

California State University, Chico
Department of Sociology

RTP Department Standards, Guidelines and Procedures for Tenure-Track Faculty¹
Spring 2000

The current Faculty Personnel Policies and Procedures of the University and the College of Behavioral and Social Sciences will be followed by the Department of Sociology. The Department of Sociology will hereafter employ the following criteria, guidelines, and procedures in its decisions on retention, tenure, and promotion. These decisions will be made by the Personnel Committee. The Personnel Committee shall consist of a minimum of three tenured faculty in the department, including the department chair, in accordance with the current University Executive Memoranda, procedures, and Memorandum of Understanding. The Personnel Committee chair's duties shall be those normally ascribed to the position. The members of the Department shall elect a minimum of one member from the Sociology faculty each year for a two year term. The sociology faculty will elect the Personnel Committee chair. The Personnel Committee shall elect its secretary each year from the membership of the committee. All Personnel Committee meetings shall be in executive session. The Personnel Committee shall be the committee responsible for all Periodic Evaluations of tenured faculty (FPPP 32).

While effective teaching is the primary, essential and minimum criterion for success in this university, the department recognizes that there are various ways for faculty to contribute to the University and to achieve professional success. Various types of accomplishment are valued and each candidate is not expected to excel in all areas in order to be retained, tenured, or promoted. To some extent, exceptional performance in one area may compensate for lesser contributions in other areas. (FPPP 18.0, 18.8).

The department will assist the candidate in making certain that the Working Personnel Action File (WPAF) accurately reflects the full performance record. However, ultimately, it is the candidate's responsibility to see that all materials favorable to retention, tenure, and/or promotion are included in the File (FPPP 18). All candidates should refer to section 18.4 of the FPPP to assure that all required documents are submitted, including a copy of Department Standards, the Personal Data Sheet, a Narrative, and a dossier of support material. All faculty must submit a Faculty Annual Report (FAR) by October 1 for their work performed during the previous academic year.

I. Criteria and Guidelines

Each faculty will be evaluated on his/her teaching effectiveness as a matter of primary consideration for retention, tenure and promotion. Superior or effective teaching where there are no important defects in moral, ethical and professional conduct is to be taken as reason for retention and tenure, if the faculty member has made contributions in the following areas:

¹ Approved at SOCI Department meeting May 12, 2000.

- A. Instruction. Contributions to the creation and support of innovative, high-quality, student-centered learning environments.
1. Teaching effectiveness is the first, minimum and indispensable requirement for retention, tenure or promotion for teaching faculty. Evaluation of instruction will include:
 - a. scholarship, including knowledge of the field and ability to develop and implement appropriately rigorous evaluation procedures in the classroom or student field experience.
 - b. organization, including the ability to organize and administer relevant student learning experiences including ability to organize and arrange for relevant student learning experiences in the field experience if faculty member is the Applied Sociology Internship director.
 - c. communication effectiveness with students and with field agencies if faculty member is the director of Applied Sociology Internship including utilization of appropriate teaching methods, given the Curriculum Committee's specified instructional objectives for the assigned courses.
 2. Evidence of effective instruction may include (FPPP 18.2):
 - a. teaching portfolios, including current course sets of syllabi, materials, and samples of graded (A, B, C) exams and papers, projects, examples of student achievement and other material reflecting course content. Contributions to the creation and support of innovative, high-quality, student-centered learning environments should also be included. The candidate must provide meaningful evidence beyond SEFs of teaching performance.
 - b. student evaluation of faculty shall be used, but will not weigh excessively in the overall evaluation of instructional effectiveness, and shall not be used when determining a candidate's knowledge of his/her field (FPPP 18.2).
 - c. peer evaluation. Classroom visitations can be initiated by the candidate or the university.
 1. written report of systematic classroom visitation by assigned faculty if sociology, social science, ethnic or women's studies course.
 2. the candidate may request a visit by anyone who is qualified to comment on some aspect of instructional effectiveness. For

example, one visitor may be well versed in classroom communication techniques, while another may focus on the content of the instructor's presentation (FPPP 18.2).

3. performance in advising (if applicable).
- d. evaluation of administrative work if faculty is Internship Coordinator, Department Chair, or serves in other administrative capacities.
- e. contributions to student outcomes assessment.
- f. contributions to elements of the Strategic Plan, such as
 1. involvement in K-12;
 2. involvement with general education;
 3. enhancement of instructional technology;
 4. other areas specific to the discipline of sociology.
- g. curriculum and program development. For example, curriculum innovations as approved by the sociology curriculum committee including: honors, independent study supervision and membership on advanced degree committees.
- h. contributions to student advising.
- i. ongoing applied sociology field work, consulting, volunteer work, or research related to courses taught to ensure currency in those courses.

B. Professional Growth and Achievement.

Faculty under consideration for tenure and promotion shall be evaluated for professional growth and achievement. Retention shall be reviewed as a progression over the six years toward achieving the necessary professional growth and achievement to qualify for tenure. The forms of scholarship identified below all have the common attribute of the creation of something that did not exist before, that is validated and communicated to others. In greater detail:

- Teaching and Learning--develops and communicates new understandings and insights; develops and refines teaching content and methods; fosters life-long learning;
- Discovery--generates and disseminates new knowledge and understandings of the world;
- Artistic Creativity--interprets the human condition and creates new insights and beauty; develops and refines the methods of the discipline;

Integration of Knowledge--synthesizes and communicates new and different understandings of knowledge and develops and refines methods;

-Application--develops and communicates new technologies, materials, and uses; invention, application and development of new methods.

Some sociology faculty will demonstrate scholarly competence in more than one of these areas.

1. Evidence of effective professional growth shall include documentation of competent work in the following activities that support the claim of continual impressive and valued contributions to the academic community. The Department of Sociology gives full recognition to joint and multiple authors.
 - a. unpublished manuscripts
 - b. review of article for publication in refereed or other professional journals
 - c. a book review
 - d. participation at state or regional professional association meetings, workshops, conferences or conventions
 - e. application for a grant
 - f. essay or article in a newspaper or magazine on a professionally relevant topic
 - g. professionally relevant consultations or expert testimony
 - h. holding office in a professionally related association
 - i. having one's work cited by other scholars or practitioners
 - j. serving as an editor of a professional journal
 - k. significant recognition of professional activities in media or or community organization
 - l. mentoring academic or professional groups
 - m. guest or public lecture
 - n. an active program of scholarly or creative work in progress appropriate to the discipline, to be evaluated in terms of professionally recognized benchmarks of progress achieved
 - o. any item in the list below

2. Evidence of professional achievement shall include documentation activities from among the following:
 - a. publication of a book
 - b. publication of a book chapter
 - c. publication of an article in a refereed journal
 - d. publication of an article in a professional journal (editorial board review)
 - e. publication of a monograph
 - f. securing a grant
 - g. educational training material, film, or other non-print media that has been professionally reviewed
 - h. presentation at a state, regional, national or international association meeting

- i. office in a state, regional, national or international association
- j. recognized standing and leadership in teaching, mentoring, or curriculum development
- k. appointment as visiting scholar or professor
- l. receipt of professionally recognized grants, fellowships, awards and prizes

C. Other Contributions to the University

Faculty under consideration for retention, tenure, and promotion shall be evaluated on their contributions to the university.

1. Contributions in support of the Strategic Plan not covered above.
2. Works collaboratively and productively with colleagues. (If this standard is met at a satisfactory level, the department need not address it in the RTP report and recommendations.)
3. Required Contributions

For effective performance in the area of Other Contributions to the University Community, the faculty member must demonstrate the occasional assumption of key roles on university, college or department level committees and evidence of consistent contribution to these committees. The department recognizes community service as evidence towards effective performance in this area. The faculty member should document activities performed on university, college, or department level committees. They should also document major contributions to a program review and also other service contributions to the university or to their profession.

Evidence of service contributions may also include development and/or implementation of innovative programs, administrative assignments, membership on boards of social service agencies and organizations, public speaking at community meetings/organizations, committee member for advanced degree students in other disciplines, and guest lectures.

D. Contribution to Strategic Plans and Goals of the Department, College, and University.

The committee will determine whether the faculty member has demonstrated an ability to conform to university, college and department unit plans and whether their performance facilitates the goals of these units.

II. Terminal Degree Requirements

The Sociology component of the department expects the doctorate in sociology as the terminal degree.

III. Procedures

The Personnel Committee must present for department approval its definition of effective teaching as well as effective contribution in the other areas used for personnel decisions.

All decisions will be based upon substantial evidence. Where special letters of commendation and/or criticism are presented by interested parties, the faculty member concerned has a right to address him/herself to these statements in writing. The party presenting a written and signed statement about a faculty member will be informed that his/her statement will be reviewed by the faculty member.

Each faculty member will have an interview with the Personnel Committee and department chair, prior to its final deliberation on his/her personnel recommendation. Once the recommendation is made final, the faculty member shall be informed in writing of any and all areas needing improvement in his/her performance. The Committee and appropriate program administrator shall establish minimum acceptable improvement guidelines and recommend means by which to achieve such levels of improvement.

IV. Retention

Retention or non-retention of a probationary faculty member should be based on assessment of the individual's activities. This assessment includes a review of the qualifications beyond the terminal degree. A review of the established criteria as indicated in Section I shall be made each year to determine if an individual shall be retained. Persons in tenure-track positions must be making normal progress toward the achievement of tenure in order to merit retention. In addition, other requirements as specified in applicable university documents (FPPP and MOU) will be considered in the evaluation.

In order to be retained, the individual must be rated at least effective in teaching and in one of the remaining three areas.

V. Tenure

For tenure, clear evidence of effectiveness in teaching is required. Various types of accomplishment are valued and each candidate is not expected to excel in all areas in order to be tenured. Time in rank, including credit for prior year(s) of service, is normally expected to follow the guidelines of the university's FPPP and MOU documents. A person may request in writing to be reviewed for "early tenure" before meeting the required years of service. A justification as a special case will then be considered by the Personnel Committee.

VI. Promotion

- A. For promotion to Associate Professor, clear evidence of effectiveness in all areas of assessment is required. However, to some extent, exceptional performance in one area of review may compensate for lesser contributions in other areas of review (FPPP 1 8.0.c.). In addition, the requirements specified under Sections III, IV and V above must be met. The Personnel Committee will take note of the normal time in rank as one criterion to be considered. Faculty at the top step of her/his rank shall be reviewed for promotion unless a request in writing is made to postpone consideration. However, persons who do not have normal time in rank or who are not at the top step in his/her rank may ask in writing to be considered for “early promotion”. A justification as a special case will then be considered by the Personnel Committee. In addition, the requirements specified in the appropriate university documents (FPPP and MOU) are applicable.
- B. For promotion to full Professor, clear evidence of being effective in three areas of assessment and superior in the remaining area of assessment is required. However, to some extent, exceptional performance in one area of review may compensate for lesser contributions in other areas of review (FPPP18.0.c.). The Personnel Committee will take note of the normal time in rank as one criterion to be considered. Faculty at the top step of her/his rank shall be reviewed for promotion unless a request in writing is made to postpone consideration. However, persons who do not have normal time in rank or who are not at the top step in his/her rank may ask in writing to be considered for “early promotion.” A justification as a special case will then be considered by the Personnel Committee. In addition, the requirements specified in appropriate University documents (FPPP and MOU) will be followed.

5/31/2000