

1 **REAPPOINTMENT, TENURE, AND PROMOTION POLICY**

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3 **Department of Communication Studies**
4 **College of Liberal Arts**
5 **California State University, Long Beach**
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7 1.0 Preamble
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9 The Department of Communication Studies recognizes that academic personnel must be
10 evaluated in accordance with requirements detailed in University and College Reappointment,
11 Tenure, and Promotion policies. Thus, the Department clarifies and augments those requirements
12 by identifying specific expectations for faculty success.
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14 2.0 Criteria and Evaluation
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16 2.1 Instruction and Instructionally Related Activities
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18 2.1.1 Faculty are expected to maintain effective instructional practice which will
19 be assessed in a variety of ways including well-designed course material,
20 favorable student evaluations of the instructor consistent with college norms, class
21 GPAs that are consistent with Departmental norms, and evidence of engagement
22 with students. Faculty also are encouraged to provide service-learning
23 opportunities and curriculum that speaks to the diversity of our student
24 population. The candidate can request comparative GPA information from
25 department office at the end of each semester.
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27 2.1.2 For reappointment, tenure, and promotion decisions, the Department RTP
28 committee will evaluate the Candidate's materials for each course (Sec. 2.1.1 in
29 CLA RTP document) for the degree to which they: 1) reflect standard course
30 outlines; 2) challenge and develop students' academic skills; 3) promote effective
31 and innovative teaching methods; 4) incorporate new research in the field; 5)
32 provide detailed, clear instructions to students; and 6) conform to University
33 policies.
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35 2.1.3 The Department's RTP Committee will be responsible for a minimum of
36 one scheduled in-class visitation prior to the Candidate's review for
37 reappointment and again prior to review for promotion to Associate Professor.
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39 2.1.4 The narrative is an essential means by which the candidate explains his or
40 her instruction and instructionally-related activities beyond what is conveyed by
41 the required materials in 2.1.1 and 2.1.2. The Department believes that there are
42 many ways to enhance teaching effectiveness and accomplishments, such as:
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- 44 a. Assigned Time Activities: Faculty who receive 3 or more units of
45 assigned time from instruction for various appointed and/or recurring roles
46 will be evaluated on the performance of their assigned time activities.

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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

- 91 - Performances and/or scholarly presentations at discipline-related
- 92 conventions, other universities, or in other public settings that receive
- 93 favorable review from professional peers
- 94 - Appointments to selection panels for grants, fellowships, contracts,
- 95 awards, and conference presentations, and other adjudication
- 96 assignments calling for discipline-specific expertise
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98 2.3 Service

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100 2.3.1 Candidates at all levels are expected to actively participate and assume
101 responsibility on department committees. The Candidate's contributions should
102 be clearly articulated in the written narrative submitted for review. Candidates are
103 also required to regularly attend Department faculty meetings. In addition,
104 Candidates are expected to participate in Department activities, which can include
105 but are not limited to representation at the University graduation ceremony,
106 attendance at hiring-related events, or involvement in guest presentations,
107 lectures, or colloquiums.

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109 2.3.2 Expectations for service at the College and University level by each faculty
110 rank (CLA RTP section 2.3.2.1) as well as examples of potential service
111 contributions are clearly articulated in the College RTP document (CLA RTP
112 section 2.3.2).

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