus to SCO
   ii. Alignment of course goals and student learning outcomes
   iii. Appropriate assessments
   iv. Variety and appropriateness of teaching methodologies

b. Classroom Observations (at least 2 of same course section per academic year)
   i. Clarity of objectives for classroom session (per classroom observation and/or candidate / observer meeting(s))
   ii. Communication with Students
   iii. Effectiveness of teaching methodology (e.g. student interaction; checking for understanding)
   iv. Effective use of classroom time
   v. Appropriateness of classroom content

3. Professional Development

a. Given the centrality of teaching to CHLS, RTP candidates are expected to continually seek professional development as a means of improving their teaching effectiveness. Such activities may include attending teaching and learning institutes or workshops; revamping of syllabi and/or standard course outline for courses taught that demonstrate the input of students and/or peer-observations; and development of new
courses with clearly articulated student learning outcomes and assessments within the context of CHLS curricular goals.

B. Research, Scholarly and Creative Activities

1. A candidate for reappointment, tenure and promotion must demonstrate that “Research, Scholarly and Creative Activities” (as defined in the University RTP document) are consistent with her/his RSCA agenda.

2. The quality of a faculty member’s RSCA is the most important criterion for evaluating scholarly accomplishments. Quality refers to the degree to which a research, scholarly or creative activity contributes to the discipline, community base of knowledge, and/or social impact and use. Contributions in these areas will further enhance achievement of the department’s mission and goals. This is judged by evaluating a candidate’s commitment and achievements to research, scholarly and creative activities that advance the state of theoretical and/or applied knowledge in her/his field(s) and/or the social impact of their work (e.g. scholarship of engagement). As the discipline of Chicano & Latino Studies is an interdisciplinary field, “discipline” is defined as the candidates’ field of expertise and methodologies that are applied within Chicano & Latino Studies’ theoretical and/or applied contexts.

3. Peer review is the key to assessing the quality of RSCA activities, whether those activities are research projects, creative presentations or performances, consulting work, editorial responsibilities, or application of one’s academic expertise for the public good (i.e., scholarship of engagement).

4. Peer-review is defined as a process wherein candidates’ publications, products or creative activities are reviewed by academic scholars or expert practitioners in a candidates’ field. A candidate for reappointment, promotion and/or tenure must provide documentation of peer-reviewed nature of submitted publications, scholarly and creative activities per CLA RTP Policies & Procedures, 2.2.6.1.

5. A candidate for reappointment, tenure, and promotion must provide documentation of the significance and/or impact of her/his ongoing research project(s) and publications in peer-reviewed publications and recognized publishing outlets.

6. Criteria for evaluation of peer-reviewed publications or products within the framework of a “Scholarship of Engagement” shall consist of those criteria published by the Clearinghouse & National Review Board for The Scholarship of Engagement and listed as Appendix A to this policy.

7. Equivalencies to Scholarly Publications. Since the Chicano and Latinos Studies Department is a multi-disciplinary program the definition of publications must apply to the humanities, social sciences and the fine arts. For purposes of promotion, reappointment and tenure, a publication will include any form of contribution to the field which is made public in:
   a) Print: Refereed conference proceedings, successful grant proposals, peer reviewed instructional materials;
   b) Artistic performance or exhibitions in theaters, concert halls, museums, festivals of established prestige. Special recognition will be given to performances in venues of national and international prestige (e.g. L.A. Music Center, UCLA Royce Hall, Smithsonian Institute, Mexico City’s Palacio de Bellas Artes). Evaluation of the performance will be based on published...
reviews in appropriate journals or newspapers, awards of recognition and outside reviews by peers in the field;

c) Media: This includes but it is not limited to professional musical recordings, video and documentaries. Evaluation of the performance will be based on published reviews in appropriate journals or newspapers, awards of recognition and outside reviews by peers in the field.

While, peer-review, quality and impact are the central criteria for determining the successful review of candidates’ Research, Scholarly and Creative Activities, the CHLS Department RTP Policy provides some numerical parameters as a means of guiding candidates’ in their development of their RSCA agenda and goals that will further support faculty success in retention, tenure and /or promotion. As such, the provision of numerical “goals” should not be interpreted as a rigid formula for successful review given the unique nature of each candidates’ academic and professional contexts as they pertain to venues and field-specific criteria for what is defined as Research, Scholarly and Creative Activities. Peer-review, quality and impact are what is expected and valued in this RTP policy rather than the overall quantity of publications, products, external grants and/or creative works. Expectations for promotion and tenure include one (a or b) or a combination (a and b) of the following:

a. Target of 3-4 peer-reviewed products. These include peer-reviewed products such as journal articles and competitive major external grants received, peer-reviewed creative works as described above, and other publication types that may be peer-reviewed, such as book review articles that establish the state of knowledge in a field, historiographical essays, critical literature reviews or publications in edited volumes or anthologies, and products from a scholarship of engagement.

b. Authored or co-authored book from peer-reviewed press. If co-authored, candidate must document significant authorship to publication.

For candidates under periodic review (Mini-Review) and/or reappointment, candidates’ RSCA agenda should be designed with these general goals in mind for research, scholarly and creative activity production. Candidate’s evaluation for periodic review (Mini-Review) and reappointment will focus on candidate’s progress toward these goals.

C. Service

The Department follows University RTP policy that “Meaningful service should be related to the academic expertise and [or] rank of the faculty member”. For the dept ‘meaningful service’ encompasses the following types of activities:

1. Candidates are expected to actively participate on committees in the Department, College, and/or University; active participation includes, for example, the contribution of major policy development, authorship of committee documents and reports, and/or chairing a committee. Execution of special offices, tasks, or initiatives (such as sponsoring student groups, participating in educational equity programs, and/or efforts to improve retention and graduation rates) is expected from a candidate. Organizational responsibilities in professional academic
organizations are highly encouraged. Active participation that is directly related to candidate’s area of expertise / discipline in the programs of area schools, community organizations/movements, or cultural organizations (such as the presentation of talks or workshops and committee leadership) are highly encouraged. Obtaining external grants and/or contracts to support such community outreach activities shall be considered as integrative to scholarly and creative activities within the framework of Scholarship of Engagement. Development and implementation of a center or institute which promotes these outreach activities shall be highly encouraged.

2. Candidates for tenure and promotion to Associate Professor are expected to participate in faculty governance in the Department and College.

3. Candidates for promotion to Professor are expected to participate in faculty governance in the Department, College, and University.

Criteria for Promotion to Professor

In the College of Liberal Arts, a candidate for appointment/advancement to Professor must demonstrate a consistent record of excellence in all three areas of evaluation. The successful candidate will demonstrate RSCA that include high-quality contributions to the advancement, application, or pedagogy of his or her discipline or interdisciplinary fields of study. The candidate is expected to have a substantial record of peer-reviewed work at the national and/or international levels. In addition, a candidate for promotion to Professor shall demonstrate high-quality instruction and instructional activities. The candidate also is expected to have a substantive service record that includes: (a) service at department, college, and university levels; (b) a record of leadership at the University; and (c) a record of service in the community or the profession.

D. Other Criteria and Evaluation.

1. External evaluations of the candidate’s activities may be solicited by the Department RTP Committee and/or the candidate in accordance with the Procedure for External Evaluation (PS 86-07).
AMENDMENTS

E. APPROVAL OF AND CHANGES TO THE CHLS DEPARTMENT RTP POLICY

1. Ratification

This RTP policy is subject to ratification by a majority of voting tenured and probationary faculty members in the Department of Chicano and Latino Studies and to approval by the Faculty Council, the Dean, and the Provost.

2. Amendments

Amendments to this Policy may be initiated by a petition signed by at least three tenured and probationary Department faculty. Upon receiving a petition so initiated, the Chair of the Department shall communicate the proposed amendment(s) to the tenured and probationary faculty members and place the proposed amendments on the agenda of the next scheduled Department meeting. Once agendized and discussed in a Department meeting(s), the proposed amendment (as proposed or amended) will be voted on in the ensuing scheduled Department meeting via secret ballot.

3. Voting on Amendments

Voting on amendments shall be by secret ballot prior to the close of the preceding academic year of adoption.

4. Majority Needed to Adopt

To become effective, all proposed amendments shall require a majority of the ballots cast by the tenured and probationary faculty members and the approval of the Faculty Council, the Dean, and the Provost/Senior Vice President for Academic Affairs.

5. Voting Rights

All tenured and probationary Department faculty members – including those on leave, sabbatical, and FERP – are eligible to vote.