REAPPOINTMENT, TENURE, AND PROMOTION POLICY

Department of Communication Studies
College of Liberal Arts
California State University, Long Beach

1.0 Preamble

The Department of Communication Studies recognizes that academic personnel must be evaluated in accordance with requirements detailed in University and College Reappointment, Tenure, and Promotion policies. Thus, the Department clarifies and augments those requirements by identifying specific expectations for faculty success.

2.0 Criteria and Evaluation

2.1 Instruction and Instructionally Related Activities

2.1.1 Faculty are expected to maintain effective instructional practice which will be assessed in a variety of ways including well-designed course material, favorable student evaluations of the instructor consistent with college norms, class GPAs that are consistent with Departmental norms, and evidence of engagement with students. Faculty also are encouraged to provide service-learning opportunities and curriculum that speaks to the diversity of our student population. The candidate can request comparative GPA information from department office at the end of each semester.

2.1.2 For reappointment, tenure, and promotion decisions, the Department RTP committee will evaluate the Candidate’s materials for each course (Sec. 2.1.1 in CLA RTP document) for the degree to which they: 1) reflect standard course outlines; 2) challenge and develop students’ academic skills; 3) promote effective and innovative teaching methods; 4) incorporate new research in the field; 5) provide detailed, clear instructions to students; and 6) conform to University policies.

2.1.3 The Department’s RTP Committee will be responsible for a minimum of one scheduled in-class visitation prior to the Candidate’s review for reappointment and again prior to review for promotion to Associate Professor.

2.1.4 The narrative is an essential means by which the candidate explains his or her instruction and instructionally-related activities beyond what is conveyed by the required materials in 2.1.1 and 2.1.2. The Department believes that there are many ways to enhance teaching effectiveness and accomplishments, such as:

a. Assigned Time Activities: Faculty who receive 3 or more units of assigned time from instruction for various appointed and/or recurring roles will be evaluated on the performance of their assigned time activities.
b. Faculty-Student Collaborative Activities: These may include but are not limited to (i) supervising Master’s Theses, (ii) directing collaborative research with students; (iii) overseeing independent studies; and (iv) directing students in creative presentations or performances outside of class.

c. Teaching Innovations and Course Preparation: Candidates are expected to reflect on their curriculum and classroom practices as well as engage in ongoing course evolution. Candidates may address the breadth of courses taught in their narrative.

2.2 Research, Scholarly, and Creative Activities (RSCA)

2.2.1 The Department believes that faculty must be committed to an active program of RSCA activities. The quality of a faculty member’s RSCA is determined by peer review (see College RTP document 2.2.3.1 for a definition of this term).

2.2.2 For each of the two major review periods (tenure and/or promotion to Associate Professor, promotion to Professor) faculty must meet the following requirements in the area of scholarly and creative activity:

A minimum of 3 peer-reviewed articles in a discipline or discipline-related journal OR one of the following:
- Published university press book or other academic press book
- Published instructional textbook (in print or electronic format)
- Substantial externally-funded awards, grants, and/or contracts

2.2.3 In addition to requirements listed in 2.2.2., the demonstration of ongoing research, scholarly, and creative activities must be further substantiated by evidence of at least 3 of the activities listed below:
- Published book by a non-university press, university press, or other academic press
- Additional peer-reviewed articles in a discipline or discipline-related journal
- Chapters in a published university press or academic press book
- Invited scholarly-based publications and/or invited chapters in scholarly publications
- Competitively selected regional, national, or international convention papers or performances
- Published book reviews of scholarly publications
- Invited panels, presentations, or performances at discipline or discipline-related conventions
- Performances and/or scholarly presentations at discipline-related conventions, other universities, or in other public settings that receive favorable review from professional peers

- Appointments to selection panels for grants, fellowships, contracts, awards, and conference presentations, and other adjudication assignments calling for discipline-specific expertise

2.3 Service

2.3.1 Candidates at all levels are expected to actively participate and assume responsibility on department committees. The Candidate’s contributions should be clearly articulated in the written narrative submitted for review. Candidates are also required to regularly attend Department faculty meetings. In addition, Candidates are expected to participate in Department activities, which can include but are not limited to representation at the University graduation ceremony, attendance at hiring-related events, or involvement in guest presentations, lectures, or colloquiums.

2.3.2 Expectations for service at the College and University level by each faculty rank (CLA RTP section 2.3.2.1) as well as examples of potential service contributions are clearly articulated in the College RTP document (CLA RTP section 2.3.2).

Amendments to this document may be ratified by a 2/3 vote in a secret ballot vote of the Department’s tenured and probationary faculty, and must be approved by the College of Liberal Arts Faculty Council, the Dean of the College of Liberal Arts, and the Provost.