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.

1.0 GUIDING PRINCIPLES

1.1 Guiding Principles of Reappointment, Tenure, and Promotion (RTP)

1.1.1 The University RTP Policy provides the basic framework for all RTP procedures and decisions on this campus. The College of Liberal Arts RTP Policy provides additional specificity for the evaluation of faculty members in the college.

1.1.2 All departments in the College of Liberal Arts (CLA) are required to have an RTP Policy. Department RTP standards shall not be lower than college-level standards. Departments may adopt the college policy as their own. In all cases, basic principles of shared governance must be followed in the creation, adoption, and emendation of such policies.

1.1.3 Candidates, evaluators, and mentors need to consult university, college, and department policies.

1.1.4 The purpose of the RTP process is to evaluate candidates on completed work for specified periods of review.

1.1.5 Academic honesty is one of the core values that drive the RTP process. As such, all statements made by candidates and all materials put forth for consideration in RTP matters must abide by the highest standards of academic honesty and integrity. Members of the faculty found to have altered or misrepresented their academic records shall be found in violation of this basic principle. Such issues shall be referred to Academic Affairs.

1.1.6 Candidates are expected to present their files in a clear and coherent manner organized according to the policy requirements and instructions.
1.1.7 Candidates’ narratives shall clearly contextualize work accomplished as detailed on the Professional Data Sheet.

1.1.8 The CLA RTP policy requires mentoring of candidates and candidates’ participation in the mentoring process. While mentoring provides ongoing evaluative feedback for candidates, the RTP process constitutes the formal mechanism for evaluation of probationary and tenured faculty.

1.1.9 Evaluations and recommendations of candidates must be made based on criteria and procedures delineated in university, college, or department RTP policies. No evaluation shall include or be based on unprofessional sources such as hearsay in any form, including unofficial sources (e.g., Facebook, RateMyProfessors.com, Pick-a-Professor.com), petitions and anonymous letters.

1.1.10 As per the Collective Bargaining Agreement (CBA), letters and other materials obtained during open period are to be considered as part of the evaluation of a candidate.

1.1.11 Concision and accuracy guide the RTP process at all levels. The CLA RTP Policy requires a streamlined approach to candidates’ files. Forms shall be fillable to ensure compliance with word limits.

1.1.12 Faculty engage in multi-faceted activities that encompass one or more areas of evaluation. Multi-faceted activities may be broken into components and discussed where appropriate. Components discussed or listed under one area of evaluation cannot be duplicated under another area of evaluation.

1.2 File Requirements

1.2.1 All candidates shall provide the following in RTP files:
   a. Professional Data Sheet labeled according to university requirements and with the following CLA specifications:
      1. Instruction and Instructionally-Related Activities:
         a. By semester, list formal academic advising activities and associated duties.
         b. By semester, list activities for which units are assigned (e.g., assigned time or other), such as involvement in student mentoring, supervision of student research, projects, and/or fieldwork.
         c. By semester, include other instructional activities outside of the classroom. Such activities include, but are not limited to: (1) supervision of student independent research projects; (2) supervision of student research assistants; (3) chairing or serving on student thesis, project, and/or exam committees; and (4) supervision of student teachers.
2. Research, Scholarly, and Creative Activities (RSCA):
   1. For all RSCA that does not appear under Works in Progress, candidate must:
      a. Label according to CLA definitions for publication status and peer-review.
      b. List RSCA-related external grants;
      c. Briefly annotate each peer-reviewed publication listed with the following:
         i. Description of publication venue (e.g., journal, media, or volume) vis-à-vis the discipline and/or subfield;
         ii. Rationale for publication venue choice;
         iii. Explanation of candidate’s contribution to co- and multi-authored RSCA.

3. Service activities, including dates of service, offices held, degree of participation, and responsibilities.

b. Narrative addressing the three areas of evaluation (instruction and instructionally-related activities; RSCA; and service). This three-part narrative shall be submitted via the Candidate Statement Form*, which allows up to 3,000 words.

c. Workload Assignment Form.*
d. Academic Advisor Report† (as appropriate).
e. All peer-reviewed publications for the period of review, including (for each):
   1. Proof of peer-review for peer-reviewed publications;
   2. Proof of publication status for all in press, forthcoming, and accepted RSCA submitted with the RTP file.

f. Student course evaluation summaries for each course taught for which formal student course evaluations were required during the period of review.

g. For each course taught during the period of review:
   1. One (1) representative syllabus;
   2. One (1) sample learning assessment tool;
   3. One (1) sample of representative course materials not to exceed four (4) pages.

h. All prior RTP reviews, periodic evaluations, and evidence of mentoring (i.e., mini-review evaluations or other) over the full review period, including the candidate’s responses or rebuttals, if any.

i. Index of all materials prepared by the candidate except the index of open period materials, which shall be prepared by department RTP committee chair or designee.

1.2.2 With the exception of optional written student evaluations as per 2.1.7.3,

* Denotes official form available from the College of Liberal Arts.
† Academic Advisor form available from the College of Liberal Arts and only required of faculty who receive unit compensation for advising activities.
materials in excess of the above requirements will be returned to the candidate.

2.0 RTP AREAS OF EVALUATION

The following categories of evaluation are required by the University RTP policy. The College of Liberal Arts requires compliance with the presentation of documentation as per the guidelines for each area of evaluation below.

2.1 Instruction and Instructionally-Related Activities

Effective instruction and instructionally-related activities within the College of Liberal Arts encompass a wide range of tasks and responsibilities. This section specifies criteria for the evaluation of a faculty member’s instruction and instructionally-related activities. Further, this section delineates the type and amount of documentation regarding a candidate’s instructional effectiveness.

2.1.1 Instruction and Instructionally-Related Activities File

Candidates must submit:

a. Narrative written on the fillable form.

b. Student course evaluation summaries for each course for which formal student course evaluations were required during the period of review.

c. For each course taught during the period of review:

   1. One (1) representative course syllabus.
   2. One (1) sample of an appropriate assessment of student learning outcomes.
   3. One (1) sample of representative instructional materials not to exceed four (4) pages.

d. Academic Advisor Report, if applicable.

2.1.2 Narrative of Instructional Philosophy and Practice

The candidate’s narrative of instructional philosophy and practice provides the context necessary for understanding and interpreting the candidate’s instructional goals, materials, and accomplishments.

This narrative, as further evidenced by submitted materials, shall address the following:

a. The over-arching goals of the candidate’s instructional practices.

b. Relationship between RSCA and/or service activities to instruction.

c. Teaching methodologies and their links to student assessment and learning outcomes.

d. Student course evaluations relative to level.

e. Grade distributions relative to level.

f. Reflection on course evolution in response to feedback, professional development activities, and/or experimentation with instructional methodologies or assessments.

Furthermore, the narrative shall address the following as appropriate:
g. Student course evaluations that are below department and/or college norms, relative to level.

h. Grade distributions that differ from department norms, relative to level.

2.1.3 Instruction and Instructionally-Related Materials

For each course taught during the period under review candidates will include only: (a) one (1) representative syllabus; (b) one (1) assessment tool for student learning; and (c) one (1) sample of representative instructional materials not to exceed four (4) pages.

2.1.3.1 Syllabi

A representative syllabus for each course instructed during the period of review must be submitted. Candidates may include an additional syllabus for no more than two selected courses to demonstrate course revisions and/or experimentation. Evaluation will consider syllabi content relative to course level and catalog description. Syllabi must reflect currency in the discipline and be consistent with current Academic Senate syllabus policies.

2.1.3.2 Assessment of Student Learning Outcomes

For each course taught during the period of review, candidates must submit one assessment tool of student learning (e.g., comprehensive final assignment, exam, lab, paper assignment, or project assignment). Evaluation will consider appropriateness relative to course content, student learning goals and objectives, course level, and number of enrolled students.

2.1.3.3 Instructional Materials

For each course taught during the period of review, candidates must submit one (1) sample of representative instructional materials not to exceed four (4) pages. Instructional materials include, but are not limited to, class handouts, lecture notes, web page printouts, and PowerPoint slides. Media containing instructional materials (e.g., CDs and DVDs) can be discussed in the narrative but may not be submitted.

2.1.4 Peer Observation of Instruction

As part of the department RTP evaluation, the department committee may choose to perform a classroom observation or a candidate may choose to request such an observation. If performed, the evaluation must adhere to the CBA and comply with a consistent departmental rubric or procedure, including compliance with the requirement that notice be given at least five (5) days before a classroom visit. The subsequent evaluation may be incorporated into the department RTP evaluation and/or submitted as a separate document during the open period.

2.1.5 Grade Distributions

Differentiation among levels of student learning is an important responsibility of any teacher. Grade distributions provide a measure of grade leniency and severity. Further, they provide a useful measure for contextualizing assessment of student learning and student course evaluations. Therefore department chairs or designees are expected to make grade distributions available to all faculty members annually.
so that faculty can reflect, as appropriate, on these numbers. As grades in a class necessarily differ from one group of students to another, evaluation will consider the overall trend in grade distributions.

2.1.6 Academic Advisor Report
Candidates who have received assigned time to provide formal student academic advising shall report on their activities per a consistent procedure approved by the Dean or designee. For RTP purposes, the report serves to document instructionally-related activities for which assigned time is granted.

2.1.7 Evaluation of Student Response to Instruction
Student course evaluations complement the information obtained in the criteria stated above.

2.1.7.1. Evaluation Relative to Context
Committees, chairs, and the dean shall evaluate student response to instruction relative to context, including:
   a. Class characteristics
      1. Course level
      2. Number of enrolled students
      3. Whether this was a new course preparation
   b. Candidate’s teaching assignment
      1. Number of new course preparations during the semester of evaluation
      2. Total number of different course preparations
   c. Candidate’s experimentation with methodologies in attempting to improve teaching effectiveness
   d. Trends over time

2.1.7.2 Course Evaluation Summaries
Course evaluation summaries that are consistent with department and college means provide one measure of effective instruction. Course evaluation summaries must be included for each section of a course for which student course evaluations are required during the period of review.

2.1.7.3 Written Remarks on Student Course Evaluations
The inclusion of written remarks from student course evaluations is optional. Candidates may include written remarks for a course if such remarks help clarify or explain an ambiguity on the course evaluation summaries. In such cases, all original student evaluations for the selected course, including those evaluations without student comments, must be included.

2.2 Research, Scholarly, and Creative Activities (RSCA)
The College of Liberal Arts requires research, scholarly, and creative activities (RSCA) of all faculty members. CLA recognizes the diversity of fields represented within the
2.2.1 RSCA File

2.2.1.1 Required Materials

Candidate’s files must include:

a. RSCA narrative written on the fillable form.

b. All published peer-reviewed research, scholarly, and creative activities for the review period only. Published peer-reviewed research includes, but is not limited to: books, articles, films, and other media. Such materials shall be placed in the binder or, in the case of books and other materials that do not fit in the binder, shall be submitted with the file. Furthermore, candidates have the option to include accepted, in press, or forthcoming RSCA as per the following guidelines:

1. Candidates may include accepted, in press, or forthcoming RSCA for the period of review. Alternately, if they deem it beneficial for future actions, they may withhold such materials for a subsequent RTP action. When candidates decide to withhold these materials, such items must be listed under Works in Progress on the PDS.

2. In cases of post-tenure promotion, candidates may only include publications and all in press, forthcoming, or accepted RSCA that had not been previously claimed in a prior successful action.

c. For candidates who author externally-funded RSCA grants and choose to highlight those as an achievement in the narrative, file must include: (1) summary or description of funded project; (2) length of grant period; (3) granting agency; (4) amount of award; (5) brief description of candidate’s role in authorship and implementation.

d. Proof of publication status as per policy (below) for all in press, forthcoming, and accepted RSCA submitted with the RTP file.

e. Proof of peer review as per 2.2.3.

2.2.1.2 Optional Materials

The inclusion of non peer-reviewed publications (e.g., book reviews, conference proceedings or materials not subjected to professional editing) is optional. As such, the absence of such materials shall not be viewed as negative for any candidate.

2.2.1.3 Excluded Materials

Candidates cannot include other evidence of unpublished RSCA (e.g., works in progress, conference presentations, and invited lectures). Listing
such items on the PDS is sufficient.

2.2.2 RSCA Narrative
The RSCA narrative for the period of review must address:

a. Focus and sustained nature of the candidate’s research, scholarly, and creative activities.
b. Significance and impact of the candidate’s RSCA.
c. Candidate’s role in authorship for co- and multi-authored RSCA.
d. Significance and impact of non peer-reviewed RSCA included in the candidate’s RTP file.

2.2.3 Peer Review Requirement and Definition
In the College of Liberal Arts, peer review is the primary requirement for the majority of a candidate’s research, scholarly, and creative activities.

2.2.3.1 Definition
Peer review is typically defined as a process by which experts in the discipline evaluate the merit, importance, and originality of research, scholarly, and creative activities. For the purposes of this policy, the term peer review encompasses the terms ‘juried,’ ‘edited’ and ‘refereed,’ which may be used for all RSCA evaluated by experts in specific disciplines. ‘Edited’ means that the materials have been subjected to a review and approved for publication/dissemination by experts in the field, such as, but not limited to, editor(s) in a newspaper, producer(s) at a television station, or campaign manager(s).

Peer review is also defined as:

a. The process of selection of work for dissemination within the publishing venues of non-academic sectors such as but not limited to news stories in edited media, columns, features, multimedia presentations, documentaries, political and public relations campaigns and related materials.
b. The process of evaluation of extramural RSCA grant proposals by granting agencies or organizations.
c. A process leading to performances or exhibits.

2.2.3.2. Balance of academic and non-academic publications
Candidates for reappointment, tenure and promotion in the Department of Journalism and Mass Communication are strongly encouraged to contribute peer-reviewed work to non-academic sectors in addition to pursuing academic publishing. Non-academic peer-reviewed publishing is considered essential to staying current in the field and practicing many of the same skills that we teach to students. Non-academic publishing by candidates is not, however, a substitute for developing a sustained research agenda and pursuing scholarly publications in the field of journalism and
2.2.3.3. **Evaluating contributions to the field and the context of publications**

The Department of Journalism and Mass Communication recognizes the value and relevance of interdisciplinary and international research and publications by its faculty. The RTP committee will use resources and guidelines provided by the top organizations in the field of journalism, mass communication and related disciplines to evaluate the merit and contribution of the candidates’ peer-reviewed publications. Faculty should provide all relevant materials that will help the RTP committee understand the context and importance of their contribution to the field.

2.2.3.4. **Online vs. traditional outlets**

The departmental RTP committee should weigh the relative merit of peer-reviewed academic and non-academic publications based on their contribution to the field with the understanding that online-only outlets have become a viable segment of contemporary academic publishing and media. By no means should the format of the publication (e.g., online) be used as a sole criterion in the evaluation of a candidate’s contribution.

2.2.3.5 **Labeling Requirement**

For each RSCA item on the Professional Data Sheet, candidates are required to indicate whether the item was peer-reviewed by using consistent labels of “Peer Reviewed,” “Refereed,” or “Juried/Edited” as appropriate to the field.

2.2.4 **Definitions of Publication Status**

RSCA not yet in print or otherwise in the public domain must be labeled on the Professional Data Sheet according to the following definitions of publication status:

a. **In press** and **forthcoming** are interchangeable. Both refer to an accepted work that is in the copy-editing, page proof, or other pre-publication state.

b. **Accepted** refers to a manuscript that a publisher or other entity has agreed to publish without major changes.

c. **Conditionally accepted** refers to a manuscript that has been reviewed and has received this evaluation from a publisher or other entity, indicating that changes are required before the manuscript will be published.

d. **Revise and resubmit** refers to a manuscript that has been reviewed and has received this evaluation from a publisher or other entity, indicating that the manuscript has to be evaluated again prior to a final decision.

e. **Submitted** means only that work has been submitted for consideration.

f. **Under contract with complete manuscript draft** refers to RSCA for which there is a contract and a complete manuscript draft.
g. Under contract without complete manuscript draft refers to RSCA for which there is a contract granted without a complete manuscript draft.

2.2.5 Proof of Publication Status
For in press, forthcoming, and accepted RSCA submitted with the RTP file, candidates must submit evidence of publication status (e.g., a letter from the publisher/editor or a copy of the contract). RSCA not submitted for evaluation (e.g., work in progress) does not require such documentation.

2.2.6 Disclosure Requirements and Conflict of Interest

2.2.6.1 Disclosure of Peer Review Process
Candidates are responsible for providing proof of peer review. All such proof must be provided in English, or in the original language with an accompanying English translation.

Proof of peer review can include, but is not limited to:

a. A printout of the venue’s editorial policy.
b. Copies of reader reports.
c. Letters from editors or readers in which editorial policy is stated.

2.2.6.2 Ethical Concerns
Any potential ethical concerns must be disclosed in the narrative.

Ethical concerns include, but are not limited to: conflicts of interest; monetary payment to secure publication; and duplicate publication:

a. Conflicts of interest: Conflicts of interest include, but are not limited to serving contemporaneously on the editorial, advisory, or executive board of the press or journal with which one has published.
b. Monetary contributions: Publications in venues to which an author is required to make a monetary contribution in order to secure publication (e.g., for-profit presses and vanity presses) shall be considered a priori an ethical concern, regardless of selection process. This does not include venues that require subsidies to offset publication costs after a work has been accepted for publication on its scholarly merits (e.g., charges for images).
c. Duplicate publication: Candidates must address duplicate RSCA in their narratives. Examples include, but are not limited to: the same article published in different venues or in different languages. Reprints must be labeled as such.

2.3 Service
High-quality, sustained service contributions to the University as well as to the profession and/or the community are required of all faculty in the College of Liberal Arts.
Expectations for degree and quality of service vary by rank of the faculty member.

In keeping with the self-governance tenets that inform our campus, service contributions must be performed at the department, college, and/or university levels. It is understood that all faculty members are expected to provide sustained and high quality service to the Department of Journalism and Mass Communication throughout their CSULB careers. Candidates are also expected to engage in service at college and university levels appropriate to their rank and experience. Contribution to all levels of service will be used to evaluate candidates for reappointment, tenure and promotion. This section delineates service expectations and criteria for evaluation of quality service.

2.3.1 Service File
Candidates must submit:
- a. Narrative written on the fillable form. The narrative shall address significance and impact of service identified on the PDS.
- b. Professional Data Sheet. As per university guidelines, the PDS must address dates of service, offices held, degree of participation, and responsibilities.

2.3.2 Service Expectations
All faculty members are expected to participate actively in the processes of faculty governance by working collaboratively and productively with colleagues.

At all levels, quality and degree of participation of service activities shall be weighted more heavily than the sheer number of committees on which candidates serve.

Examples of service contributions may include, but are not limited to: faculty governance activities and committees; program development; sponsorship of student organizations; direction of non-instructional activities and projects; authorship of reports and other materials pertinent to university, college, or department policies and procedures; mentoring of students outside of regular academic advising; service or leadership activities for university committees, professional organizations or boards; conducting external evaluations; participating in the peer-review process for academic publications and conferences; and consulting in public schools, local government, and community organizations.

2.3.2.1 Minimum Service Expectations by Rank
- a. Probationary faculty members in the first three years of appointment typically are expected to focus service activities at the department level.
- b. For tenure and promotion to the rank of Associate Professor, probationary faculty members typically are required to make high-quality service contributions to their department, and to either the college or the university.
c. For promotion to the rank of Professor, successful candidates must have a record of substantive service to the University, including service at department, college, and university levels. Moreover, the candidate must have a record of service to the profession and/or the community. Candidates are required to have a record of leadership at the University. Leadership may be demonstrated by a record of holding formal offices (e.g., chair) and/or of active engagement in faculty governance (e.g., committee chair, active participation in accreditation or policy-writing processes).

2.3.3 Evaluation of Service
RTP committees must evaluate the nature and quality of the candidate's service activities relative to department, college, and university RTP policies as well as the CBA.

3.0 RESPONSIBILITIES IN THE RTP PROCESS
The University RTP Policy delineates the responsibilities of all parties in the RTP process, and emphasizes the confidentiality of all RTP deliberations.

3.1 Candidate
Candidates have the primary responsibility for presenting a coherent RTP file that complies with all specifications herein. Similarly, candidates are charged with seeking guidance from the department chair or designated mentor regarding the RTP process and procedures. Clarity, disclosure, and organization are the hallmarks of a sound RTP file.

3.1.1 It is the candidate’s responsibility to ensure that the narrative is factually accurate. Misrepresentations shall be referred to Academic Affairs.

3.1.2 It is the candidate’s responsibility to ensure that all required material is included in the RTP file before submission to the department RTP committee.

3.1.3 As per the CBA, late materials shall be limited to those items that become accessible after the file completion date. Insertion of material after the date of file completion must have the approval of the college RTP committee, which is the peer review committee designated by the campus for this decision.

3.2 Joint Appointments
The university policy on joint appointments for faculty stipulates that all individuals with a joint appointment have one administratively responsible department. It also stipulates that for RTP purposes the administratively responsible department shall initiate the formation of an evaluation committee. This committee shall consist of members selected from among the peer review committees of the departments within which the candidate holds a joint appointment. For more details on joint appointments, see the university policy.

3.3 Department RTP Policy
The University RTP Policy dictates that all departments shall have RTP policies. The
document also delineates ratification procedures and review requirements. All department
policies must then be ratified by the Faculty Council in a majority vote and must be
approved by the dean and the Provost.

In the College of Liberal Arts, departments may adopt the college policy as their own.
All department RTP policies must be reviewed, at minimum, every five years by
probationary and tenured departmental faculty. If changes are made, the department
policy must then be ratified and approved as outlined above.

3.4 Department RTP Committee
The University RTP Policy delineates the responsibilities for department RTP
committees and stipulates that no one individual may participate in the evaluation of any
single candidate in more than one level of review.

3.4.1 In the College of Liberal Arts, departments must elect no fewer than three
(3) tenured, full-time faculty members to department RTP committees. As per the
CBA, faculty participating in the Faculty Early Retirement Program (FERP) may
serve on RTP committees if elected by majority vote and approved by the
President, yet no RTP committee may comprise solely faculty participating in the
FERP. All elections must be done by secret ballot.

3.4.2 Department constitutions or RTP policies may stipulate that larger
committees or separate committees may be elected for different actions (i.e.,
reappointment, tenure, and promotion to Professor). In all cases, at least three (3)
members of the department RTP committee must evaluate each candidate.

3.4.3 As per the CBA, committee members who evaluate a candidate must have a
higher rank than the candidate.

3.4.4 Department RTP committees are encouraged to provide concise evaluative
commentary of candidates’ files.

3.4.5 As per the academic honesty clause of the College RTP policy,
misrepresentations, if detected, must be noted in the evaluation.

3.5 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
3.6 Department Chair Evaluations
The University RTP Policy stipulates that a department chair may write independent evaluations of RTP candidates. In the College of Liberal Arts, the absence of such a letter shall not be construed as a negative judgment on the candidate. If the chair elects to write a separate evaluation, that document usually will not exceed 500 words.

3.7 College RTP Policy
The University RTP Policy specifies that the college RTP policy must be ratified by a majority of voting tenured and probationary faculty members and approved by the dean and the Provost.

The College of Liberal Arts RTP Policy is subject to review every five years and as needed. The Faculty Council shall be charged with facilitating those reviews. Any substantive change in the policy requires ratification as per the procedures outlined in this policy.

3.8 College RTP Committee
The college RTP committee reviews materials submitted by candidates, departmental committees, and department chairs. Evaluation by the college committee must take into account the RTP policy of the candidate’s department as well as the university and college RTP policies. The committee renders its own evaluation, which it forwards to the dean.

3.8.1 Election of the Committee
The college RTP committee shall have ten (10) full-time, tenured faculty members. The committee shall be constituted in the following way:

a. The committee must have seven (7) tenured, full-time faculty members at the rank of Professor and three (3) additional members at the rank of Associate Professor or Professor.

b. Additionally, one (1) alternate at the rank of Professor shall be elected for one year. If the alternate does not serve on the committee, this individual is eligible for election to the committee when the term ends.

c. Members shall be elected by secret ballot as per the election procedures delineated in the CLA Constitution.

d. As per the CBA, faculty participating in the Faculty Early Retirement Program (FERP) may serve on RTP committees if elected by majority vote and approved by the President, yet no RTP committee may be comprised solely of faculty participating in the FERP.

e. Members shall serve staggered two-year terms and shall not be re-elected for more than two (2) consecutive terms.

f. There shall be no more than one faculty member from any one academic area.

g. Committee members may not serve on any other standing or ad hoc
RTP committee at the university.

3.8.2 Structure and Duties of the College RTP Committee

3.8.2.1 The RTP committee shall consist of two standing sub-committees:
   a. The Tenure and Promotion Sub-Committee shall consider all cases of tenure and promotion. A minimum of five (5) committee members at the rank of Professor must serve on this committee.
   b. The Reappointment Sub-Committee shall consider all cases of reappointment. A minimum of three (3) committee members at the rank of Associate Professor or Professor must serve on this committee.

3.8.2.2 At the first meeting of the CLA RTP Committee:
   a. The committee shall elect a chair who holds the rank of Professor. This chair also shall serve as chair of the Tenure and Promotion Sub-Committee.
   b. Once elected, the CLA RTP Committee chair, in consultation with the members of the committee, shall determine the size and membership of the two sub-committees based on the relative number of Reappointment, Tenure, and Promotion actions to be considered.
   c. The entire CLA RTP Committee then shall elect a chair of the Reappointment Sub-Committee. The sub-committee chair shall report to the CLA RTP Committee chair.

3.8.3 The sub-committees are bound to the following rules:
   a. As per the CBA, committee members who evaluate a candidate must have a higher rank than the candidate.
   b. No RTP sub-committee may be comprised solely of faculty participating in the FERP.
   c. For each action, a majority recommendation must be made by the members of the sub-committee. A minority report may be submitted.

3.8.4 Evaluation and Recommendations
   a. The college RTP committee must make its own independent evaluation of each candidate.
   b. The college RTP recommendation usually shall not exceed 750 words.

3.9 Dean of the College
The Dean is charged with mentoring department chairs regarding their role in the RTP process. The dean also communicates standards and expectations and ensures the integrity of the RTP process across the college. The Dean writes an independent evaluation and recommendation for each candidate and forwards that evaluation to the Provost.
3.10 University-Level Review
The Provost reviews the candidate’s file and all prior evaluations and makes a final recommendation regarding RTP. The President has the authority to make final decisions for the university with respect to reappointment, tenure, and promotion. The President may delegate this authority to the Provost.

4.0 TIMELINES FOR THE RTP PROCESS
The University RTP Policy provides timelines for all RTP actions and for periodic review requirements for tenured and probationary faculty.

5.0 APPOINTMENT AND PROMOTIONAL LEVEL CRITERIA
Candidates for reappointment, tenure, and promotion will be evaluated in all three areas: (1) instruction and instructionally-related activities; (2) RSCA; and (3) service. Candidates shall demonstrate ongoing achievement in all three areas to receive a positive recommendation for any action.

5.1 Reappointment Consideration for Probationary Faculty
The candidate must have completed at least one periodic evaluation and must demonstrate significant progress towards tenure. Based upon criteria established by the college and the candidate’s department, a candidate for reappointment must show evidence of quality in all three areas of evaluation.

At minimum, this evidence must include demonstration of: (1) effective teaching; (2) research, scholarship, and/or creative activities that include initial publications or similar evidence of RSCA appropriate to rank, experience, and discipline; and (3) engagement in service at the department level.

The candidate must demonstrate efforts to improve performance if weaknesses in any area have been identified in any prior evaluations (e.g., mini-review).

5.2 Awarding of Tenure
The University RTP Policy delineates the meaning of tenure and the criteria for the awarding of tenure.

5.3 Appointment/Promotion to Associate Professor
The University RTP Policy states the minimum standard for appointment/promotion to Associate Professor. In addition to the minimum standard stated in that policy, the College of Liberal Arts requires the candidate to make high-quality service contributions to the department and to the college. University-level service is not required but can enhance a candidate’s file.

5.4 Appointment/Promotion to Professor
The University RTP Policy states that standards for promotion to full professor shall be higher than standards for promotion to associate 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, as well as substantial service, including a record of leadership at the University as well as a record of service in the community or the profession.

5.5 Early Tenure or Early Promotion
As outlined by the University RTP Policy, early tenure and/or early promotion are awarded in rare circumstances in which a candidate demonstrates a superior record of accomplishment in all three areas of evaluation. That policy states that candidates for early tenure and/or promotion are encouraged to participate in the external evaluation process according to the university policy on external evaluation.

5.5.1 Additional Criterion in the College of Liberal Arts
In the College of Liberal Arts, prior to applying for an early RTP action, a potential candidate is encouraged to seek guidance from all available resources and mentors, including the department chair, dean, and, if possible, department RTP committee members.

6.0 STEPS IN THE RTP PROCESS
The university-mandated timeline and steps in the RTP process are outlined in the University RTP Policy.

In the College of Liberal Arts, the department RTP committee chair or designee shall prepare the index of open period materials.

7.0 ADDITIONAL PROCESSES
7.1 The University RTP Policy specifies that, prior to the final decision, candidates for promotion may withdraw without prejudice from consideration at any level of review (see CBA). This provision also applies to candidates for early tenure.

7.2 The University RTP Policy and the CBA specify that if, at any time during the review process, the absence of required evaluation documents is discovered, the RTP package shall be returned to the level at which the requisite documentation should have been provided. Such materials shall be provided in a timely manner. In the College of Liberal Arts, a timely manner is defined as no more than five business days.

7.3 In the College of Liberal Arts, committees, chairs, and deans cannot request additional material that is not specified by the college or department RTP policies unless such material is required to verify otherwise unsupported claims made in the file.

7.4 The University RTP Policy specifies that, at each level of review, the candidate shall be given a copy of the recommendation, which shall state in writing the reasons for the
recommendation, before the recommendation is forwarded to the next review level. The candidate shall have the right to provide a rebuttal/response in writing no later than ten (10) calendar days following receipt of the recommendation. A copy of all of the candidate’s rebuttal/responses shall accompany the RTP package and also be sent to any previous review levels.

7.5 The candidate or evaluators at each level of review may request an external evaluation, consistent with the university policy on external evaluations.

8.0 CHANGES AND AMENDMENTS TO THE RTP POLICY

Changes to the Department of Journalism and Mass Communication RTP policy may occur as a result of changes to the CSU-CFA CBA. Additionally, campus administrators may make certain procedural changes to accommodate the university calendar or other campus needs. In general, changes to procedures do not require a vote by the faculty.

The tenured and probationary faculty of the Department of Journalism and Mass Communication, voting by secret ballot, may amend the policy and evaluation criteria section of this document.

Amendments may be proposed by either of the following:

(1) A direct faculty action via petition from twenty percent (20%) of the tenured and probationary department faculty to the chair of the department.

(2) By the department chair.

Proposed amendments shall be submitted for discussion at a public hearing for the faculty called within fifteen (15) instructional days following their receipt and shall be distributed by the chair of the department to the faculty at least five (5) instructional days before the public hearing.

Amendments to this policy shall become effective when they have received a favorable vote of a majority of the tenured and probationary faculty voting in a secret ballot conducted by the department within twenty (20) instructional days of the public hearing and they have the concurrence of the CLA Faculty Council, Dean of the College of Liberal Arts, and the Provost.

Approved: April 27, 2010

Effective: Fall 2010