

COLLEGE OF NATURAL BEHAVIORAL SCIENCES  
DEPARTMENT OF ANTHROPOLOGY

DEFINITIONS AND STANDARDS  
FOR REAPPOINTMENT, PROMOTION, AND TENURE

May 20, 2015

**DEFINITIONS OF TEACHING, SCHOLARSHIP, AND SERVICE**

The Department of Anthropology is a community of scholars dedicated to teaching and learning excellence in our field and for our students. Comparative and evolutionary, scientific and humanistic, anthropology provides a unique opportunity for broadening and integrating one's view of human existence.

Individuals may be appointed to a tenure-track position in the Department of Anthropology based on completion of an advanced degree in an appropriate discipline and either experience or promise of high quality performance in the areas of teaching, scholarship and service. Normally a Ph.D. in anthropology or related field from an accredited university is required, although scholars with ABD may be appointed contingent on the completion of their doctoral dissertation within the first year of their appointment.

A well-balanced portfolio in the areas of teaching, scholarship, and service is expected throughout the retention, tenure, and promotion (RTP) process. The faculty member must demonstrate satisfactory accomplishments in all three categories.

**TEACHING.** The Department of Anthropology is committed to offering a program of rigorous and relevant undergraduate teaching and is committed to excellence and innovation in teaching both in the classroom and in the field. The unique aspect of the program is its emphasis on involving undergraduates in anthropological research. CSUDH offers more opportunities for such involvement than any other university in Southern California, and it is the basis of our outreach efforts and program development. By attending classes, conducting fieldwork, and participating in the research process, students gain an understanding of human cultural heritage, culture change, and cultural diversity in both past and contemporary societies. Through this study of people, their lifestyles and how they adapt to cultural change, both past and present, a student is better prepared to comprehend human behavior on local and global levels. For these reasons, members of the Department of Anthropology are expected to be engaged, creative, and rigorous teachers.

In the Department of Anthropology teaching is assessed based on satisfactory performance in each of the areas cited below and with attention to overall teaching performance and progress based on self-assessment, data analysis, and responsiveness to feedback from students and recommendations by previous RTP review committees.

**Definition:** Teaching is referred to herein as the scholarship of teaching which involves a commitment to teaching excellence and to achieving a high level of proficiency in stimulating student thinking and

fostering learning. It also involves assessing and reflecting on one's own teaching practice as well as on student learning outcomes that stem from the teacher-student encounter.

The category of teaching includes the following activities:

- Teaching in the curriculum
- Developing course materials
- Developing curriculum
- Creating/adapting educational technology applications
- Writing/securing/implementing education program grants
- Developing pedagogical innovations and inquiries

**SCHOLARSHIP.** The CSUDH Department of Anthropology has an outstanding faculty, internationally recognized for their scholarship. The Department of Anthropology is committed to an engaged scholarship, and therefore our faculty make significant contributions to communities at the regional, state, and international levels. These accomplishments contribute to the program's essential goal: to be the best undergraduate anthropology program in the state of California. For these reasons, faculty in the Department of Anthropology are expected to demonstrate a sustained record of active scholarship.

**Definition:** Scholarship consists of the production and dissemination of new knowledge within anthropology and related fields of study.

Scholarly activities include:

- Written Documents: Books; articles; book chapters; edited books; encyclopedia entries; annual reports; research and technical reports; program evaluation reports; newspaper and magazine articles; policy briefings and white papers.
- Teaching-Related: Curricular development; service learning projects; study abroad programs; educational programming; training programs.
- Community Consultation: Consultation with descendant communities; agency presentations; conference and forum participation; expert witnessing; strategic and marketing plans; community ethnographies.
- Organizational Consultation: Consultation with organizations on specific issues related to organizational culture, workforce efficiency, cross-cultural communication, usability analysis, quality assurance, and workplace design.
- Other Scholarly Venues: Museum exhibitions; museum catalogues; documentary videos.
- Other Media: internet web pages and website content; data sets and archived documents; systems and marketing campaigns; advertisements.
- Research Funding: internal and external grants; competitive grants and contracts.

**SERVICE.** Service is an integral and ongoing responsibility of faculty in the Department of Anthropology, a responsibility derived from one's membership in a multi-faceted academic community.

**Definition:** Service involves activities contributing to the effective functioning of the institution, the field of anthropology, and the community.

Service activities include service to the Anthropology Department, College of Natural and Behavioral Sciences, the University, the CSU system, the community, and profession.

### STANDARDS FOR REAPPOINTMENT

*This section sets out standards for annual review and reappointment which are considered to lead to successful tenure and promotion in the Department of Anthropology. Specific standards for tenure and promotion to associate professor are addressed in the next section.*

For tenure-track faculty, the basic standard for reappointment is whether adequate progress is being made toward tenure. The standards for reappointment serve as basic guidelines that should lead to successful tenure and promotion in the course of six years. The annual reviews should be considered as contributing to faculty success. In general, such reviews should be consultative and supportive at the same time that strengths and weaknesses in performance are assessed.

Evaluation for reappointment will be based on review of a) teaching, b) scholarship, and c) service. Based on this review, tenure-track faculty will receive a recommendation of a) strongly recommend for reappointment, b) recommend for reappointment, c) recommend for reappointment with reservations, and d) recommend to not reappoint. Tenure-track faculty have the right to ask for clarification or amplification of their reviews by the Department's RTP committee and/or the Chair.

Professional Plan: The faculty member must adhere to the Policy for Reappointment, Tenure and Promotion Procedures which states that a written Professional Plan must be developed in the first year of appointment that includes teaching, scholarship, and service. This plan and any subsequent revisions is one of the bases for review throughout the probationary period. The faculty member should refer to [AAPS012.001](#) for details regarding the review process.

**TEACHING STANDARDS FOR REAPPOINTMENT.** Evidence of effectiveness in teaching should be evaluated as indicating progress toward tenure and/or promotion. This evidence should document that reasonable progress is being made toward completing the teaching standards for tenure and promotion (see standards for tenure and promotion below). Demonstration of satisfactory progress must be evidence-based and provide reviewers of the Supplemental Information File (SIF) and Working Personnel Action File (WPAF) with sufficient information and discussion of progress and corrective action, if needed, to make a valid assessment.

Teaching activities which will be evaluated include:

- A statement of formal educational philosophy which guides your teaching and enhances student learning in face-to-face, online, and hybrid modalities.
- Incorporation of “high impact” pedagogical techniques. Examples of such methods include: 1) engagement of students in faculty research, 2) mentoring student research projects, 3) writing-intensive courses, and 4) service-learning activities, among others in accordance with the position description at the time of appointment.
- Curriculum development as demonstrated by creation of new courses or significant revisions of existing courses including face-to-face, online, and hybrid modalities.
- Currency in the discipline of anthropology as demonstrated by class syllabi, courses that incorporate new topics and data, and the use of current texts and readings.
- Listing of courses taught during the review period, course syllabi, teaching materials, teaching strategies, exams and other evaluation strategies (e.g. term papers, journals, grading rubrics, etc.).
- Course syllabi that are consistent with university established standards.
  - Course learning goals and objectives and student learning outcomes are clearly stated, consistent with the content and level of the course, and approved by the faculty-at-large.
  - An established clearly defined and fair grading system.
  - Classes held at regularly scheduled times.
  - Adherence to reasonably scheduled office hours for meeting with students and being available to students by appointment.
- Positive assessments of teaching through peer evaluations based on classroom visitations.
- A demonstrated commitment to student advising.
- A discussion of Perceived Teaching Effectiveness (PTE) numerical and narrative data.
- Participation in on campus, CSU system-wide or national workshops on teaching effectiveness and/or integration of new instructional methods and/or technologies.

**SCHOLARSHIP STANDARDS FOR REAPPOINTMENT.** Evidence of scholarly activity should be evaluated as indicating progress toward tenure and promotion. This evidence should document that reasonable progress is being made toward completing the scholarship standards for tenure and promotion (see standards for tenure and promotion below). Demonstration of satisfactory progress must be evidence-based and provide reviewers of the SIF and WPAF with sufficient information and discussion of progress and corrective action, if needed, to make a valid assessment.

Scholarship activities which will be evaluated include one or more of the following:

- Professional manuscripts in progress; evidence of this includes draft articles as submitted for publication, acknowledgement of receipt and/or acceptance letters from editors, publication contracts.
- Research activities at professional conferences, seminars, symposia or colloquia (normally a minimum of one (1) per, year subject to adequate funding.)
- Anthropological research funded by extramural and on-campus competitive grants and contracts.
- Technical reports, grant proposals, and reports to granting agencies and other documentation of research activities.

**SERVICE STANDARDS FOR REAPPOINTMENT.** Evidence of service should be evaluated as indicating progress toward tenure and/or promotion. This evidence should document that reasonable progress is being made toward completing the service standards for tenure and promotion. It is understood that newly-hired faculty may have limited service requirements during their first two years of evaluation as they focus on teaching and scholarship. However, it is expected that two (2) or more of the following forms of service should be completed annually. Additionally, service at the department and college level is required for tenure. Demonstration of satisfactory progress must be evidence-based and provide reviewers of the SIF and WPAF with sufficient information and discussion of progress and corrective action, if needed, to make a valid assessment.

It is the responsibility of the faculty member to provide concrete proof of service, including documentation and discussion of significant roles, duties, accomplishments, etc. Evidence of service includes:

- Service at the departmental level as departmental representative to the CSU Academic Senate, advisor to the Anthropology Club, membership on faculty search committees, department webpage coordinator, department curriculum committee coordinator, active participation in faculty meetings and events, etc.
- Service at the College level as a member of standing committees (e.g., NBS Curriculum Committee, SBS 318 committee, etc.), as a member of other departments' NBS committees, and other service outside of the Department of Anthropology but within the College of Natural and Behavioral Sciences.
- Service at the University level as a member of standing committees (e.g., Academic Senate Executive Committee, University Curriculum Committee, Budget Advisory Committee, GE Committee, Library Committee, etc.), as a faculty mentor (Student Research Day, McNair Scholar's Program, recognized student organizations), or as a member of university search committees.
- Service at the system-wide level (e.g., representative to CSU Academic Senate, member on committees addressing system-wide initiatives, Community Service Learning, CSU Council on Ocean Affairs, Science and Technology (COAST), among others).
- Service to the field of Anthropology and related fields. Evidence of this service includes participating as an elected officer in professional organizations, service on committees of professional organizations, service to professional publications as a member of editorial boards or as a regular reviewer of manuscripts for academic journals and/or publishers, recurrent service as a proposal reviewer (e.g., NSF, Wenner-Gren Foundation for Anthropological Research, National Geographic Society, etc.), organization of scholarly meetings; or other significant effort in support of institutions within anthropology and related fields.
- Community Service: Speaking engagements; consulting work in areas of teaching, program development or curriculum innovations for community groups related to Anthropology; Offices or membership held in community organizations; Volunteer work in the community related to Anthropology.

## STANDARDS FOR TENURE AND/OR PROMOTION

A faculty member in the Department of Anthropology under consideration for tenure and/or promotion shall be evaluated based on a) teaching, b) scholarship, and c) service. Pre-tenure or probationary faculty must meet or exceed the following standards for tenure and promotion to Associate Professor. This review will thoroughly consider all evidence relating to the performance during the faculty's entire appointment in the Department of Anthropology, normally the preceding six (6) years.

**TEACHING STANDARDS FOR TENURE AND/OR PROMOTION.** In addition to the teaching activities outlined in "Standards for Reappointment" above, evaluation of teaching by faculty in the Department of Anthropology for tenure and/or promotion will be based on the following criteria:

- Successful teaching experience at CSUDH or other accredited universities for a sufficiently long period of time to judge the quality of the individual's instruction. Normally six years of teaching is considered sufficient for review.
- Consistently positive Perceived Teaching Evaluations (PTEs) from students, normally 80% or more of the students rating the instructor in the top two rankings (Strongly Agree and Agree) and positive teaching narratives and in-class observations. However, if the sample of PTEs is less than 50% in courses of less than 40 students, or less than 30% in courses of 41 or more students, then they will not be used to evaluate teaching.
- Consistently positive in-class observations. The observation will be conducted by the Chair of the Department of Anthropology or their designee each semester. Normally, evaluations will occur in half the instructor's courses (usually in two of four courses) and a minimum of one course per semester. The schedule for the observation will be agreed to in advance by both the instructor and the evaluator. Evaluations will be based on a standardized form, which will be available to the instructor. Evaluation results will be discussed in a face-to-face meeting between the evaluator and instructor.
- Evidence of consistent application of "high-impact" pedagogical methods supplemented by evidence of positive learning outcomes. Evidence of successful application of such methods include 1) student journal entries, reflective essays or other writing in which the student discusses their activities in faculty research; 2) evidence of student research projects (e.g., papers, presentations, or posters); 3) examples of student writing that document impact in student critical writing; 4) documentation of participation in service-learning activities; and 5) student letters of support, among others in accordance with the position description at the time of appointment.

**SCHOLARSHIP STANDARDS FOR TENURE AND/OR PROMOTION.** Scholarly activities outlined in "Standards for Reappointment" above are held to indicate progress toward tenure and/or promotion and are used to evaluate reasonable progress toward tenure and/or promotion to Associate Professor. Evaluation of scholarship by faculty in the Department of Anthropology under consideration for tenure and promotion will be based on the following criteria:

Publication of either

- a) Three (3) or more scholarly articles in refereed journals or peer-reviewed volumes in anthropology or related academic fields (an average of one (1) every other year) during the previous six (6) year period or
- b) Publication of one (1) peer-reviewed book based on the faculty's research and published by a university press or recognized academic publisher during the previous six (6) year period.

**SERVICE STANDARDS FOR TENURE AND/OR PROMOTION.** Evaluation of service by faculty in the Department of Anthropology will be based on a consistent record of service during the period leading up to tenure. It is expected that at least twelve (12) service activities described in "Service Standards for Reappointment" above should be completed during the previous six (6) year period (an average of two (2) service activities annually), with one (1) of the two annual activities being performed at the departmental level.

#### **STANDARDS FOR EARLY TENURE AND/OR PROMOTION TO ASSOCIATE PROFESSOR**

A faculty member in the Department of Anthropology may be considered for early tenure and promotion to Associate Professor after four (4) full years of teaching in the Department of Anthropology *if he/she can demonstrate unusually meritorious performance in teaching and scholarship and/or service.*

**TEACHING STANDARDS FOR EARLY TENURE AND/OR PROMOTION.** In addition to exceeding the teaching activities applied in "Standards for Reappointment" and "Standards for Tenure/Promotion to Associate Professor" above, evaluation of teaching by faculty for early tenure and promotion will be based on the following criteria for unusually meritorious teaching in Anthropology:

- Consistently positive Perceived Teaching Evaluations (PTEs) from students (normally 90% or more of the students rating the instructor in the top two rankings (Strongly Agree and Agree) and positive teaching narratives and in-class observations. However, if the sample of PTEs is less than 50% in courses with less than 40 students, or less than 30% in courses of 41 or more students, then they will not be used to evaluate teaching.
- Leadership in pedagogical activities at the department, university, system-wide or disciplinary levels that strengthen teaching and learning. Examples of such leadership in pedagogical activities include:
  - Participation in faculty development workshops focused on teaching.
  - Engagement in teaching initiatives at the campus, system-wide, or disciplinary level.
  - Development of grants to fund innovative educational initiatives.

**SCHOLARSHIP STANDARDS FOR EARLY TENURE AND/OR PROMOTION.** Unusually meritorious scholarship in Anthropology is demonstrated by the following:

- Publication of five (5) or more scholarly articles in refereed journals or peer-reviewed volumes in anthropology or related academic fields; or

- Publication of three (3) scholarly articles in refereed journals or peer-reviewed volumes in anthropology or related academic fields and publication of one (1) peer-reviewed book based on the faculty's research and published by a university press or recognized academic publisher; or
- Publication of two (2) peer-reviewed books based on the faculty's research and published by a university press or recognized academic publisher.

**SERVICE STANDARDS FOR EARLY TENURE AND/OR PROMOTION.** Unusually meritorious service by faculty in the Department of Anthropology will be based on a consistent record of service during the period leading up to tenure. On average, four (4) or more service activities described in "Service Standards Reappointment" above should be completed annually and service at the departmental and college level is required for tenure and/or promotion.

### STANDARDS FOR PROMOTION TO FULL PROFESSOR

A faculty member in the Department of Anthropology under consideration for promotion to Full Professor shall be evaluated based on a) teaching, b) scholarship, and c) service. Essentially, promotion to Full Professor must meet or exceed the standards applied for tenure and promotion to Associate Professor. This review will thoroughly consider all evidence relating to performance during the faculty's entire appointment in the Department of Anthropology, normally the preceding six (6) years since tenure and promotion to Associate Professor.

**TEACHING STANDARDS FOR PROMOTION TO FULL PROFESSOR.** Evaluation of teaching by faculty for promotion to Full Professor will be based on evidence of consistent performance in the standards established for tenure and promotion to Associate Professor, normally the preceding six (6) years since tenure and promotion to Associate Professor.

**SCHOLARSHIP STANDARDS FOR PROMOTION TO FULL PROFESSOR.** Evaluation of scholarship by faculty for promotion to Full Professor will be based on the following criteria:

Publication of either

- a) Three (3) or more scholarly articles in refereed journals or peer-reviewed volumes in anthropology or related academic fields (an average of one (1) every other year) since tenure and promotion to Associate Professor, or
- b) Publication of one (1) peer-reviewed book based on the faculty's research and published by a university press or recognized academic publisher since tenure and promotion to Associate Professor.

**SERVICE STANDARDS FOR PROMOTION TO FULL PROFESSOR.** Evaluation of service by faculty for promotion to Full Professor will be based on a consistent record of service during the period since tenure and promotion to Associate Professor. On average, two (2) or more service activities



described in "Service Standards Reappointment" above should be completed annually and service at the departmental and college level is required for tenure and/or promotion.

### STANDARDS FOR EARLY PROMOTION TO FULL PROFESSOR

A faculty member in the Department of Anthropology may be considered for early promotion to Full Professor after four (4) full years since the award of tenure and promotion to Associate Professor in the Department of Anthropology *if he/she can demonstrate unusually meritorious performance in teaching and scholarship and/or service.*

**TEACHING STANDARDS FOR EARLY PROMOTION TO FULL PROFESSOR.** Unusually meritorious teaching in Anthropology is demonstrated by the following criteria:

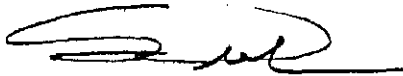
- Consistently positive Perceived Teaching Evaluations (PTEs) from students (normally 90% or more of the students rating the instructor in the top two rankings (Strongly Agree and Agree) and positive teaching narratives and in-class observations. However, if the sample of PTEs is less than 50% in courses of less than 40 students, or less than 30% in courses of 41 or more students, then they will not be used to evaluate teaching.
- Leadership in pedagogical activities at the department, university, system-wide or disciplinary levels that strengthen teaching and learning. Examples of such leadership in pedagogical activities include:
  - Participation in faculty development workshops focused on teaching.
  - Engagement in teaching initiatives at the campus, system-wide, or disciplinary level.
  - Development of grants to fund innovative educational initiatives

**SCHOLARSHIP STANDARDS FOR EARLY PROMOTION TO FULL PROFESSOR.** Unusually meritorious scholarship in Anthropology is demonstrated by the following:

- Publication of five (5) or more scholarly articles in refereed journals or peer-reviewed volumes in anthropology or related academic fields since tenure and promotion to Associate Professor; or
- b) publication of three (3) scholarly articles in refereed journals or peer-reviewed volumes in anthropology or related academic fields *and* publication of one (1) peer-reviewed book based on the faculty's research and published by a university press or recognized academic publisher since tenure and promotion to Associate Professor; or
- c) Publication of two (2) peer-reviewed books based on the faculty's research and published by a university press or recognized academic publisher since tenure and promotion to Associate Professor.

**SERVICE STANDARDS FOR EARLY PROMOTION TO FULL PROFESSOR.** Unusually meritorious service by faculty being considered for early promotion to Full Professor in the Department of Anthropology will be based on a consistent record of service during the period since tenure and promotion to Associate Professor. On average, four (4) or more of the service activities described in "Service

Standards Reappointment” above should be completed annually and service at the departmental and college level is required for tenure and/or promotion.



Department Chair

June 1, 2015

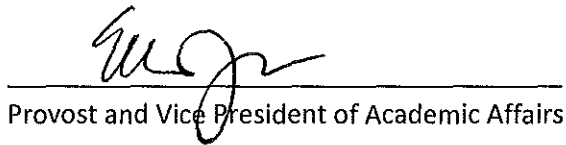
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Date



Provost and Vice President of Academic Affairs

Date

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