



Appointment, Retention, Tenure and Promotion Policy Approval Status
Asian Studies Program Appointment, Retention, Tenure and Promotion Policy
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**Asian Studies Program
College of Social Sciences and Interdisciplinary Studies
Appointment, Retention, Tenure and Promotion Policy**

Notice: *All citations to University ARTP Policy herein are to the Policy as it stood when the University last approved this document. Subsequent changes to the language and enumeration of University ARTP Policy sections may not be reflected in this document. The reader is therefore strongly advised, and urged to consult the most recently adopted text and enumeration of cited sections of University ARTP Policy posted in the University Policy Manual on the University's website. Any discrepancy between the University policy and this document will be resolved in favor of the Collective Bargaining Agreement and University policy.*

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I. FACULTY APPOINTMENT

A. Full-time Probationary Faculty

A.1. Composition and Election of the Search Committee

- a. The Search Committee shall carry out responsibilities consistent with 6.06.B.1. Probationary and tenured faculty affiliated with the Asian Studies Program shall nominate and elect a Search Committee with a minimum of three faculty members, at least two must be tenured faculty members. Any faculty member may request to vote by a secret ballot. The Committee will elect one member to serve as chair of the committee; the Program Director can be one of the members of the Search Committee but cannot serve as its chair.
- b. FERP faculty may serve on this committee during their affiliation with the program and employment in a department at the University. In no case may the committee be composed entirely of FERP faculty.
- c. In the event of an insufficient number of eligible and/or available faculty in the program for the committee, tenured faculty from other departments will be recruited to serve.
- d. Separate committees may be formed when the program is conducting a search for more than one position.

A.2. Responsibilities of the Search Committee

- a. Any member of the Search Committee will serve as the Affirmative Action/equal opportunity representative (AA/EOR) who must attend training from the University. The representative shall carry out the responsibilities specified in Section 6.06.C of the University ARTP Policy.
- b. The Search Committee shall develop specific criteria for the full-time probationary faculty position. Criteria for full-time probationary appointments shall include, but not be limited to, appropriate academic preparation, teaching and other relevant experience, and an ability to teach courses required by the subject area, active and relevant research agenda, and may include other expectations. The criteria must be approved by the Dean and the Office of Faculty Advancement in advance for their use.
- c. The Search Committee shall develop reference check questions, and phone/video interview questions if appropriate, to be used with the candidates. The reference check questions, and any phone/video interview questions, must be approved by the Dean and the Office of Faculty Advancement in advance of their use.
- d. The committee chair shall arrange the campus interview schedule including any required presentation and encourage faculty's attendance.
- e. All substantive evaluations and final recommendations shall require the participation of all members of the Search Committee.

f. The Program Director in consultation with the Search Committee Chair and Dean shall be responsible for preparing the appointment package and recommendation.

A.3. Recruitment Procedures

a. All positions will be advertised nationally in an attempt to secure the best qualified person for the position and to meet affirmative action goals.

b. Every feasible effort will be made to recruit faculty with the doctorate, its equivalent, or the appropriate terminal degree for the field from which candidates are being recruited. Appointment of candidates without the appropriate degree may be made in alignment with the program need. Recommendation for retention of such candidates will be contingent upon attainment of the appropriate degree within one year after the date of hire.

c. All applications must include: a letter of application; vitae; transcripts of all college and university work and confirmation of the terminal degree; title and place of employment if employed; and name, title, current address, and contact information of a minimum three people who may be contacted for professional reference check.

A.4. Review and Selection Procedures

a. Prior to initial screening, the Search Committee in consultation with the Program Director shall determine the procedure for screening and ranking applicants.

b. All applicants shall be screened by the Search Committee to determine if they meet the criteria established for the position and rank. The list of the higher ranked applicants will be submitted to the Dean for approval.

c. The Search Committee may choose to interview a pool of applicants by telephone/videoconferencing prior to selecting applicants for an on-campus interview. Higher ranked applicants will be checked for references prior to on-campus interviews.

d. The highest-ranking applicants after reference check will be selected for an on-campus interview, conditional on approval from the Dean.

e. The Search Committee shall create a ranked list of candidates recommended for appointment based on evaluation, interview, presentation, and feedback from students and faculty. The ranked list shall be approved by a simple majority of the committee. An abstention shall count as a negative vote.

f. Recommendation for appointment along with the ranked list will be forwarded to the Dean of the College of Social Sciences and Interdisciplinary Studies according to university policy.

B. Temporary Faculty Appointments (See sections 6.04A and C, of University ARTP Policy)

B.1. Temporary Appointment

- a. The Program Director, in consultation with affiliated tenured faculty members, shall be responsible for recruiting, screening, ranking and recommending candidates for temporary faculty pool.
- b. Each semester, a pool of applicants for temporary faculty appointments will be established.
- c. New applicants for the temporary faculty appointment shall be required to submit a letter of application, current vitae, three professional references with names, addresses, and other contact information, and a copy of transcripts which includes the highest conferred degree.
- d. Applicants who are currently teaching in the Asian Studies Program during the application cycle must reapply annually to the applicant pool by submitting the completed "Memo of Intent" form provided by the program and an updated vitae to be considered for the temporary faculty pool.
- e. Applicants for the temporary faculty pool shall be screened and subsequently ranked for courses they are considered eligible to teach on the basis of the following criteria.
 - 1) Academic preparation related to the area of teaching
 - 2) University teaching and related professional experience
 - 3) Evidence of effective teaching
 - 4) Strength of communication skills, including interpersonal communications
 - 5) Professional conduct and adherence to the Temporary Faculty Handbook policies
- f. Appointments are pursuant to CBA 12.3 and 12.5.

B.2. Three-year Appointments (CBA 12.12-15)

- a. Temporary faculty unit employees employed during the prior academic year and possessing six (6) or more years of prior consecutive service on this campus shall be offered an initial three-year temporary appointment following an evaluation where there is a determination by the Dean that a temporary faculty unit employee has performed the duties of his/her position in a satisfactory manner; and absent documented serious conduct problems. The Program will follow CBA 12.12-15 regarding appointment.

- B.3. Full-time temporary appointments shall follow the same procedures as full-time tenured track probationary faculty. (Refer to I.A. Full-time Probationary Faculty)

II. PERIODIC EVALUATION OF TEMPORARY FACULTY (See section 9.04 of University ARTP Policy.)

- A. Criteria for evaluating full-time temporary faculty shall be the same as for evaluating probationary faculty, except the areas for evaluation shall be limited to the assignment. Part-time temporary faculty shall be evaluated using the Teaching Effectiveness criteria unless the faculty member has assignments in addition to teaching.

B. Composition of the Committee

The Temporary Faculty Review Committee shall consist of a minimum of three elected tenured faculty members from the Program and may include the Program Director. FERP faculty may serve on this committee during their employment in the Program but not otherwise. In no case may the committee be composed entirely of FERP faculty. In the event that there are no tenured Asian Studies Program faculty members eligible to serve, faculty from other department(s) will be recruited to serve.

C. Evaluation Procedure

C.1. The Director of the Program shall give timely notice to the temporary faculty members of the date by which their Personnel Action Files shall be ready for evaluation.

C.2. Part-time temporary faculty shall be evaluated in accordance with the periodic evaluation procedure established by the College.

D. Evaluation Materials

D.1. The program's standardized student evaluations including student comments, and grade report summaries for each class taught. Periodic evaluations for all previous review cycles, up to a five-year period, must be included in the Working Personnel Action File (WPAF) for each temporary faculty member.

D.2. A reflective statement shall be provided that addresses:

- a. Approaches, challenges, successes for each course.
- b. A written response to accompany the grade distribution with justification or plan to address identified issues for outlying classes.

- c. A written response to address concerns identified in prior review cycles and documentation of efforts to address prior committee concerns. A temporary faculty member might appropriately address committee concerns:
- 1) Document in the file a meeting with the Program Director, and/or concentration committee chair, and what changes were made to the course content, pedagogy, grading, etc.
 - 2) Document in the file efforts to address the issues and evidence-based results of those efforts.
 - 3) Document in the file, by letter to the committee, any justification on the basis or philosophical or pedagogical grounds, that the issues raised are on-going.

D.3. Course materials should be included to demonstrate that the faculty member effectively communicates course content to accomplish course objectives. Each temporary faculty member's file may include the following for each class taught: the course syllabus and samples of the following: examinations, assignment guidelines, grading criteria or rubrics, quizzes, graded student work, class activities, PowerPoint slides or lecture outlines, handouts if used, and other evidence as provided by the faculty member. All other supplementary material should be available for review upon request.

D.4. Temporary faculty members may provide additional evidence of continuing education or professional development to improve teaching and/or stay current in field of expertise; teaching performance, such as signed letters of evaluation and recommendation by professional colleagues both on and off campus; acknowledgments of teaching awards or honors; results of optional class visitation and/or evaluation by peers accompanied by a statement regarding how the feedback/evaluation from the visit was used to improve teaching effectiveness and following the rules set out in CBA 15.14.

E. Criteria for Evaluation

- E.1. Faculty member must demonstrate varied, relevant, and current pedagogy and course content. Examples may include:
- a. Utilization of varied instructional methodologies such as case study, discussion, group activity or other;
 - b. Utilization of current instructional technology such as an online teaching platform, video, PowerPoint presentation, or other;
 - c. Utilization of varied resources pertaining to course content such as relevant example/sample materials, current resources, guest speakers, field trips, or other;
 - d. Evidence of currency in teaching including presenting materials and updating skills that reflect recent developments in the field.

E.2. Student Evaluation, Comments and Grade Report Summary

- a. Student evaluation scores for each course should average 4.0 or above (on a scale of 0-5) with mostly positive student comments. If scores are lower than 4.0 and/or there is a pattern of negative comments, the faculty shall discuss factors that may have impacted the student evaluations, demands associated with that particular course, first attempt at teaching a course, or use of a teaching technique, etc. to explain the lower scores or unfavorable student comments. Consideration is given to the many variables that may have affected scores, or a pattern of negative comments. The combined average scores from all the courses taught each semester should be 4.0 or above.
- b. Grade report summaries will be used to determine grade inflation or disproportionate failure rate in comparison to program, department, or college averages.

E.3. A rating of Satisfactory will be conferred only on files that present at least the following documentation: Reflective Statement, documentation of efforts to address prior committee concerns, evidence of teaching effectiveness (as noted above), course content including coverage of standardized course objectives, justification to accompany grade distribution only when there is presence of outlier, evidence of rigor appropriate to level of the course (Lower Division vs Upper Division), adherence to university, department, program and area policies and procedures.

F. Temporary Range Elevation (See section 5.03C of University ARTP Policy)

- F.1. Temporary faculty members who are eligible for a range elevation shall prepare a Working Personnel Action file which includes the materials noted above following the CBA rules.
- F.2. The Temporary Faculty Review Committee shall be responsible for recommendations for range elevation.

III. EVALUATION AND RECOMMENDATION REGARDING RETENTION, TENURE, AND PROMOTION; AND PERIODIC EVALUATION FOR PROBATIONARY FACULTY

A. Teaching Performance shall be given more weight in evaluation than all other criteria taken together. The Asian Studies Program expects faculty members to be competent teachers. Our goal is to strive for excellence in this area of responsibility as faculty members.

B. Composition and Election of the RTP Committee

- B.1. The RTP Committee shall consist of a minimum of three full-time tenured members affiliated with the Program, including the Director, though excluding any faculty member of the same rank who is also under review.

- B.2. The probationary and tenured faculty affiliates of the Asian Studies Program shall nominate and elect the committee. Any faculty member may request to vote by a secret ballot.
- B.3. FERP faculty may serve on this committee during their employment in the program but not otherwise. In no case may the committee be composed entirely of FERP faculty.
- B.4. The Program Director shall be a voting member of the RTP committee unless s/he holds a rank lower than a faculty member who is being considered for retention, tenure or promotion or unless s/he is being evaluated.
- B.5. In the event that there are not at least three tenured members eligible to serve, faculty from other departments will be recruited to serve, and the membership may differ for purposes of performance review and periodic evaluation.

C. Responsibilities of the RTP Committee

- C.1. The RTP Committee, which are approved by the probationary and tenured faculty members, shall serve for:
 - a. Performance review for Retention, Tenure, and Promotion of eligible faculty members
 - b. Periodic evaluation of probationary faculty members who are not subject to performance review
 - c. Periodic review for post-tenure members.
- C.2. The committee shall carry out its responsibilities according to policies and procedures set forth in the program, college, and university RTP documents and the CBA.
- C.3. The committee shall establish deadlines related to the RTP and evaluation processes and ensure that all persons involved are notified in a timely manner.
- C.4. Committee members must fully understand the most current RTP policies in both program and college levels.

D. Eligibility of Candidates

Requirements as set forth in the UARTP document shall be used to determine eligibility for retention, tenure, early tenure, promotion, early promotion, and periodic evaluation.

E. Personnel Files

E.1. Personnel Action File (PAF)

- a. The Dean of the College of Social Sciences and Interdisciplinary Studies is the custodian of the PAF, the one official permanent personnel file for employment and personnel action information.
- b. Submissions
 - 1) The PAF shall contain the following material submitted by the custodian of the file: Record of location of other files; access log; appointment letter and other relevant appointment information; results of standardized student evaluations; written signed student comments and summaries of oral student comments, if any; peer evaluation, if any; previous ARTP evaluations and recommendations; and personnel decisions for the appropriate time.
 - 2) Materials to be placed in the file must include the source: the author, committee, campus, office or name of the officially authorized body who generated the material. The custodian shall decide which materials submitted by persons other than the faculty unit employee will be accepted for placement in the file. The faculty member shall receive appropriate notification pursuant to CBA Article 11.3 and 11.4.

E.2. Working Personnel Action File (WPAF)

Note: Candidates should consult information from the Dean's Office for directions in preparing this file.

- a. Each faculty member has the responsibility of establishing and maintaining a record of professional information which may be requested by the RTP Committee at the appropriate time for use in evaluation for retention, tenure, promotion. This material shall be deemed incorporated by reference in the index of the Working Personnel Action File (described below), but need not be physically placed in the file.
- b. During the time of performance review and/or Periodic evaluation of a faculty unit employee, the faculty member shall prepare a current vitae and an index listing materials submitted as documentation of performance and materials retained in the faculty member's own file (described in III. D. 2.a) to be incorporated into the PAF which then becomes the Working Personnel Action File.
- c. The Program Director will meet with each faculty member to assist in selecting appropriate materials from the faculty member's own file, described in III.D. 2.a, and incorporating them with materials from the PAF.

d. The WPAF shall include:

- 1) A copy of the faculty member's appointment letter; Program ARTP Policy; recommendation letters made by the program and college ARTP committees, and appropriate administrators regarding retention, tenure, and promotion and any responses or rebuttals to previous evaluations; all materials used, or records thereof, in retention, tenure, or promotion decisions; other communications or materials required by the program, college or university policy; a summary of the program standardized student evaluation questionnaire; and grade report summaries for all courses taught.
- 2) A Current Vitae, Current Index, and supporting documents, including classroom visitations.
- 3) A reflective statement that shall address approaches, challenges, successes for each course; response to accompany the grade distribution with justification or plan to address identified issues for outlying classes; responses to address concerns identified in prior review cycles and documentation of efforts to address prior committee concerns; and responses reflecting on the faculty member's professional development in areas to be evaluated since the last review.
- 4) A Faculty Development Plan as described in the College of Social Sciences and Interdisciplinary Studies ARTP Policy, outlining how the candidate intends to organize his/her time in meeting teaching, scholarly activity, and service obligations for the coming three-year period is required. The Faculty Development Plan is not a formal agreement or a contract, but rather a set of academic goals and objectives that the candidate intends to pursue in meeting his/her professional responsibilities, consistent with the program's performance expectations.

e. The WPAF shall be held in confidence. Access to a faculty unit employee's WPAF shall be limited to persons with official business. The temporary custodian shall log all instances of access to a WPAF. Such a log record shall become a part of the WPAF.

F. Criteria

F.1. Teaching Effectiveness (60%)

- a. Course materials should demonstrate that the faculty member effectively communicates course content to accomplish course objectives. Each faculty member's file must include the following for each class taught: the course syllabus and samples of the following: examinations, assignment guidelines, grading criteria or rubrics, quizzes, graded student work, class activities, PowerPoint slides or lecture outlines, handouts if used, and other evidence as provided by the faculty member. All other supplementary course material should be available for review upon request.
- b. Faculty member must demonstrate varied, relevant, and current pedagogy and course content. Examples may include but are not limited to:
 - 1) Utilization of varied instructional methodologies such as case study, discussion, group activity, or other;
 - 2) Utilization of current instructional technology such as an online teaching platform, video, PowerPoint presentation, or other;
 - 3) Utilization of varied resources pertaining to course content such as relevant example/sample materials, current resources, guest speakers, field trips, or other;
 - 4) Evidence of currency in teaching including presenting materials and updating skills that reflect recent developments in the field;
 - 5) Development of new courses and programs.
- c. Student Evaluation, Comments and Grade Report Summary
 - 1) Student evaluation scores for each course should average 4.0 or above (on a 0-5 scale) with mostly positive student comments. If scores are lower than 4.0 and/or there is a pattern of negative comments, the faculty shall discuss factors that may have impacted the student evaluations, demands associated with that particular course, first attempt at teaching a course, or use of a new teaching technique, etc. to explain the lower scores or unfavorable student comments. Consideration is given to the many variables that may have affected scores, or a pattern of negative comments. The combined average scores from all the courses taught each semester should be 4.0 or above.
 - 2) Grade report summaries will be used to determine grade inflation or disproportionate failure rate in comparison to program, department, or college averages.

- d. Satisfactorily fulfill professional responsibilities. Evidence may include:
- 1) Teaching assignment, number of course preparations, variety of courses, class enrollment, level of courses (lower and upper division);
 - 2) Fulfillment of all teaching responsibilities required of CSUS faculty such as: meeting office hours, submitting grades on time, and other.

F.2. Scholarly or Creative Achievements (20%)

The Asian Studies Program supports the University's definition of "scholarship". We expect faculty members to demonstrate a commitment to an active program of scholarly work or creative activity that involves the discovery, integration, interpretation, or application of research, pedagogy, and/or service. It is expected that the work will lead to results that are verified, evaluated and approved by professional peers.

- a. Scholarly or creative achievements are ranked in the following order:
- 1) Tier one
 - I. Publication of peer-reviewed journal articles or scholarly books or book chapters,
 - 2) Tier two
 - I. Externally funded grants/contract,
 - II. Editor for professional journals or conferences,
 - 3) Tier three
 - I. Proceedings of peer reviewed abstracts,
 - II. Posters or papers at professional conferences,
 - III. Internally funded grant/contract,
 - IV. Invited scholarly presentations,
 - V. Juried creative design products,
 - VI. Juried research-based interventions,
 - VII. Reviewer for professional journals or conferences,
 - VIII. Recognition through awards by scholarly related professional organizations,
 - 4) Tier four
 - I. Professional publications such as opinion articles or original web-based materials of high scholarly quality,
 - II. Service as an officer in a professional organization,
 - III. Participation in professional organizations in the discipline such as organizing, presiding, or moderating.
- b. For tenure and promotion, evidence must include a minimum of one tier one publication; plus a second tier one publication, two or more from tier two, three or more from tier three, or four or more from tier four.

F.3. Contributions to the Institution (10%)

Faculty are expected to actively serve on program committees and participate in other activities that benefit the program, college, and/or university. "Actively" is defined as having frequent meetings and/or making demands on members for work beyond the meetings themselves.

Other activities may include but are not limited to the following contributions:

- a. Participation in college and/or university committees,
- b. Participation in curriculum and program development or review and assessment,
- c. Advising and counseling faculty peers,
- d. Advising students beyond standard office hours,
- e. Service to student organizations,
- f. Involvement with alumni groups, advisory boards, and fundraising activities,
- g. Other activities that benefit the program, college and/or university.

F.4. Contributions to the Community (10%)

Faculty are expected to be involved in the community. The expectation is that such community contributions will be directly related to the faculty member's area of expertise. Community service activities may include but are not limited to the following contributions:

- a. Service to K-12 institutions, postsecondary and/or other higher educational institutions,
- b. Service to governmental or non-profit organizations as a consultant, committee member, officer, director or other positions,
- c. Educational efforts on behalf of community groups through lectures, speeches, participation in workshops and panels, and other,
- d. Assistance to the news media: interviews, commentaries, articles,
- e. Other activities that benefit the community including fundraising or program promotion.

G. Performance Levels

- G.1. For each criterion, a judgment shall be made as to whether the level of performance is: more than satisfactory, satisfactory, or less than satisfactory.
- G.2. The required levels of performance are:
 - 1) for retention, tenure, and promotion all criteria must be judged at least satisfactory.

H. Evaluation Procedures

- H.1. At the appropriate time, the Primary Committee chair shall schedule and convene a meeting of the members to consider the question of granting retention, promotion and/or tenure.
- H.2. The individual's WPAF shall be made available to members of the Committee at least five working days prior to the scheduled meeting time. Committee members shall indicate that they have examined the Working Personnel Action file by signing the log maintained in the file prior to the deliberation meeting.
- H.3. Using the criteria outlined in III. E. and F. and the stated weighting as guidelines, each member of the Committee shall prepare to vote on the retention, tenure, or promotion of the candidates.
- H.4. Periodic evaluation for purposes of post-tenure review shall fulfill the requirement per UARTP 9.06, thus tenured faculty shall be evaluated at intervals of no greater than five years.

I. Recommendation Procedure

- I.1. Dated Recommendation forms shall be distributed to all committee members.

These forms shall include the following:

To Recommend _____ for
(retention), (tenure),
(promotion).

Approve
Disapprove
Abstention

- I.2. Recommendations shall be sent forward to the Secondary ARTP Committee. Abstentions shall count as negative votes.

- I.3. Summaries of the primary committee's evaluations and recommendations written by the committee shall be prepared and approved by a simple majority of the committee at a meeting called for that purpose. The evaluation summaries shall become part of the respective faculty members' WPAFs.
- I.4. The completed files shall be sent to the custodian.
- I.5. Post Audit Procedures
The primary level committee shall forward to the secondary committee a written statement, certifying that procedures of the ARTP Committee have been followed. This statement shall accompany each set of primary level evaluations.

IV. STUDENT EVALUATION OF FACULTY PERFORMANCE

- A. Student evaluations shall be conducted in all classes (every section of every course) taught except classes with five or fewer students enrolled (CBA 15.15). Such evaluations will be administered through the use of an approved, standardized evaluation instrument.
- B. The Program shall use a standardized evaluation form, known as the "student evaluation" which includes evaluation statements that are approved by the Executive Committee of the Asian Studies Program. The evaluation form shall provide an opportunity for students to make comments on the "comments" section of the evaluation instrument.
- C. Faculty members in the Program will administer the approved instrument for student evaluations of teaching in electronic (online) form.
- D. A probationary faculty member may "opt out" of doing online evaluations (i.e., to continue using paper/pencil student evaluations) until after s/he has been evaluated for and is awarded tenure and first promotion. This option will be true even if that faculty member's program chooses to use online student evaluations of teaching (OSETs). Once tenure and first promotion have been awarded to a faculty member, s/he will thereafter use OSETs where program policy so provides.
- E. Results of student evaluations which include comments shall be placed in the faculty member's Personnel Action File.

Appendix

Policy Revisions:

March 13, 2019: ARTP policy created in anticipation of first tenure-track hire in the Asian Studies Program with start date of August 2019.