

THE CHICANA AND CHICANO STUDIES DEPARTMENT

COVID-19 Addenda to Definitions and Standards for Reappointment, Tenure and Promotion in Chicana and Chicano Studies, 2013 and 2019

COVID-19

The coronavirus (COVID-19) pandemic has impacted the teaching, research, and service activities of all faculty. In light of this, the Department of Chicana and Chicano Studies has revised guidelines for retention, tenure, and promotion of faculty. The addenda is effective academic year 2021-2022 and affects probationary faculty who have not achieved tenure and tenured associate professors who have not been granted promotion to full professor, and whose progress may have been impacted by the COVID-19 pandemic.

The following reflects changes to the sections of the Chicana and Chicano Studies Reappointment, Tenure, and Promotion guidelines addressed in this document only. All other sections of the 2013 and 2019 Chicana and Chicano Studies Definitions and Standards for Reappointment, Tenure, and Promotion remain the same.

DEFINITIONS AND STANDARDS FOR REAPPOINTMENT, PROMOTION, AND TENURE 2019

DEFINITIONS OF TEACHING, SCHOLARSHIP, AND SERVICE

TEACHING

Faculty members are expected to demonstrate effectiveness in teaching. The following measures will be utilized to evaluate the quality of teaching, which occurs in traditional face-to-face, hybrid, and fully on-line courses.

1. Peer evaluations of teaching based on classroom observations conducted by a tenured faculty member once every academic year. Classroom observations measure teaching performance in terms of pedagogy, student engagement, classroom management, effective communication, and knowledge of subject.
2. Assessment of the faculty member's relevant course materials such as course syllabi, teaching philosophy, examinations, assignments, grading criteria, and graded assignments.
3. Review and analysis of both the statistical summaries and written comments in the Perceived Teaching Effectiveness (PTE) surveys for the courses included by the faculty member in their Personnel Action File. Responses to the Perceived Teaching Effectiveness surveys range from "Strongly Agree" (high) to "Strongly Disagree" (low). When 75% of the responses to these items are "Strongly Agree" and "Agree" and student assessment of teaching shall merit an "outstanding" rating. When 70% of the responses to these items are "Strongly Agree" and "Agree" student assessment of teaching shall merit a "satisfactory" rating. When the responses to these items do not meet the criteria for "satisfactory," student assessment of teaching shall merit an "unsatisfactory" rating. Ratings in all courses for the period under review shall be considered as an aggregate. Response rates for PTE surveys will be taken into consideration during evaluation.
4. Evaluation of the faculty member as an advisor and mentor for majors and minors, including graduation advisement. This would include supervision and advisement of student projects, faculty research which involves students, independent studies, senior theses, graduate theses, serving on graduate committees (at CSUDH or other institutions), and mentorship of students in research, scholarship, and creative activities

programs (e.g. McNair Scholars Program, Sally Casanova Pre-Doctoral Scholars, Mellon Mays Undergraduate Fellows).

5. Consideration of a variety of other indicators such as the advancement of new courses that reflect ongoing and recent developments in the field, the ability of a faculty member to improve and maintain the quality of their teaching performance, the participation of the faculty member in teaching and learning enhancement activities, and the establishment of good command of their area of expertise.

SCHOLARSHIP AND CREATIVE ACTIVITY

The department will consider the following weighted activities and categories when evaluating a faculty member for reappointment, tenure, and/or promotion.

SCHOLARSHIP

Category A: Publications

Category B: Maintaining Active Participation in the Field of Expertise

CREATIVE ACTIVITIES

Category A: Performances, Production, and Recording

Category B: Maintaining Active Participation in the Field of Expertise

SERVICE

Acknowledging the number of Latina/o/x students at the university and the importance of establishing a prominent public presence for the department, we give high priority to assisting in building the department, providing service to the university, and outreach to related communities. In the first two probationary years, faculty members will be expected to engage in department-level service only. All service activities (department, college, university, and community) will be determined by the faculty member in consultation with the department chair. After the first two probationary years, it is expected that faculty serve on at least one department, college, or university committee every year.

STANDARDS FOR REAPPOINTMENT

TEACHING

During this time, a “satisfactory” evaluation of teaching performance will primarily rely on positive reviews, assessments, and evaluations of measure 1., 2., 4., and 5.

SCHOLARSHIP AND CREATIVE ACTIVITY

Satisfactory progress toward achieving a minimum of 10 points from Category A in Scholarship and/or Creative Activity, and a total of 15 points from Categories A and B under Scholarship and Creative Activities (points may come from either Scholarship or Creative Activities or both). Scholarship and/or creative activity is expected after the faculty member's first full academic year and evidence of activity from Categories A and B is required every year. After the first two years, at least 5 points in total from the two areas are required in either Scholarship or Creative Activity. After four years, at least 10 points in total from the two areas is required in either Scholarship or Creative Activity.

SERVICE

Significant service on department, college, or university committees is required. It is expected that reappointed faculty serve on at least one department committee every year in their first two probationary years; and thereafter serve on department, college, and/or university committees once per year, and participate actively in other campus or community projects.

STANDARDS FOR TENURE AND PROMOTION TO ASSOCIATE PROFESSOR

INTRODUCTION

In order for the faculty member to be recommended for tenure and promotion to associate professor, they must maintain a consistent record of "satisfactory" progress in all three areas of evaluation.

TEACHING

During this time, a "satisfactory" evaluation of teaching performance will primarily rely on positive reviews, assessments, and evaluations of measure 1., 2., 4., and 5.

SCHOLARSHIP AND CREATIVE ACTIVITY

Overall, tenure and promotion requires evidence of ongoing and progressive scholarship and/or creative activity, and a minimum 15 points from Categories A and B under Scholarship and Creative Activities (points may come from either Scholarship or Creative Activities or both); 10 of the required minimum points must be from Category A in Scholarship and/or Creative Activities.

SERVICE

For tenure and promotion, significant service on department, college, and university committees is required. It is expected that faculty serve on at least 7 documented service activities for tenure and promotion. These should include two or more college or university committees, and active participation in campus or community projects.

STANDARDS FOR PROMOTION TO PROFESSOR

A minimum of five years at the rank of Associate professor is required before being promoted to Professor. A faculty member must have a consistent record of satisfactory progress in all three areas described below to be recommended for tenure and promotion to Associate Professor.

TEACHING

During this time, a "satisfactory" evaluation of teaching performance will primarily rely on positive reviews, assessments, and evaluations of measure 1., 2., 4., and 5.

SCHOLARSHIP AND CREATIVE ACTIVITY

For promotion to Professor, a minimum of 15 cumulative points is required. Evidence of scholarly activity from Categories A and B in Scholarship and/or Creative Activities is required.

SERVICE

For promotion to Professor, it is expected that faculty serve on at least seven documented service activities, and these should include two or more college or university committees, and active participation in campus or community projects.

STANDARDS FOR EARLY TENURE AND PROMOTION

Early tenure and promotion require that probationary faculty meet and exceed standards for tenure and promotion as outlined in the faculty guidelines for evaluation of retention, tenure and promotion. A faculty member must be unusually meritorious in teaching and one other area, either research or service, and meet the standard for tenure and promotion in the third area.

TEACHING

During this time, a “satisfactory” evaluation of teaching performance will primarily rely on positive reviews, assessments, and evaluations of measure 1., 2., 4., and 5.

SCHOLARSHIP

Unusually meritorious scholarship is defined as follows.

A minimum of 25 points in Categories A and B, in Scholarship and/or Creative Activities, with at least 15 points accrued as a single-author and/or single performer.

SERVICE

Unusually meritorious service is defined as follows.

Service in every year under review and at least 10 service activities in the period under review, or a record of substantial leadership in one area with additional participation in other areas.

**DEFINITIONS AND STANDARDS FOR
REAPPOINTMENT, PROMOTION, AND TENURE 2013**

DEFINITIONS OF TEACHING, SCHOLARSHIP, AND SERVICE

TEACHING

The following measures will be utilized to determine the quality and effectiveness of the teaching process. Teaching activities occur in traditional face-to-face, hybrid, and on-line courses.

1. Review and analysis of both statistical summaries and the written comments from students presented in the Perceived Teaching Effectiveness (PTE) forms for the courses chosen by the faculty member for inclusion in their personal action file
2. Peer evaluations from classroom observations. One per semester the first year and once every subsequent year; satisfactory classroom observations measure teaching performance in terms of classroom management, pedagogy, demeanor, and student engagement.
3. Assessment of the faculty member’s relevant course material such as course syllabi, teaching philosophy, examinations, writing assignments, grading criteria, and graded assignments.
4. Evaluation of the faculty member as advisor and mentor for majors and minors, including graduation advisement. This would include supervision and advisement of student projects, faculty research which involves students, independent studies, senior or graduate theses, mentorship of McNair and Sally Casanova Pre-Doctoral Scholars, and the faculty member’s overall advancement of knowledge, skills and talents.
5. Consideration of a variety of other indicators such as peer review and independent observations, the advancement of new courses that reflect ongoing and recent developments in the field, the ability of a faculty member to improve and maintain the quality of their teaching performance, the

participation of the faculty member in teaching and learning enhancement activities, and the establishment of good command of their area of expertise.

SCHOLARSHIP AND CREATIVE ACTIVITY

The department will consider the following weighted activities and categories when evaluating a faculty member for reappointment, tenure, and/or promotion:

Category A: Publications

Category B: Maintaining Active Participation in the Field of Expertise

Category C: Creative Activities

SERVICE

Acknowledging the expanding number of Latina/o students at the university and the importance of establishing a prominent public presence we give high priority to assisting in building the department providing service to the university, and outreach to the community. It is expected that faculty serve on at least one departmental, college, or university committee every year.

STANDARDS FOR REAPPOINTMENT

INTRODUCTION

In order for the faculty member to be recommended for reappointment to the next academic year, he/she must meet the “satisfactory” standard **in all three areas** of evaluation.

TEACHING

1. Review and analysis of both statistical summaries and the written comments in the Perceived Teaching Effectiveness (PTE) surveys forms for the courses chosen by the faculty member for inclusion in their Personal Action File. When 75% of the responses to these items are "Strongly Agree" and "Agree" and student assessment of teaching shall merit an "outstanding" rating. When 70% of the responses to these items are "Strongly Agree" and "Agree" student assessment of teaching shall merit a "satisfactory" rating. When the responses to these items do not meet the criteria for "satisfactory," student assessment of teaching shall merit an "unsatisfactory" rating. Ratings in all courses for the period under review shall be considered as an aggregate. Response rates for PTE surveys will be taken into consideration during evaluation.

During this time, a “satisfactory” evaluation of teaching performance will primarily rely on positive reviews, assessments, and evaluations of measure 2., 3., 4., and 5.

SCHOLARSHIP AND CREATIVE ACTIVITY

Satisfactory progress toward achieving 15 cumulative points is required for reappointment. After the first two years, at least 5 points from the various areas are required. After the four years, at least 10 points from the various areas is required. Evidence of scholarly activity from Category A or B is required every year.

SERVICE

Significant service on department, college, or university committees is required. It is expected that reappointed faculty serve on at least one departmental, college, or university committee once a year, and participate actively in other campus or community projects.

A faculty member who complies with standard expectations for service within the department and can demonstrate consistent participation at the university, or at large in the community merits reappointment in a timely fashion.

STANDARDS FOR TENURE AND PROMOTION TO ASSOCIATE PROFESSOR

TEACHING

1. Review and analysis of both statistical summaries and the written comments in the Perceived Teaching Effectiveness (PTE) surveys forms for the courses chosen by the faculty member for inclusion in their Personal Action File. When 75% of the responses to these items are "Strongly Agree" and "Agree" and student assessment of teaching shall merit an "outstanding" rating. When 70% of the responses to these items are "Strongly Agree" and "Agree" student assessment of teaching shall merit a "satisfactory" rating. When the responses to these items do not meet the criteria for "satisfactory," student assessment of teaching shall merit an "unsatisfactory" rating. Ratings in all courses for the period under review shall be considered as an aggregate. Response rates for PTE surveys will be taken into consideration during evaluation.


During this time, a "satisfactory" evaluation of teaching performance will primarily rely on positive reviews, assessments, and evaluations of measure 2., 3., 4., and 5.

SCHOLARSHIP AND CREATIVE ACTIVITY

A minimum of **three** peer-reviewed journal articles, or the equivalents, is required. Moreover, 15 points from the various categories of scholarly activity must be acquired to earn tenure. At least 5 points must be from categories A and B.

SERVICE


It is expected that reappointed faculty serve on at least 7 documented service activities.


 Department Chair Corina Benavides López, Ph.D.

6/2/2021
 Date


 Dean

8/5/21
 Date


 Provost and Vice President of Academic Affairs

8/6/2021
 Date