

RE-APPOINTMENT, TENURE, AND PROMOTION OF INSTRUCTIONAL FACULTY

Re-appointment

Criteria for re-appointment to each subsequent year of pre-tenure service will consist of establishing evidence that the faculty member has fulfilled the expectations which led to her/his original appointment. In each successive year there shall be evidence of actual accomplishments as well as indications of continuing professional growth.

The submission of annual reports by probationary faculty of accomplishments and "Perceived Teaching Effectiveness" forms by the faculty member, together with evaluations supplied by department committees, program coordinators or department chairs (if applicable), and school deans are the basis upon which school committees and the University RTP Committee make judgments on the quality of teaching, scholarship, professional achievement, and constructive work within the professional environment.

An overriding consideration for re-appointment will be the combined judgment that the faculty member will be likely to qualify for tenure. Should there be substantial indications during pre-tenure years that an individual will not qualify for tenure during the appropriate year, she/he shall not be reappointed on receipt of letters of reappointment. Faculty members are requested to reply to the President's Office within two weeks.

Tenure

A faculty member will be evaluated during each of the pre-tenure years, and accumulation of positive evaluations, year by year, will be regarded as progress toward tenure. Tenure decisions will be based on fulfillment to an appropriate degree of the same criteria as those used for promotion.

At California State University Dominguez Hills it is the policy of the committees on re-appointment, tenure, and promotion to make no tenure recommendations until a faculty member has completed a minimum of two consecutive semesters of service at this University.

Early Tenure Guidelines

(Adopted 1/6/75 and Revised by PM. 78-11, 5/17/78)

Early tenure is granted rarely and only for unusually meritorious performance as a faculty member at California State University Dominguez Hills. In order for a member of the instructional faculty to be granted early tenure they must demonstrate outstanding performance in teaching and in one other area of evaluation. Non teaching faculty 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. Therefore, 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.

Promotion Criteria

A faculty member who has completed the period of pre-tenure service and who has reached the top salary step of his/her rank, and who possesses the usual terminal degree in his/her discipline (normally the doctorate) will normally be considered each year for promotion. In cases of unusually meritorious performance, a faculty member may be considered for promotion although he has not satisfied the above stipulations.

Promotion in rank constitutes recognition of a faculty member's professional achievements. The criteria of good teaching, scholarship, and participation in University and community affairs are interrelated, but individuals achieve distinction in various ways and degrees and, therefore, circumstances may justify placing greater weight on a candidate's outstanding achievements in one or another area. However, since good teaching is recognized as the primary function of the State University System, teaching effectiveness shall be the most important criterion for promotion.

Withdrawal from Consideration for Promotion

(Paragraphs two and three added per PM 78-30, 11/2/78)

A faculty member may choose not to take advantage of his/her right to be considered for promotion when such consideration is otherwise mandatory. To withdraw from consideration, the faculty member must withdraw in writing, and a copy of the withdrawal statement will become part of the RTP file.

A decision to withdraw from consideration shall not affect, either positively or negatively, future promotion decisions. (See Article 15 of the Unit Three Contract.)

Early Promotion

(Reference: PM 78-12, 5/17/78.)

Early promotion is granted rarely and only for unusually meritorious performance as a faculty member at California State University, Dominguez Hills. In addition, for instructional faculty, outstanding performance in teaching is a prerequisite for consideration for early promotion; 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, if submitted, will be given consideration; however, promotion is based primarily on evidence of merit demonstrated in performance at California State University, Dominguez Hills.

Professional Performance

(Reference: PM 84-11, 5/9/84 and PM 85-06, 4/30/85)

The following list of particulars is illustrative of professional achievement, but is not exhaustive. Not all examples must be used and they may be adapted to fit the needs of individual departments or areas within the University, and other evidence may be added.

In applying the criteria below, care is to be exercised to assure that evaluations and recommendations are based only on professional competence and professional performance as documented in the file.

1. Evidence of teaching performance. Such evidence as the following will be considered.

1.1 A representative sample of course materials (including, but not limited to, course outlines, syllabi, statements of goals and objectives, requirements, lists of texts and other materials, sample assignments, copies of examinations) **must be submitted** for those classes in which the PTE evaluations are automatically included in the RTP file, so that the materials can be evaluated at the department level for appropriateness of level and coverage, scholarly currency, and helpfulness to students.

1.2 Indications of the ability to fit course content and teaching strategies to the level and purpose of each course (e.g., general education, upper division, elective courses, sequential relation to other courses).

1.3 Student evaluations of a faculty member.⁴

1.4 Evidence of independent work and activities of the faculty member or his or her students beyond the usual requirements.

2. Evidence of Scholarship or Creative Activity. (Revision adopted May 27, 1975.) Such evidence as the following will be considered, and distinction in at least one of these categories is required for faculty appointment without the doctorate in the teaching field.

2.1 Significant research resulting in publication and reports.

2.2 Publications in learned journals and periodicals in the teaching field (which may or may not be research-related, depending on specialty).

2.3 Significant consulting, paid or unpaid, in fields closely related to the teaching discipline; or evidence of related research, paid or unpaid, from which no publication necessarily results, even though propriety reports may be written provided that the quality and originality of these activities is attested by recognized experts in the field or by equivalent evidence. (Added by PM 80-06, 3/3/80)

2.4 An outstanding regional, state, or national reputation in the field of specialty in at least one of the following examples: publishing, teaching, speaking, consulting, performance, production, or related activities.

For creative rather than research-oriented disciplines, appropriate examples are:

For Fine Arts or Theater Arts Faculty a regional and/or national exhibition, production, or performance record, or a record of creativity resulting in published or performed works evaluated by peers and department chairperson.

For Communications Faculty a record of continuing publication in significant newspapers or periodicals with regional or national distribution, or a record of continuing production of radio, television, or film material which has regional or national distribution.

2.5 Active participation through papers, panels, symposia, etc., in meetings and conferences of professional organizations.

2.6 Significant activity in the leadership of professional organizations such as holding office, committee membership, etc.

2.7 Effective sharing of research findings, consulting experience, and related activities with colleagues and students for the general benefit of the University community.

2.8 Receipt of significant awards, commissions, prizes, honors, or grants.

The policy below was adopted upon the recommendation of the Academic Senate, on October 10, 1985 (PM 85-11).

Activity for completion of a terminal degree (as defined by the appointment letter) shall not be counted under the criterion of scholarship for RTP purposes. It shall only be considered in fulfillment of obligation for pre-tenure review. Scholarship which utilizes terminal degree material (for example, dissertation chapters) beyond the satisfaction of degree requirements shall be deemed acceptable for RTP purposes.

3. Evidence of effective functioning in the institution and in the community.

Such evidence as the following will be considered:

3.1 Effective participation and contributions as a member of departmental, interdisciplinary, school, University-wide and system-wide committees.

3.2 Effectiveness in student advisement.

3.3 Participation in student activities as sponsor or advisor.

3.4 Availability for consultation with students.

3.5 Representation of the University in community groups or agencies (other than those of a purely social nature) e.g., speeches, consultantships, committee memberships.