

International Studies Program Reappointment, Tenure, and Promotion (RTP) Policy

I. Preface

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 Reappointment, Tenure, and Promotion (RTP) policy for California State University, Long Beach 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) instruction and instructionally-related activities; (2) research, scholarly, and creative activities (RSCA); and (3) service contributions. The International Studies Program Reappointment, Tenure, and Promotion (RTP) Policy adds relevant conceptual and practical precision to the application of these three pillars with specific reference to the interdisciplinary field of International Studies.

Instruction and instructional activities in International Studies are necessarily interdisciplinary and/or multidisciplinary. As such, courses are constructed around broad themes and faculty are expected to draw on material across disciplines to address these themes and build student analytical skills.

The evaluation of research, scholarly and creative activities of an International Studies faculty member must take into account the disciplinary training of the faculty member. To this end, the International Studies Program seeks to balance evaluation of manuscript publication, peer-reviewed journal publication, policy work, and field (“real world”) application.

International Studies considers service to the program, college, and university as well as service within a scholarly field of study and civic engagement to each be a significant contribution to its mission. While the manner and levels of engagement by an individual faculty member will vary, a balance is prized. The International Studies Program, and the pursuit of International Studies, is necessarily central to international education broadly defined. International Studies provides courses and expertise that serve CSULB International Education goals.

II. Definitions

- A. This is the International Studies Program Reappointment, Tenure, and Promotion Policy, referred to as the “Department RTP Policy,” establishing criteria, standards and procedures for appointment and for performance reviews for reappointment, tenure and promotion as described in the Collective Bargaining Agreement.
- B. “College” refers to the College of Liberal Arts.
- C. RTP means Reappointment, Tenure, and Promotion.

- D. "Department" refers to the International Studies Program. As an independent program within the College of Liberal Arts the Department RTP of the International Studies Program is not subservient to any other Department RTP.
- E. "Program Director" refers to the Director of the International Studies Program (serving in all ways the role of the "Department Chair" in the University RTP Policy and the College RTP Policy).
- F. "Research and scholarly activities" includes activities designated in Section V.B., Research and Scholarly and Creative Activities.
- G. "Peer-reviewed" refers to a process leading to selection of experts in the discipline to evaluate the merit, importance, and originality of scholarly and creative activities. This process can be selection by editors of anonymous referees to help decide on journal publications, and selection of anonymous referees by publishers to help decide whether to publish a book, or whether to include a chapter in an edited volume.
- H. Interdisciplinary refers to a field of study that crosses traditional boundaries between academic disciplines or schools of thought.
- I. Multidisciplinary refers to the complimentary use of more than one discipline to further an intellectual pursuit where each discipline retains its methodologies and assumptions without change or development from other disciplines within the multidisciplinary relationship. Whereas multidisciplinary relationships across disciplines build on complimentary efforts they are not necessarily interactive, this contrasts interdisciplinary relationships which blend the practices and assumptions of each discipline involved.

III. Interpretation and Standards

- A. This Department RTP Policy amplifies and adds specificity to the University Policy on RTP, and the College of Liberal Arts RTP, and in some cases establishes additional standards. The University Policy, and College of Liberal Arts Policy, on RTP shall be interpreted as setting minimum standards for the College.
- B. In accordance with the above paragraph, this Department RTP Policy does not substitute for the University Policy on RTP, or the College of Liberal Arts RTP, but adds to it.
- C. The College RTP Policy shall set standards for Departments until Department RTP Policies are ratified and approved as specified in Section II.B.1. of the University Policy on RTP.

IV. Responsibilities and Procedures

- A. General Responsibilities

1. At all levels of review, those responsible for evaluating faculty and recommending actions shall provide a thoughtful and constructive assessment in the RTP evaluations and recommendations included in the RTP file. Each candidate shall be evaluated with clear and specific reference to RTP Policies and Procedures, and provided with acknowledgment of areas of superior performance, areas of deficiencies, and in reappointment cases, clear expectations for positive future personnel decisions. Recommendations at each level of review, and the decision, shall be supported by and include that level's written evaluation. Minority reports, if any, are allowed, and shall accompany the majority report.
2. Personnel evaluations, recommendations, and decisions shall be based solely on information in the candidate's RTP file. If the file is incomplete, and additional information is needed at any level of review, it shall be made available to all prior levels of review, in the Collective Bargaining Agreement, affording the opportunity for revising, amending, or substituting recommendations.
3. At every level of review, evaluation and recommendations shall be forwarded within the established deadlines. Should deadlines pass without evaluation and recommendation at any level, the RTP file shall be automatically transferred to the next level of review or the appropriate administrator.

B. RTP File

The candidate is responsible for all aspects of the assembling the RTP file and ensuring that it meets the requirements of RTP Policies and Procedures at each level and within the established deadlines. It is the candidate's responsibility to request assistance from the Department in interpreting RTP Policies and Procedures as necessary. It is the responsibility of the Chair or Chair designee to provide assistance in interpreting RTP Policies and Procedures as requested.

Required items in the RTP file:

1. All items delineated in Section 1.2.1 of the College RTP Policy.
2. A copy of the Department RTP Policy.
3. A Curriculum Vitae.

C. Candidate Responses and Rebuttals

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

D. Candidate Withdrawal

In cases of early decisions and in cases not involving tenure, at any time prior to a final decision the candidate may withdraw from the RTP process with written notice to all levels of review.

E. Department

1. Program Director.

In conformity with section 3.5 of the College RTP Policy, the Program Director shall provide all faculty - including newly hired faculty upon appointment - with copies of RTP Policies. At least once a year, the Program Director shall meet with each probationary faculty member and candidate for tenure or promotion to provide mentoring, discuss performance and presentation of the RTP file.

2. Department RTP Committee

a. Constitution of the RTP Committee

- (i) The Department's RTP Committee is made up of only tenured faculty members.
- (ii) Members of the Department RTP Committee who participate in promotion decisions must have higher rank than the candidate.
- (iii) Given the interdisciplinary nature of the International Studies Program, and the relatively small size of the faculty, members of the Department RTP Committees shall normally be comprised of tenured faculty members from both International Studies and other departments. The Program Director will construct the RTP committee with the particular field of enquiry of the candidate in mind, and in consultation with the candidate and other tenured members of the International Studies faculty. The Department RTP Committee will then be subject to vote by secret ballot. All tenured and tenure-track members of the department are eligible to vote. In the event the faculty does not approve the committee a new committee will be formed through the same consultative process with a new vote to follow. When considering RTP decisions for joint appointments, the Department RTP Committee shall follow the current Academic Senate policy on joint appointments.

b. Department RTP Committee Procedures

- (i) In accordance with Section II.B.1. of the University Policy on RTP, each Department shall submit a Department RTP Policy to the College Faculty Council and College Dean for approval.
- (ii) As provided for in Section 2.1.4 of the CLA RTP Policy and Section V.A.2.b of the Department RTP policy, classroom visitation is optional, but may be part of an instructional improvement plan agreed upon by the candidate and the chair. If performed, the evaluation must adhere to the CBA, including compliance with the requirement that notice be given at least five (5) days before a classroom visit.
- (iii) The Department RTP Committee shall evaluate the quality of research, scholarly and creative activities, as outlined in the Evaluation Criteria section of this document. The Program Director, Department RTP, or Candidate can request outside review. In this case the Committee shall seek outside review, consistent with the current Academic Senate policy for External Evaluation.

V. Evaluation Criteria

A. Instruction and Instructionally-Related Activities

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

1. In addition to the items (a-h) listed in Section 2.1.2 of the College RTP Policy, the Candidate shall address: (i) cases in which student evaluations differ substantially from the candidate's typical evaluations, and (j) cases in which student evaluations exhibit standard deviations of 1.0 or higher within a single course.
2. In regard to Section 2.1.7.2 of the College RTP policy, the Department RTP Committee shall take into consideration the following, if discussed in the candidate's narrative:
 - a. Improvement in teaching
 - b. Anomalies among student evaluations
 - c. Significant standard deviations
 - d. Other forms of instructional assessment employed by the candidate.
3. While taking the preceding factors into consideration, and while recognizing that student evaluations represent only one measure of teaching effectiveness, the Department expects that, by the time of their final review, successful candidates for tenure, reappointment, and/or promotion will report an overall pattern of teaching effectiveness.

B. Research, Scholarly and Creative Activities (RSCA)

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

Candidates at all levels are expected to maintain a continuing program of scholarship or creative activity that demonstrates intellectual and professional growth.

For candidates for reappointment, tenure and/or promotion, this generally is accomplished through meeting the following standards (1 and 2) during the period subject to RTP review:

1. A publication record that includes one of the following (a, b, c, d, or e):
 - a. Sole or lead authorship of three (3) articles in academic journals and/or peer-reviewed chapters in edited books published by academic or other quality presses.
 - b. Sole or lead authorship of one (1) monograph published by an academic or other quality press plus at least one (1) peer-reviewed article in an academic journal and/or peer-reviewed chapter in an edited book published by an academic or other quality press.

- c. Sole or lead editorship of one (1) scholarly edited volume published by an academic or other quality press, and at least two (2) peer-reviewed journal articles or peer-reviewed chapters in edited volumes published by academic or other quality presses.
- d. Sole or lead authorship of two (2) peer-reviewed articles in academic journals and/or peer-reviewed chapters in edited books published by academic or other quality presses plus significant work of policy or field application demonstrated through at least one (1) significant reports or white papers internally reviewed by the relevant agency or organization.

In all of the above scenarios (a, b, c, d, and e):

In at least one publication under the criteria above the candidate must demonstrate interdisciplinary scholarly work and the propensity of the RSCA effort is expected to be either interdisciplinary or multidisciplinary in nature.

Candidates will present a minimum of three presentations of research findings or scholarly activities at meetings or conventions of significant professional disciplinary organization or interdisciplinary organizations.

Candidates will demonstrate how at least one of their work efforts provisions an intended path post-RTP action. This may be accomplished through a publication of new research, presentation of new research direction or scholarly activity at a meeting or conventions of a significant professional disciplinary or interdisciplinary organization, or a successful grant.

Regarding the status of the publications, “in press,” “forthcoming,” and “accepted” are counted as effective publications.

With regard to co-authored work, candidates shall clarify in their narrative the nature and extent of their contribution to the project. They must elaborate upon the work undertaken separately from their co-author, documenting this work whenever possible. They must also elaborate upon the nature of the work undertaken jointly, explaining in simplest terms the division of labor that characterized the co-authorship. While the Department RTP Committee will evaluate the contribution of the candidate in a co-authored work on a case by case basis, in most cases where the candidate serves as lead author it will count in the same manner as a work of single authorship and in cases where the author is a second or third author it will count as half value.

The Department RTP Committee will necessarily consider the quality of publication venue (including, where available, acceptance rates, standing in a discipline, standing across multiple disciplines, reach/circulation of the publication, demonstrated impact on a policy or field process, inclusion on syllabi, etc.). It is the responsibility of the Department RTP Committee to evaluate the quality of the journal and academic or other publication venues as well as the scale of impact of a report. It is the responsibility of the

candidate to clearly articulate in the narrative the necessary information for the Department RTP to conduct this evaluation.

C. Service

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

In addition to the examples of service contributions listed under Section 2.3.2 of the College RTP policy, the Department adds:

1. Evidence of campus and community engagement including but not limited to: organization of pedagogical or curricular workshops; service to academic organizations, service in an advisory capacity and/or presentations to non-academic organizations; media interviews; guest lecturing; campus presentations; letters to the editor published in non-academic media outlets; publication of Op/Ed articles; etc.
2. Evidence of service to the profession including but not limited to: service in editorial positions; review of personnel cases and academic programs at other universities; service as referee for academic publications; publication of book reviews and/or invited review essays in academic journals; serving as a discussant of presented conference papers; organizing sessions at conferences, and serving on boards and committees.

VI. Appointment and Promotional Level Criteria

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

- A. In addition to Section 5.3 of the College RTP policy, for Appointment/Promotion to Associate Professor the Program requires:
 1. Demonstrated high-quality instruction and instructionally-related activities as evaluated according to the criteria outlined in Section V of the Department RTP policy.
 2. Fulfillment of the research, scholarly and creative activity expectations outlined in Section V of this Department RTP policy.
 3. Demonstrated high-quality service as evaluated according to the criteria outlined in Section V of the Department RTP policy.
- B. In addition to Section 5.3 of the College RTP policy, for Appointment/Promotion to Professor the Program requires:
 1. Fulfillment of the research, scholarly and creative activity expectations outlined in Section V of this Department RTP policy.
 2. Demonstrated high-quality instruction and instructionally-related activities as evaluated according to the criteria outlined in Section V of the Department RTP policy.
 3. Demonstrated high-quality service as evaluated according to the criteria outlined in Section V of the Department RTP policy.

4. Demonstrated leadership within the International Studies Program, College, or University including, but not limited to, the mentoring of junior faculty members, taking initiative in leading department activities or events, chairing committees, and a primary role in assessment or program review

VII. Amendments

A. Amendment Proposals

Any member of the International Studies Faculty can propose an amendment to this Department RTP document.

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

B. Ratification

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

C. Effective Date

All ratified amendments shall become effective the following academic year.