

Department of Africana Studies
Faculty Evaluation Guidelines for
Retention, Promotion and Tenure
(Approved by Faculty on September 1, 2002)

Faculty Teaching

The Africana Studies department is committed to offering courses taught by well-trained professors who maintain high standards. In each course, the Africana Studies Department faculty will be expected to:

- State clearly the objectives of each course - explicit statements about the ways in which students are expected to change as a result of the course,
- Direct instruction toward fulfillment of stated objectives;
- Administer meaningful and well-constructed examinations that are consistent with stated objectives,
- Establish a specific, clear grading system,
- Remain fair and reasonable in evaluating students,
- Meet classes regularly and at scheduled times,
- Encourage intelligent, independent thought by students,
- Schedule appropriate office hours and be available to students through individual appointments.

Evidence will be submitted to document performance. Typically, documentation will include:

- A statement of educational Philosophy and current academic accomplishments;
- Course syllabi;
- Exams and other course materials;
- Results of student evaluations;
- Indication of office hour schedule
- Results of peer review (evaluator appointed by department chair);
- Analysis of student evaluations by independent reviewer;
- Evidence of efforts to attain, maintain or develop levels of teaching competency

Outstanding Teacher

To be evaluated as an outstanding teacher, Africana Studies Department faculty will be expected to:

- Demonstrate an excellent command of his/her subject matter,
- Show an exceptional ability to communicate his/her subject matter to students,
- Engender a high level of student performance/learning in his/her classes,
- Demonstrate a continuing commitment to improving and/or

- maintaining the quality of his/her teaching performance,
- Document an exceptional commitment to advisement and supervision of undergraduate and/or graduate student projects or thesis.

Less than Adequate Teacher

Less than adequate teacher is one who fails to meet one or more of the criteria listed in #1.

Scholarly Activity

Africana Studies department faculty scholarly activity is defined in a manner that is inclusive and multidimensional, and responsive to the mission and goals of the department. Scholarly works and products should contribute to the advancement of new insight or knowledge. Academic contributions should advance new theories, and/or attempts to explore others work in a critical or analytical manner, documentary or critical editions and translations. Peer reviewed publications are required for tenure and promotion to Associate Professor or Professor. Scholarship should be measured by the department in the probationary years as well as the (nominally five) years between promotion to Associate Professor and Professor. Scholarship should be measured on the basis of quality as well as quantity by the Department. Scholarly Activity can be categorized into four areas: This includes:

Original Research

Original Africana Studies research, based on manuscript and printed sources, material culture, oral history interviews, or other source materials--published in the form of a book monograph or refereed journal article; or disseminated through a paper or lecture given at a relevant academic meeting or national and international conferences and other grant funded projects or programs.

Integration of Knowledge

Synthesis of scholarship--published in a review essay (journal or anthology), textbook, newsletter, popular history, magazine, encyclopedia, newspaper, or other forms of lecture given at a meeting or conference or through a museum exhibition, film, or other public program.

Editor and Edited

Edited anthologies, journals, or series of volumes comprised of the work of other scholars. The application of Africana knowledge in public programming, consulting and providing expert testimony on public policy and other matters related to contract research on policy formulation and policy outcomes, participation in film and other media projects; writing and compiling institutional and other histories; historic preservation and cultural resource management activity and archival administration and the creation of bibliographies and databases.

Africana Studies Discipline Development

The development of courses, curricula, visual materials and teaching materials (including edited anthologies, textbooks, instructional television materials, and software) X implemented in the classroom or disseminated through publications (books, professional newsletter articles, etc), or papers given at annual meetings, teaching conferences, etc).

University and Community Service

Africana Studies department faculty service can be categorized into three areas:

University and Community Service Activity can be defined as:

- Editing College or Department newsletters
- Organizing scholarly meetings, etc.
- Organization and participation in collaborative content-based/professional growth programs
- Speaking engagements before professional groups
- Holding office in professional organizations
- Holding committee chairmanships and assignments in professional organizations
- Consulting work for non-profit community groups
- Offices held in community organizations
- Membership and/or committee assignments in community organizations
- Holding administrative assignment as department chair
- Service on CSU system committees
- Service on university committees
- Service on College or Department committees

**Guidelines for the Evaluation of Teaching, Scholarly Activity, University,
Professional and Community Service**

I. Teaching: The Africana Studies Department is committed to offering courses taught by well-trained professors who maintain high standards.

1. In each course, the Africana Studies Department faculty will be expected to:
 - a) State clearly the objectives of each course – explicit statements about the ways in which students are expected to change as a result of the course
 - b) Direct instruction toward fulfillment of stated objectives
 - c) Administer meaningful and well-constructed examinations that are consistent with stated objectives
 - d) Establish a specific, clear grading system
 - e) Remain fair and reasonable in evaluating students
 - f) Meeting classes regularly and at scheduled times
 - g) Encourage intelligent, independent thought by students
 - h) Schedule appropriate office hours and be available to students through individual appointments
2. To be evaluated as an outstanding teacher, Africana Studies Department faculty will be expected to:
 - a) Demonstrate an excellent command of his/her subject matter
 - b) Show an exceptional ability to communicate his/her subject matter to students
 - c) Engender a high level of student performance/learning in his/her classes
 - d) Demonstrate a continuing commitment to improving and maintaining the quality of his/her teaching performance
 - e) Demonstrate an exceptional commitment to advisement and supervision of undergraduate and/or graduate student projects or thesis
3. A less than adequate teacher is one who fails to meet one or more of the criteria listed in #1.
4. Evidence will be submitted to document performance. Typically, documentation will include:
 - a) A statement of educational Philosophy and current academic accomplishments
 - b) Course Syllabi
 - c) Exams and other course materials

- d) Results of student evaluation
- e) Indication of office hour schedule

Additional documentation can include:

- f) Results of peer review (evaluator appointed by department chair)
- g) Analysis of student evaluations by independent reviewer
- h) Evidence of efforts to attain, maintain or develop levels of teaching competency

II. Scholarly Activity: Africana Studies department faculty scholarly activity is defined in a manner that is inclusive and multidimensional, and responsive to the mission and goals of the department. Scholarly Activity can be categorized into four areas:

1. Activity which contributes to the advancement of knowledge. This includes:
 - a) Original research, based on manuscript and printed sources, material culture, oral history interviews, or other source materials-published in the form of a book monograph or refereed journal article; or disseminated through a paper or lecture given at a meeting or conference or through a museum exhibition or other project or program.
 - b) Professional contributions that address issues, advance new theories, and/or attempt to explore others' work in a critical or analytical manner.
 - c) Documentary or critical editions
 - d) Translations
2. Activity which contributes to the integration of knowledge. This includes:
 - e) Synthesis of scholarship-published in journals, anthologies, textbooks, newsletters, popular history, magazines, encyclopedia, newspapers, presentations or lectures given at meetings or conferences or through museum exhibitions, films or other public programs.
 - f) Edited anthologies, journals, or series of volumes comprised of the work of other scholars.
3. Activity which contributes to the application of knowledge. This includes:
 - a) Public programming in museums and other cultural and educational institutions
 - b) Consulting and providing expert testimony on public policy and other matters
 - c) Participation in film and other media projects
 - d) Writing and compiling institutional and other histories
 - e) Historic preservation and cultural resource management activities
 - f) Archival administration and the creation of bibliographies and databases

4. Activity which contributes to the transformation of knowledge. This includes:
 - a) Research and writing in the area of Africana Studies education
 - b) Development of courses, curricula, visual materials and teaching materials (including edited anthologies, textbooks, instructional television materials, and software) which are implemented in the classroom or disseminated through publications (books, professional newsletter articles, etc), or papers (annual meetings, teaching conferences, etc).

III. University, Professional and Community Service: Africana Studies Department faculty service can be categorized into three areas:

1. Activity which can be defined as professional service. This includes:
 - a) Editing journals and newsletters
 - b) Organizing scholarly meetings, etc
 - c) Organization and participation in collaborative content-based/professional growth programs
 - d) Speaking engagements before professional groups
 - e) Holding office in professional organizations
 - f) Holding committee chairmanships and assignments in professional organizations
2. Activity which can be defined as community service. This includes:
 - a) Speaking engagement
 - b) Consulting work for community groups
 - c) Offices held in community organizations
 - d) Membership and/or committee assignments in community organizations
3. Activity which can be defined as university service. This includes:
 - a) Holding administrative assignment as department chair
 - b) Service on system committees
 - b) Service on university committees
 - d) Service on college committees
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California State University, Dominguez Hills
College of Arts and Sciences
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Disciplinary Development

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Speaking engagements before professional groups;

Holding office in professional organizations;

Holding committee chairmanships and assignments in professional organizations.

Consulting work for non-profit community groups

Offices held in community organizations

Membership and/or committee assignments in community organizations

Holding administrative assignment as department chair

Service on system committees

Service on university committees

Service on departmental committees Service on college committees