The following are the basic criteria for retention, tenure, and promotion actions of faculty in the College of Behavioral and Social Sciences. Faculty who are hired as temporary (full-time and part-time) faculty should specifically read Sec. 13.0 through 13.3 in the CSU, Chico Faculty Personnel Policies and Procedures (FPPP).

I. **AREAS OF ASSESSMENT**: The appropriate committees will consider the following fields of activity for each candidate for retention, tenure, and promotion.

Each candidate shall be evaluated and rated noting strengths and weaknesses, on criteria A, B, C, and D using the following adjectives: Inadequate, Adequate, Effective, or Superior. It is incumbent upon the Department Personnel Committee to see to it that evaluations of work performed outside the department by faculty under review, as that work relates to the personnel criteria noted below, are obtained.

A. **Instruction**: Effective teaching is the first, minimum, and indispensable requirement for retention, tenure, or promotion.

B. **Professional Growth and Achievement**: Both growth and achievement must be evaluated.

C. **Other Contributions to the University and Community**.

D. **Contribution to Strategic Plans and Goals of the Department/Unit, College, and University**: Evaluations and recommendation with respect to each faculty member under review will be made in conformance with the master plans relevant to him or her and Article 7 of Title V and other relevant law.

**NOTE**: Departments wishing to establish criteria in addition to “A” through “D” should add them as subheads under the above fields of activity.

II. **Listed below are the criteria which shall be used in evaluating sections A, B, and C**:

A. College guidelines for paragraph 18.2 of FPPP: Faculty under consideration for retention, tenure, and promotion shall have their instruction evaluated. The evaluation must be consistent with the mode of instruction.

   Evaluation of instruction will include:

   1. Knowledge of field
   2. Organization
   3. Communication effectiveness
   4. Utilization of appropriate teaching methods
   5. Ability to organize and administer relevant student learning experiences
   6. Ability to develop and implement appropriately rigorous evaluation procedures
Evaluation of effective instruction includes:
1. Peer evaluations (the Department Personnel Committee is understood to be a set of peer evaluators, but all department members must be given an opportunity for input)
2. Performance in advising (if applicable)
3. Student evaluation of faculty is not to be weighted more than 25% of the overall evaluation of teaching
4. Other means of evaluation required (as determined by each department)

Additional evidence of effective instruction may include (these may be added or deleted, as the department wishes):
1. Systematic classroom visitation by colleagues
2. Classroom syllabi, materials, and exams
3. Curriculum innovations
4. Supplemental questions added to the university approved Student Evaluation Form
5. See also 18.2 in the FPPP

B. College guidelines for paragraph 18.0 of FPPP: Faculty under consideration for retention, tenure, and promotion shall be evaluated for professional growth and achievement.

1. Evidence of professional growth may include (these may be added or deleted, as the department wishes):
   a. Membership in relevant professional organizations
   b. Attendance at professional meetings
   c. Participation at workshops, conferences, or conventions
   d. Reviewing articles for possible publication in professional journals or reviewing book manuscripts for publisher(s)
   e. Authoring book reviews
   f. Authoring unpublished manuscripts
   g. Applying for a grant
   h. Other evidence of professional growth that a faculty member under consideration may wish to include or that the department personnel committee may request, to include work in progress

2. Evidence of professional achievement may include (these may be added to or deleted from, as the department wishes):
   a. Publications including:
      1. Books
      2. Articles in professional journals
      3. Monographs
      4. Essays or articles in newspapers or magazines on relevant topics
      5. Convention papers
      6. Films or other non-print media
b. Activities including:
   1. Consultantships and expert testimony of a professional nature that reflect the faculty member’s areas of academic expertise
   2. Holding office in relevant professional organizations
   3. Securing a grant
   4. Receiving a grant
   5. Receiving national recognition or honors
   6. Having one’s work cited by other scholars
   7. Serving as editor of a professional journal or editing a book

c. Other evidence of professional achievement that a faculty member may wish to include or that the Department Personnel Committee may request.

C. School guidelines for paragraph 18.0 of the FPPP: Faculty under consideration for retention, tenure, and promotion shall be evaluated on their contributions to the university and community. Evidence of contributions to the department, college, and university may include (these may be added to or deleted from, as the department wishes):

   1. University/college/department or unit level committees
   2. Development and/or implementation of innovative programs
   3. Administrative assignments
   4. Community and regional involvement that affirms the role of the university (i.e., involvement that is relevant to one’s professional discipline)
   5. Other evidence of contribution that a faculty member under consideration may wish to include or that the Department Personnel Committee may request

D. Faculty under consideration for retention, tenure, and promotion shall be evaluated on their Contribution to Strategic Plans and Goals of the Department/Unit, College, and University, and their department personnel standards as specified in Paragraph 18.0 of the FPPP.

E. It is the candidate’s responsibility to provide confirmation and/or evaluation of services to the department, college, or university.

III. In addition, all faculty will be expected to meet basic criteria of professional ethics, as defined in FPPP 2.0.

IV. **TERMINAL DEGREE**: The terminal degree, except as noted below, is normally required for tenure and promotion to Associate Professor and Professor ranks. Listed below is the appropriate terminal degree—or exceptions or equivalences—designed for tenure and for promotion to Associate Professor and Professor ranks by each of the departments in the college.
<table>
<thead>
<tr>
<th>Department</th>
<th>Requirement</th>
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<tbody>
<tr>
<td>ANTHROPOLOGY</td>
<td>Doctorate (or exceptions are provided in approved departmental guidelines)</td>
</tr>
<tr>
<td>CHILD DEVELOPMENT</td>
<td>Doctorate</td>
</tr>
<tr>
<td>ECONOMICS</td>
<td>Ph.D. in Economics (although Ph.D.’s in related fields may be acceptable)</td>
</tr>
<tr>
<td>GEOGRAPHY &amp; PLANNING</td>
<td>Doctorate (or MCP and MRCP and two years full-time planning experience)</td>
</tr>
<tr>
<td>HEALTH &amp; COMMUNITY SERVICES</td>
<td>Doctorate</td>
</tr>
<tr>
<td>POLITICAL SCIENCE</td>
<td>Ph.D. (exceptions to the Ph.D. requirements are available in the dept. office)</td>
</tr>
<tr>
<td>PSYCHOLOGY</td>
<td>Doctorate (or exceptions as provided in approved departmental guidelines)</td>
</tr>
<tr>
<td>SOCIAL WORK</td>
<td>Doctorate in social work or closely related discipline and an MSW with a minimum of two years post MSW social work practice experience</td>
</tr>
<tr>
<td>SOCIOLOGY</td>
<td>Doctorate (or exceptions as determined by the Department Chair and the Department Personnel Committee)</td>
</tr>
</tbody>
</table>

A more complete explication of requirements, exceptions, and/or equivalences will be found in the respective department guidelines.

V. **CREDIT FOR PRIOR EXPERIENCE:** New faculty may be awarded one or two years of credit toward their eligibility for tenure, promotion, and sabbatical leave. For purposes of these reviews the one or two years which will be counted will be those identified by the department and the dean and indicated in the letter offering appointment to the individual.

VI. **RETENTION:** Retention or non-retention of an individual is based on assessment of the individual’s activities. This assessment includes a review of qualifications meeting the requirements of Section IV above outlining the terminal degree, equivalences, or exceptions. A review of the fields of activities (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.

VII. A. **TENURE:** Clear evidence of being at least Effective in all areas of assessment is required. In addition, the requirements specified in the FPPP apply.

B. **ACCELERATED TENURE** or an “early tenure” personnel case is defined as a request of tenure consideration prior to the sixth consecutive year of full-time probationary employment, including service credited toward tenure from
employment at another post-secondary educational institution in accordance with conditions stipulated in writing at the time of initial probationary employment. Time spent on professional leave of absence will normally be counted as part of the probationary period, to the extent of a maximum of one year’s credit per leave, upon certification of fulfillment of the stated purpose of the leave. The concept of “normal time in service” is not to be tenured on the basis of their length of service alone.

C. Persons may request that they be considered for “early tenure” if they make a written request to the College Personnel Committee for consideration of early tenure.

D. **EVALUATION FOR ACCELERATED TENURE.** Persons of exceptional merit who do not meet the requirement of normal time in service (see VI B above) may be considered for “early tenure”. However, a positive “early tenure” decision will require clear evidence of being Superior in Instruction, Superior in Accomplishments in Professional Growth and Achievement while at CSU, Chico, Superior in Other Contributions to CSU, Chico and at least Effective in Contribution to Strategic Plans and Goals of the Department/Unit, College, and University. The greater the divergence from “normal time in service” (see VI B above), the more the evidence required for determining a Superior rating in the categories listed above.

E. Recommendations for “early tenure” must be accompanied by justification of the candidate as a special case.

VIII. **PROMOTION** (FPPP 21.3)

A. For promotion to Associate Professor, clear evidence of effectiveness in Instruction as well as Effective accomplishment in Professional Growth and Achievement, and in Other Contributions to the University and Community; or a rating of Superior in Instruction or Professional Growth and Achievement and Effective in their other category if Other Contributions to the University and Community is rated Adequate. In addition, the requirements specified under IV, V, and VI above must be met. Each committee will take note of the normal time in rank as one criterion to be considered. Faculty at the top step of their rank shall be reviewed for promotion. However, persons who do not have normal time in rank or who are not at the top step in their rank may also be considered for promotion. In addition, the requirements specified in the FPPP document apply.

B. For promotion to full Professor clear evidence of being at least Effective in all areas of assessment is required.

1. Effectiveness at this level of promotion indicates a higher level of functioning than it does at lower levels.

2. College Guidelines for paragraph 21.3g of FPPP: Candidates for promotion to full Professor must clearly demonstrate substantial professional recognition at or beyond the university itself.
Such recognition must be substantiated in personnel letters supporting a favorable recommendation.

3. In addition, the other requirements specified in the FPPP apply.

C. Other basic requirements for Promotion

1. “Normal time in rank” shall be considered on the following basis:
   
a. The concept of “normal time in rank” is not to be interpreted to mean that faculty members will be promoted on the basis of their length of service alone.
   
b. Tenured faculty no longer eligible for an SSI within the rank they occupy will normally be reviewed annually for promotion unless the faculty member requests in writing that no review take place in a particular annual cycle.
   
c. Those faculty members beginning full-time service on or after September 1, 1971 shall normally not be promoted to Associated Professor or Professor unless they are tenured or simultaneously awarded tenure.

2. The appropriate terminal degree (as indicated above in Section IV) or its equivalent/exception, as determined by the departments, is required for promotion to Associate Professor or Professor rank.

D. Persons of exceptional merit who do not meet the requirement of normal time in rank (see C-1 above) may also be considered for promotion. However, this accelerated promotion will require clear evidence of being Superior in Instruction as a minimum, Superior accomplishment in Professional Growth and Achievement and Other Contributions to the University and Community, and Effective in Contribution to Strategic Plans and Goals of the Department/Unit, College, and University. The greater the divergence from “normal time in rank” (C-1 above), the more outstanding accomplishment is required for promotion.

E. Persons not holding normal time in rank may be considered for promotion:

1. If they make a written request for consideration to the Department Chair
2. If the Department Chair or other tenured member makes a written request and the candidate concurs with the request

IX. COMPOSITION OF PERSONNEL COMMITTEES

A. College Personnel Committee

1. Composition: The College Personnel Committee will be a nine-person committee to be elected within their individual departments from nominees from the tenured faculty from the departments of Anthropology, Child Development, Health and Community Services, Economics,
Geography and Planning, Political Science, Psychology, Sociology and Social Work.

Members shall be elected for staggered two-year terms.

The College Personnel Committee, at its discretion or by request, will meet with the Department Chairs and the Chairs of the Department Personnel Committee (for information) when considering the given department’s personnel matters. Only the nine members of the College Personnel Committee will vote.

2. Nominations and Voting
   
a. Nominating Procedure: Each department/program shall nominate one tenured full Professor each from the departments for the College Personnel Committee.

b. Voting: To be elected to the College Personnel Committee, a nominee must receive a majority of the ballots cast by probationary and tenured faculty. If fewer than the necessary nominees are elected on the first ballot, then, for the unfilled Committee membership(s) and following the procedures outlined above, nominations will be reopened and a second election held for the unfilled membership(s).

c. Voting Privileges: Voting faculty in the college must be probationary or tenured full-time faculty, even if they might presently be assigned elsewhere in the University.

B. Department Personnel Committees: Department personnel shall be elected and organized in conformance with the guidelines set forth in the FPPP.

C. Membership on Other Personnel Committees: Tenured faculty members may serve on only one Behavioral and Social Sciences Department Personnel Committee other than their department’s committee. Members of the College Personnel Committee are not eligible to serve as members of the Personnel Committees of their own or other departments within the college.

D. All minority votes and abstentions shall require written justification.