

**Department of Interdisciplinary Studies
Definitions and Standards For
Reappointment, Promotion, and Tenure**

Covid Addendum Effective Date: Academic Year 2020-21 to 2026-2027

This document establishes the guidelines used by the Department of Interdisciplinary Studies Department for evaluating faculty members for the evaluation of faculty for reappointment, tenure, and promotion (RTP) in the department. These guidelines reflect and are consistent with University RTP policies, which are laid out in the University Faculty Handbook. Since the Department of Interdisciplinary Studies is comprised of faculty with a wide-range of disciplinary training, it is critical that the evaluation of faculty be flexible to encompass this diversity. The Department of Interdisciplinary Studies will evaluate faculty in three areas: teaching, scholarship, and service. Satisfactory performance in all three areas is required for reappointment, tenure, and promotion.

Teaching

Given the mission of the Department of interdisciplinary Studies, teaching is central to the RTP process. At the same time a successful faculty member will demonstrate satisfactory progress in all three areas of evaluation.

Teaching activities include but are not limited to the following:

- A. Teaching IDS courses within the major
- B. Teaching IDS courses that fulfill General Education Requirements
- C. Directing independent study courses
- D. Developing new courses
- E. Significant revision of courses
- F. Developing assessment tools
- G. Engaging in supervising undergraduate research
- H. Advising IDS majors and minors beginning no later than the second year of appointment
- I. Mentoring students to participate in Student Research Day, in the McNair Scholars program, and other campus programs
- J. Mentoring students to apply for graduate school
- K. Maintaining office hours and student appointments the serve the needs of IDS students. This includes weekend and evening appointments as well as virtual and phone appointments
- L. Applying for internal and external funding to improve teaching and/or enhance student learning
- M. Participation in Faculty Development Center workshops on teaching

This is not an exhaustive list. Additional items may be included in the teaching activities of the faculty member under review after consultation with the department chair.

Evaluation of Teaching Activities

- A. A review of course syllabi for content, coherence, and conforming to department guidelines
- B. Assessment of assignments, quizzes, exams, and projects
- C. Assessment of a sample of graded assignments and exams (including feedback)
- D. Review of classroom observations conducted by a tenured faculty member
- E. Review of student responses (quantitative and qualitative) in Perceived Teaching Effectiveness (PTE) evaluations
- F. Faculty will have the option to include or exclude PTE evaluations from Spring 2020 for assessment during the RTP process. The evaluation of teaching performance will be based on items A-E outlined in this section.

Classroom observations will be conducted once a year in the first three years of review. Additional observations may be requested by the faculty member under review.

Scholarship and Creative Activity

The Department of interdisciplinary Studies defines scholarship and creative activity as significant contributions to a field of knowledge. Given the significant teaching load at CSUDH, the department is committed to a careful assessment of scholarly and creative activity that takes into account a number of variables including teaching and service responsibilities, the availability of funding (external and internal) to support research, and the vagaries of publishing. Consequently, while the Department does not quantify the number of works necessary for reappointment, tenure, and promotion, it is required that the faculty member makes steady and timely progress in the area of scholarship during the review period. Given the current pandemic emergency and the closure of archives, libraries, and other related obstacles including but not limited to caretaking responsibilities to scholarship and creative activity, this issue will be noted in any RTP review conducted between AY 2020-21-AY 2026-27 to assess progress in this area.

Evidence of Scholarly and Creative Activity

Publications

- A. Single-authored peer-reviewed articles

- B. Single-authored peer-reviewed monograph published by a recognized academic press in the faculty member's area of expertise
- C. Peer-reviewed book chapters
- D. Peer-reviewed edited volumes
- E. Peer-reviewed textbooks
- F. Creative writing (poetry, short stories, novels etc.) by a reputable press

If a publication is not peer-reviewed, an evaluation of the publication must be provided by a reputable external source.

Creative Activities

- A. Curating art exhibits
- B. Participation in the development and production of films and/or other media arts
- C. Development of digital humanities projects that garner a national audience
- D. Other creative activities as determined by the faculty member in consultation with the chair of the department

For creative activities, an evaluation of the creative activity must be provided by a reputable external source.

Other Activities

- A. Presenting current research at regional and national conferences
- B. Serving in a leadership role in a professional organization specific to one's discipline
- C. Organizing scholarly conferences and symposia
- D. Receiving internal/external funding

The above list is by no means exhaustive. The faculty member in consultation with the chair may identify other scholarly and creative activities.

Service

The Department of Interdisciplinary Studies expects that faculty members will perform a wide range of service activities, which are essential to the functions of the department, college, and university. In the first two years on the tenure-track, faculty will only engage in department-level service. These service activities will be determined by the faculty member in consultation with the department chair and includes department, college, university, and community-level service. Given the current pandemic emergency the obstacles to service activities will be noted in any RTP review conducted between AY 2020-21-AY 2026-27 to assess progress in this area.

Department Level Service

- A. Regular participation in department meetings and events
- B. Serving on a department committee
- C. Participation in student recruitment
- D. Advising students
- E. Participating in department assessment efforts
- F. Representing the department at college of university events
- G. Serving as a student club advisor
- H. Planning department sponsored events such as author readings, talks, and performances
- I. Authoring/maintaining department recruitment materials
- J. Serving as department chair

College-Level Service

- A. Serving on a college committee
- B. Chairing a college committee
- C. Representing the college at university and community events
- D. Undertaking special projects as assigned by the dean

University-Level Service

- A. Serving on the Academic Senate
- B. Serving on university committees
- C. Chairing a university committee
- D. Serving as a CFA representative
- E. Undertaking special assignments on behalf of the university president

This above list is by no means exhaustive. Additional service activities including community service activities will be determined by the faculty member in consultation with the department chair.

Standards for Reappointment

For the faculty member to be recommended for reappointment by the department, she/he must achieve a ranking of "satisfactory" in all three areas of evaluation.

Evaluation of Teaching

- A. Positive evaluations from classroom observations. The faculty member will be evaluated on pedagogy, punctuality, classroom management, and student engagement.

- B. Satisfactory examples of syllabi, graded assignments, exams and projects, and grade distributions for each course under evaluation.
- C. Positive assessment by the department RTP committee of the faculty member's teaching.
- D. Positive evaluations garnered from the Perceived Teaching Effectiveness (PTE). It is expected that the faculty member will achieve at least 80% in the "strongly agree" and "agree" categories. However, the department is well aware of the limitations of student evaluations particularly for women faculty members and faculty members of color. Consequently, PTEs will only be considered in the larger context of classroom observations, course materials, and the faculty member's reflection on teaching presented in the RTP materials.
- E. Evidence of mastery of department advising by the end of the second year
- F. Faculty will have the option to include or exclude PTE evaluations from Spring 2020 for assessment during the RTP process. The evaluation of teaching performance will be based on items A-E outlined in this section.

Evaluation of Scholarly and Creative Activities

- A. Evidence of two instances of scholarly/creative activities in each probationary year.
- B. Evidence of peer-reviewed publication (a publication acceptance or revise and resubmit) or significant development of a creative activity by the end of the second year
- C. After the second year, there must be documented evidence of sustained progress in the faculty member's research trajectory which may include the continued publication of peer-reviewed articles, the development of a film/art exhibition, the presentation of new research at conferences, the development and submission of grant proposals, the development of a book proposal, etc.
- D. If a publication/creative activity is not peer-reviewed, an evaluation of the publication must be provided by a reputable external source.
- E. Given the current pandemic emergency and the closure of archives, libraries, and other related obstacles including but not limited to caretaking responsibilities to scholarship and creative activity, this issue will be noted in any RTP review conducted between AY 2020-21-AY 2026-27 to assess progress in this area.

Evaluation of Service

- A. In the first two probationary years, the faculty member will only engage in department service. These service activities will be negotiated by the faculty member with the department chair.
- B. After the second year, the faculty member in consultation with the department chair will serve on college and university committees and have the option to engage in community service activities.

- C. Documented evidence must be provided for all service activities. For example, a letter of support provided by a committee chair, etc.
- D. Given the current pandemic emergency, obstacles to service activities will be noted in any RTP review conducted between AY 2020-21-AY 2026-27 to assess progress in this area.

Standards for Tenure and Promotion to Associate Professor

For the faculty member to be recommended for tenure and promotion by the department, she/he must achieve a ranking of "satisfactory" in all three areas of evaluation.

Teaching

- A. Positive evaluations from classroom observations. The faculty member will be evaluated on pedagogy, punctuality, classroom management, and student engagement.
- B. Satisfactory examples of syllabi, graded assignments, exams and projects and grade distributions for each course under evaluation must be provided in the personnel action file (PAF).
- C. Positive assessment by the department RTP committee of the faculty member's teaching.
- D. Positive evaluations garnered from the Perceived Teaching Effectiveness (PTE). It is expected that the faculty member will achieve at least 80% in the "strongly agree" and "agree" categories. However, the department is well aware of the limitations of student evaluations particularly for women faculty members and faculty members of color. Consequently, PTEs will only be considered in the larger context of classroom observations, course materials, and the faculty member's reflection on teaching presented in the RTP materials.
- E. Evidence of mastery of department advising by the end of the second year and a full advising load beginning in the third year
- F. Faculty will have the option to include or exclude PTE evaluations from Spring 2020 for assessment during the RTP process. The evaluation of teaching performance will be based on items A-E outlined in this section.

Scholarship and Creative Activities

- A. For tenure and promotion, it is expected that the faculty member will have three peer-reviewed publications in print and sustained progress on a larger cohesive project. For faculty pursuing creative activities, it is expected that the faculty member will have a clearly identifiable and sustained trajectory of creative activity at the end of the probationary period.
- B. Evidence of two instances of scholarly/creative activities in each

- probationary year
- C. Evidence of publication (a publication acceptance or revise and resubmit) or significant development of a creative activity by the end of the second year
 - D. Beginning in the third year and for tenure and promotion, there must be documented evidence of sustained progress in the faculty member's research trajectory which may include but are not limited to: the continued publication of peer-reviewed articles, the completion of a film/art exhibition or digital humanities project, the completion of a significant body of creative writing, and the publication of a single-authored book by a reputable scholarly publisher.
 - E. Given the current pandemic emergency and the closure of archives, libraries, and other related obstacles including but not limited to caretaking responsibilities to scholarship and creative activity, this issue will be noted in any RTP review conducted between AY 2020-21-AY 2026-27 to assess progress in this area

Service

- A. In the first two probationary years, the faculty member will only engage in department service. These service activities will be negotiated by the faculty member with the department chair.
- B. After the second year, the faculty member in consultation with the department chair will serve on college and university committees and have the option to engage in community service activities.
- C. Documented evidence must be provided for all service activities. For example, a letter of support provided by a committee chair, etc. After the second year, it is expected that the faculty member will engage in regular and routine service. Department, College, and University service will carry equal weight.
- D. Given the current pandemic emergency, the obstacles to service activities will be noted in any RTP review conducted between AY 2020-21-AY 2026-27 to assess progress in this area.

Please note that this document is to serve as a guideline for reappointment, tenure, and promotion. Other relevant activities in the area of teaching, scholarship, and service will be considered.

Early Tenure and Promotion

In order to qualify for early tenure and promotion, a faculty member must demonstrate "unusually meritorious" performance in Teaching and at least one other area (Scholarship or Service) and satisfactory performance or better in the third area.

As noted in PM 78-11:

"Early tenure is granted rarely and only for unusually meritorious performance as a faculty member at California State University Dominguez Hills. A member of the instructional faculty, to be granted early tenure, must demonstrate outstanding performance in teaching and in one other area of evaluation; non-teaching faculty members must demonstrate outstanding performance in their professional assignment. The demonstration of unusually meritorious performance requires substantial documentation which may not be possible on the basis of a relatively short period of time spent at this institution. Evidence relating to professional performance at another institution will, if submitted, be given consideration; however, the granting of tenure is based primarily on evidence of merit demonstrated in performance at California State University, Dominguez Hills."

Standards for Promotion to Full Professor

To be considered for promotion to full professor, the faculty member must have a minimum of five years at the associate rank and must achieve the minimum requirement of "satisfactory" in the areas of teaching, scholarship, and service.

Teaching

- A. Positive evaluations from classroom observations. The faculty member will be evaluated on pedagogy, punctuality, classroom management, and student engagement.
- B. Satisfactory examples of syllabi, graded assignments, exams and projects
- C. Positive assessment by the department RTP committee of the faculty member's teaching.
- D. Positive evaluations garnered from the Perceived Teaching Effectiveness (PTE). It is expected that the faculty member will achieve at least 80% in the "strongly agree" and "agree" categories. However, the department is well aware of the limitations of student evaluations particularly for women faculty members and faculty members of color. Consequently, PTEs will only be considered in the larger context of classroom observations, course materials, and the faculty member's reflection on teaching presented in the RTP materials.
- E. Continued successful advising and mentoring
- F. Faculty will have the option to include or exclude PTE evaluations from Spring 2020 for assessment during the RTP process. The evaluation of teaching performance will be based on items A-E outlined in this section.

Scholarship and Creative Activities

- A. Evidence of two instances of scholarly/creative activities in each subsequent year after promotion and tenure
- B. After promotion and tenure, there must be documented evidence of sustained progress in the faculty member's research trajectory which may include the continued publication of peer-reviewed articles, the development of a film/art exhibition, the presentation of new research at conferences, the development and submission of grant proposals, the publication of a book by a reputable scholarly press, etc.
- C. Given the current pandemic emergency and the closure of archives, libraries, and other related obstacles including but not limited to caretaking responsibilities to scholarship and creative activity, this issue will be noted in any RTP review conducted between AY 2020-21-AY 2026-27 to assess progress in this area

Service

- A. After promotion and tenure, the faculty member will continue to engage in department service
- B. After promotion and tenure, the faculty member in consultation with the department chair will continue to serve on college and university committees and have the option to engage in community service activities.
- C. Documented evidence must be provided for all service activities. For example, a letter of support provided by a committee chair, etc.
- D. It is expected that after promotion and tenure that the faculty member will take a leadership role in service which includes but is not limited to chairing the department, chairing department committees, chairing committees and serving on more service intensive committees such as the University Curriculum Committee.
- E. Given the current pandemic emergency, the obstacles to service activities will be noted in any RTP review conducted between AY 2020-21-AY 2026-27 to assess progress in this area.

Reappointment of Full-time Lecturers

Full-time lecturers in with one-year appointments in IDS will be evaluated every year and full-time lecturers with three-year appointments will be evaluated in the last year of their three-year contract. For reappointment, lecturer faculty must include evidence of satisfactory teaching as outlined in the section on "Standards for Reappointment." Lecturer faculty will be evaluated by the Department's RTP committee and/or the Chair.

Approvals:



Chair

November 8, 2021

Date



Dean

11/9/21

Date



Provost

11/9/2021

Date