

**CALIFORNIA STATE UNIVERSITY, LONG BEACH
REAPPOINTMENT, TENURE, AND PROMOTION (RTP) POLICY
COLLEGE OF LIBERAL ARTS
DEPARTMENT OF GEOGRAPHY
POLICY EFFECTIVE FALL 2011**

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 Department of Geography defers to the College of Liberal Arts policy with the following additional disciplinary specifications (the relevant CLA RTP section numbers are referred to in brackets below). The purpose of this policy, then, is to guide candidates in meeting the University and College expectations by clarifying their meaning in the specific disciplinary and departmental context of Geography on this campus. Candidates are advised to consult the CLA policy and align their files and narratives with its expectations, while consulting the language below for Departmental and disciplinary guidance on these specific items.

[SECTION 2.0] RTP AREAS OF EVALUATION

The following provides clarification to Section 2.0 on the College RTP Policy in the areas of (2.1) Instruction and Instructionally-Related Activity; (2.2) Research, Scholarly, and Creative Activity; and (2.3) Service.

[Section 2.1] Instruction and Instructionally-Related Activities

The Department of Geography wishes to clarify its expectations regarding the “Narrative of Instructional Philosophy and Practice” by offering guidance to the candidate about the magnitude of departure from Departmental and College norms that require commentary in the narrative:

[Section 2.1.2.g] *Student course evaluations that are below department and/or college norms, relative to level.* Student evaluations can be expected to vary both above and below department and/or college means through simple sampling error effects. The Department is concerned only when the magnitude of these fluctuations varies *substantially* below peer means.

[Section 2.1.2.g] *Grade distributions that differ from department norms, relative to level.* Classes vary in the composition of the students enrolled in them, so it can be expected that some of a candidate's mean GPAs will be higher or lower than peer mean GPAs for a given class level and, thus, do not warrant commentary. If the departures are greater than 0.5 GP units above or below the departmental means for a given course level, the candidate should comment.

Moreover, candidates seeking promotion to Full Professor must also demonstrate leadership in the area of instructionally-related activities. This includes demonstrable contributions to the curriculum

and programmatic development of the Department of Geography, such as the development of new courses, programs, or assessment activities.

[Section 2.2] Research, Scholarly, and Creative Activities (RSCA)

The Department of Geography has discipline-specific expectations in the area of RSCA outlined in Section 2.2 of the College policy. Candidates are expected to maintain a continuing program of research, scholarship, and/or creative activity that demonstrates intellectual and professional growth. This is accomplished through meeting all of the following three categories (minimum peer reviewed scholarship, minimum conference visibility, and additional RSCA requirements):

Category 1: Minimum Peer Reviewed Scholarship Requirements

The Geography candidate for tenure and promotion to either Associate Professor or Full Professor shall have produced a minimum of one of the following four during the period of evaluation:

- a. three peer reviewed articles in academic journals and/or peer reviewed chapters in edited books in academic or other quality presses, including co-authored pieces to which the candidate demonstrates having made a major contribution; OR
- b. a single-authored refereed monograph in an academic or other quality press; OR
- c. a single-authored academic textbook and at least one peer-reviewed publication; OR
- d. recognized successfully funded peer-reviewed award with at least two peer-reviewed publications. The candidate's role (*e.g.*, primary investigator or co-investigator) will be considered.

It is the responsibility of the candidate to provide the RTP Committee with a narrative or measure of quality of all materials listed as part of a-d above (*i.e.*, it is the responsibility of the candidate to offer explanation as to why certain unusual publication outlets or granting organizations might have been chosen if this does not appear obvious). The candidate should consult with his or her department chair and/or faculty mentor about whether a given outlet is unusual enough to warrant comment in the narrative.

It is the responsibility of the candidate to clarify his or her role in the writing of an article, book chapter, or grant if that item has more than one author or investigator. This might include securing letters from co-authors/investigators or editors or other appropriate evidence. Multiple authored monographs or textbooks require additional publication clarifying the role of the candidate in authoring these more extensive texts.

Peer-reviewed scholarship on geographic education is appropriate, but candidates whose expertise is not in the area of geographic education must also publish work in their defined area of specialization. Candidates are, therefore, encouraged to define their own areas of expertise, which can evolve over time, in their narrative statement. This includes clarifying, if necessary, what role their scholarship on geographic education plays in the context of their overall professional growth.

Among the status of the publications, "in press", "forthcoming", and "accepted" may be counted as effective publications [Sections 2.2.4 and 2.2.5 in the CLA RTP Policy]. A status of "conditionally accepted" may be counted with additional information.

It is the responsibility of the Department RTP Committee to evaluate the quality and disciplinary relevance of the journal and academic or other presses. It is also the responsibility of the Committee to evaluate the quality of external funding awards.

Category 2: Minimum Conference Visibility Requirements

The Geography candidate for tenure and promotion shall have given a minimum of three presentations of research findings at meetings or conventions of professional geography and related organizations. Normally, at least two of these must be at national or international conferences. If the University, College, and/or Department do not provide funding to support conference-specific travel during the entire period of review, then all three conference presentations may be at regional meetings.

Category 3: Additional RSCA Expectations

In addition, Geography candidates for tenure and promotion shall also engage in more than one of the following activities:

- a. publication of more than the minimum peer-reviewed publications;
- b. presentation at more than the minimum level of conference visibility requirements;
- c. participation in professional development seminars and institutes;
- d. application for externally-funded research grants and fellowships;
- e. submission of proposals for University competitions, such as SCAC, Mini-Grant, and/or Summer Stipends;
- f. applied professional activities within the discipline (*e.g.*, contracts or consultancies);
- g. publication of reviewed software and electronic publications;
- h. publication of book reviews and/or invited review essays in academic journals;
- i. publication of other non-refereed essays, such as invited commentaries or introductions to special issues of academic journals or edited books;
- j. publication of peer reviewed conference proceedings;
- k. publication of invited panels or presentations; and,
- l. membership on editorial review boards of scholarly journals as well as editorship of scholarly journals or books.

[Section 2.3] Service

The Department wishes to clarify its service expectations particularly in the area of service to the profession.

Candidates can demonstrate service through the review of manuscripts for journals or academic presses, participation in discipline-based committees, editorship of journals or journal sections, chairing committees or specialty groups in disciplinary organizations, and/or service on such organizations' boards of directors.

[SECTION 3.0] RESPONSIBILITIES IN THE RTP PROCESS

The following provides clarification to Section 3.0 on the College RTP Policy, specifically in the area of mentoring.

[Section 3.5] Mentoring

The Department Chair or Chair Designee will serve as a mentor to faculty members subject to RTP. The mentor will provide guidance to the candidate and convey departmental expectations regarding evaluation criteria and standards. It is incumbent on the Candidate to seek guidance and support as he or she applies his or her own work to the criteria and standards of the Department.

The Department will elect an RTP Committee. It will consist of three tenured faculty members of a rank higher than the candidate.

[SECTION 5.0] APPOINTMENT AND PROMOTIONAL LEVEL CRITERIA

The following provides clarification to Section 5.0 on the College RTP Policy in the area of Responsibilities in the RTP Process, particularly in the area of (A) Promotion to Associate Professor; (B) Promotion to Full Professor; and (C) Early Tenure and/or Early Promotion.

[Section 5.3] Appointment/Promotion to Associate Professor

For the purposes of the Department of Geography, “high-quality service” includes contributions to the ongoing growth and development of the Department and College. It is incumbent on the candidate, in consultation with the department chair and/or faculty mentor, to articulate in their narrative the quality of those contributions. Associate Professor candidates are not expected to make “university-level” contributions in the area of service.

[Section 5.4] Appointment/Promotion to Professor

The Department of Geography values leadership, which may be qualitatively demonstrated through a combination of bringing innovation to the overall missions of the Department, College, and/or University, such as: spearheading major initiatives or taking major offices or editorships in geography or geography-related international, national, or regional professional societies; organizing a local conference or serving on the program committee or local arrangements committee for a major conference in the region; or service at similar scope and scale. It is the responsibility of the candidate to clarify the significance of his or her leadership in service activities on campus, in the profession, or the community. It is the responsibility of the Candidate to articulate their leadership in their narrative and it is the responsibility of the RTP Committee to evaluate the arguments of the candidate concerning his or her demonstration of leadership. It is the responsibility of the faculty mentor and/or department chair to guide the candidate starting early in the review period as to the scope and scale of proposed activities that the Department will view as embodying leadership.

[SECTION 8.0] CHANGES AND AMENDMENTS TO THE RTP POLICY

The following provides clarification to Section 8.0 on the College RTP Policy in the area of changes and amendments to this policy.

Voting on any amendments to this policy shall be by secret ballot by the tenured and probationary faculty. To become effective, all proposed amendments shall require approval by two-thirds (2/3rds) of the ballots cast by eligible voters and subsequent approval by the Faculty Council, the Dean, and the Provost.

The approved amendment(s) shall go into effect at the beginning of the following academic year.

Approved: October 2010

Effective: Fall 2011