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6 CSULB is a teaching-intensive, research-driven university
7 scholarly and creative achievement, civic participation,
8 Liberal Arts Reappointment, Tenure, and Promotion
9 University, Long Beach establishes the criteria by which
10 faculty shall be evaluated within this context. The college
11 faculty to demonstrate a sustained, high-quality record of
12 related activities; (2) research, scholarly, and creative
13 contributions.
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15 **1.0 GUIDING PRINCIPLES**

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

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

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1.1.2 All departments in the College of Liberal Arts (CLA) are required to have

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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. Place all previously-claimed work under the double line.
 - c. List RSCA-related external grants;
 - d. 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 the review (including those published on or after the date of the review).

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committee chair or designee.

179 development activities, and/or experimentation with instructional
180 methodologies or assessments.

181 Furthermore, the narrative shall address the following as appropriate

182 g. Student course evaluations that are below department and/or college norms,
183 relative to level.

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

185 **2.1.3 Instruction and Instructionally-Related Materials**

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

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190 **2.1.3.1 Syllabi**

191 A representative syllabus for each course instructed during the period of review
192 must be submitted. For courses taught more than once in the period of review

2.1.5 Grade Distributions

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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 college. Traditional scholarship and emerging scholarly fields, such as the scholarship of engagement and multi-media RSCA, fall under this rubric. This section outlines the criteria for the evaluation of RSCA in the college and candidates' responsibilities regarding RTP files and materials.

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. RSCA claimed in prior actions cannot be included. 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) is optional. As such, the absence of such materials shall not be viewed as negative for any candidate.

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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

- 362 publication state.
- 363 b. Accepted refers to a manuscript that a publisher or other entity has
- 364 agreed to publish without major changes.
- 365 c. Conditionally accepted refers to a manuscript that has been reviewed
- 366 and has received this evaluation from a publisher or other entity,
- 367 indicating that changes are required before the manuscript will be
- 368 published.
- 369 d. Revise and resubmit refers to a manuscript that has been reviewed and
- 370 has received this evaluation from a publisher or other entity, indicating
- 371 that the manuscript has to be evaluated again prior to a final decision.
- 372 e. Submitted means only that work has been submitted for consideration.
- 373 f. Under contract with complete manuscript draft refers to RSCA for
- 374 which there is a contract and a complete manuscript draft.
- 375 g. Under contract without complete manuscript draft refers to RSCA for
- 376 which there is a contract granted without a complete manuscript draft.
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2.2.5 Proof of Publication Status

378 For in press, forthcoming, and accepted RSCA submitted with the RTP file,

379 candidates must submit evidence of publication status (e.g., a letter from the

380 publisher/editor or a copy of the contract). RSCA not submitted for evaluation

381 (e.g., work in progress) does not require such documentation.

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2.2.6 Disclosure Requirements and Conflict of Interest

2.2.6.1 Disclosure of Peer Review Process

384 Candidates are responsible for providing proof of peer review. All such

385 proof must be provided in English.

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

- 387 a. A printout of the venue's editorial policy.
- 388 b. Copies of reader reports.
- 389 c. Letters from editors or readers in which editorial policy is stated.
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2.2.6.2 Ethical Concerns

391 Any potential ethical concerns must be disclosed in the narrative.

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394 Ethical concerns include, but are not limited to: conflicts of interest;

395 monetary payment to secure publication; and duplicate publication:

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- 398 a. Conflicts of interest: Conflicts of interest include, but are not
- 399 limited to serving contemporaneously on the editorial, advisory, or
- 400 executive board of the press or journal with which one has
- 401 published.
- 402 b. Monetary contributions: Publications in venues to which an author
- 403 is required to make a monetary contribution in order to secure
- 404 publication (e.g., for-profit presses and vanity presses) shall be
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408 considered *a priori* an ethical concern, regardless of selection
409 process. This does not include venues that require subsidies to
410 offset publication costs after a work has been accepted for
411 publication on its scholarly merits (e.g., charges for images).
412 c. Duplicate publication: Candidates must address duplicate RSCA in
413 their narratives. Examples include, but are not limited to: the same
414 article published in different venues or in different languages.
415 Reprints must be labeled as such.
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417 **2.3 Service**

418 High-quality, sustained service contributions to the University as well as to the profession
419 and/or the community are required of all faculty in the College of Liberal Arts.
420 Expectations for degree and quality of service vary by rank of the faculty member.
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422 In keeping with the self-governance tenets that inform our campus, service contributions
423 must be performed at the department, college, and/or university levels. This section
424 delineates service expectations and criteria for evaluation of quality service.
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426 **2.3.1 Service File**

Candidates **must**(ndi)-2ml

- 452 a. Probationary faculty members in the first three years of appointment
453 typically are expected to focus service activities at the department
454 level.
455 b. For tenure and promotion to the rank of Associate Professor,
456 probationary faculty members typically are required to make high-
457 quality service contributions to their department, and to either the
458 college or the university.
459 c. For promotion to the rank of Professor, successful candidates are
460 expected to have a substantive service record that includes: (1)
461 service at department, college, and university levels; (2) a record of
462 leadership at the University; and (3) a record of service in the
463 community and/or the profession. University leadership may be
464 demonstrated by a record of holding formal offices (e.g., committee
465 chair) and/or of active engagement in faculty governance (e.g.,
466 active participation in accreditation or policy-writing processes).
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2.3.3 Evaluation of Service

498 formation of an evaluation committee. This committee shall consist of members selected
499 from among the peer review committees of the departments within which the candidate
500 holds a joint appointment. For more details on joint appointments, see the university
501 policy.

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503 **3.3 Department RTP Policy**

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

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544 having the responsibility for communicating the department, college, and university
545 policies to candidates and for providing mentoring to candidates. In the College of
546 Liberal Arts, mentoring can be performed by the chair or a mutually agreed-upon
547 tenured, full-time faculty designee. Candidates are charged with seeking guidance from
548 the department chair or designated mentor. Evidence of mentoring shall be included in
549 the candidate's file and can include, but is not limited to, feedback provided on mini-
550 review evaluations.

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552 **3.6 Department Chair Evaluations**

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

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558 **3.7 College RTP Policy**

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

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563 The College of Liberal Arts RTP Policy shall be subject to review as needed. The Faculty

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- e. Members shall serve staggered two-year terms and shall not be re-elected for more than two (2) consecutive terms.
 - f. In the event that the committee cannot be populated with members who are all from different academic areas, up to two faculty members may be elected from the same academic area, provided they are at different ranks.
 - g. Committee members may not serve on any other standing or ad hoc RTP committee at the university.

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3.8.2 Structure and Duties of the College RTP Committee

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- 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.

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- 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

682 awarding of tenure.

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684 **5.3 Appointment/Promotion to Associate Professor** The University RTP Policy states
685 the minimum standard for appointment/promotion to Associate Professor, including the
686 expectation that a candidate shall have a record of high-quality peer-reviewed work that
687 has contributed to the advancement, application, or pedagogy of his or her discipline or
688 interdisciplinary fields of study. In addition to the minimum standard stated in that
689 policy, the College of Liberal Arts requires the candidate to make high-quality service
690 contributions to the department and to either the college or the university.

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692 **5.4 Appointment/Promotion to Professor**

693 The University RTP Policy states that standards for promotion to full professor shall be
694 higher than standards for promotion to associate professor.

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696 In the College of Liberal Arts, a candidate for appointment/advancement to Professor
697 must demonstrate a consistent record of excellence in all three areas of evaluation. The
698 successful candidate will demonstrate RSCA that include high-quality contributions to
699 the advancement, application, or pedagogy of his or her discipline or interdisciplinary
700 fields of study. The candidate is expected to have a substantial record of peer-reviewed
701 work at the national and/or international levels. In addition, a candidate for promotion to
702 Professor shall demonstrate high-quality instruction and instructional activities. The
703 candidate also is expected to have a substantive service record that includes: (a) service at
704 department, college, and university levels; (b) a record of leadership at the University;
705 and (c) a record of service in the community or the profession.

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707 **5.5 Early Tenure or Early Promotion**

708 As outlined by the University RTP Policy, early tenure and/or early promotion are
709 awarded in rare circumstances in which a candidate demonstrates a superior record of
710 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 evaluap0.002 .g2.14 -0 T. Tc

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

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780 Approved: _____ (Dean, CLA) _____ (Provost)

781 Effective: Fall 2015