California State University, East Bay
College of Education and Allied Studies (CEAS)

Retention, Tenure, and Promotion: Department Guidelines for Professional Achievement

May 15, 2023 Revisions

Approved by the faculties of the following departments at their May 2023 department meetings: Educational Leadership (May 3); Educational Psychology (May 3); Hospitality, Recreation, and Tourism (May 10); Kinesiology (May 3); and Teacher Education (May 3)

1. Introduction

In the *CSU East Bay Retention, Tenure, and Promotion Policy and Procedures* document, the second paragraph under "4. Definition of Uniform Criteria" reads as follows:

Given the great variety of professional work among the faculty, departments are strongly encouraged to establish and maintain guidelines for professional achievement that are consistent with a) the department's discipline or disciplines; b) uniform criteria for professional achievement outlined in section 4.3 below; and c) CSU professional criteria in general, as suitable to an R-2 university with a heavy focus on teaching. The guidelines will be developed by the departmental faculty and approved by the College Dean in consultation with their council of chairs. Such Guidelines, with a dated record of the department vote and the Dean's approval, shall be kept on file in the offices of the College Dean and the Provost and Vice President of Academic Affairs. (12-13 FAC 2, page 11).

Under the above provisions, the Departments of Hospitality, Recreation and Tourism; Kinesiology; Educational Leadership; Educational Psychology; and Teacher Education developed and approved a set of guidelines entitled Retention, Tenure, and Promotion: Department Guidelines for Professional Achievement (hereafter, Guidelines) in the Spring of 2014 with revisions approved in the Spring of 2017. The date of each department vote is housed in the Dean's office. The results of department balloting, approving the Guidelines are housed in the Dean's office

The CEAS Guidelines were designed to provide tenure-track and tenured faculty along with RTP reviewers, a guide for evidence of accomplishments in publication, and scholarly and community activity using one of two recognized paths towards retention, tenure, and promotion in the area of Professional Achievement.

These guidelines provide recommended artifact numbers to be considered successful in the retention/tenure/promotion process. The entirety of the faculty member's dossier should be taken into account.

As faculty progress through the retention, tenure, and promotion process, the college strongly recommends they engage in an ongoing dialogue with their Department Chair about their professional goals and how they align with and meet both the university policy and procedures and the department guidelines for retention, tenure, and promotion.

Further, faculty are encouraged to make full use of the resources available both at the college and university level with respect to developing their scholarly work and preparing the dossier and its narratives with the goal of presenting a clear, consistent record of achievement throughout the path to tenure and promotion to full professor. This is particularly important given the key role the dossier and its narratives play in informing the readers about the type and quality of work being presented and contributions to the field of study. The college strongly emphasizes the importance of seeking the assistance of department/college mentors and the university's Office of Professional Development in addition to attending workshops and meetings when made available.

2. Paths and Columns

The Guidelines pertain to progress toward, and accomplishments in, the area of Professional Achievement only and for those faculty hired on, or after 2014 or faculty hired prior to 2014 who have chosen to be reviewed under the Guidelines. Achievement and progress in the areas of Instructional Achievement, University Service, and Community Service are evaluated in accordance with policy and procedures set forth in the document entitled University Retention, Tenure and Promotion Policy and Procedures.

2.1 The Guidelines create two "Paths" to promotion and tenure: Path 1, Emphasis on Publication; and Path 2, Emphasis on Professional Community (see Tables I and II). By the first Tuesday of September in the second year (including faculty hired with year(s) of service credit), new faculty members, in consultation with their department chair, will declare the Path they have selected in a memo to the Dean, copying the Department Chair. Faculty hired before 2014, and who chose to have their professional achievement evaluated according to the Guidelines, will provide a memo to the Dean, copying the Department Chair, by the first Tuesday of September in their promotion year of review. Faculty may choose to change paths by providing a memo to the Dean, and copying the Department Chair by the first Tuesday of September.

All faculty must clearly designate their path in the dossier as this is the basis for evaluation of professional achievements.

2.2 Faculty are expected to meet the criteria for one of the two Paths.

2.3 Each Path has three "Columns" of expectations (along the horizontal axes in Table 1). The requirements within each Column define a number of accomplishments from one or more "Categories".

The numbers in the columns indicate a minimum number of artifacts with the goal of demonstrating consistent and substantive progress as a whole across the columns and categories.

2.4 At the time the candidate is evaluated for promotion and/or tenure, for the candidate to receive a recommendation of "meets expectations" or "exceeds expectations" in the Area of Professional Achievement, a candidate must present evidence for the required number of accomplishments for each Column (see section 4.1 below).

Provide evidence in a clear narrative for an overall balance of work among the categories listed in section 4.3 of the University RTP Policy to support their chosen pathway.

Candidates, however, do *not* need to have accomplishments in every Category, as long as their accomplishments satisfy the total minimum required for the desired rank.

2.5 It shall be the responsibility of the candidate to state the category for each accomplishment.

3. Categories

The Guidelines *describe* five "Categories" of accomplishments in the Area of Professional Achievement, labeled A-E (see Table 1).

4. Accomplishments

The Guidelines establish minimum accomplishments across the Columns in Table 1.

4.1 At the time the candidate is evaluated for promotion and/or tenure, the candidate shall receive a recommendation of "meets expectations" or "exceeds expectations" in the Area of Professional Achievement consistent with the following:

(a) The reviewer(s) determine that the candidate has accomplishments equal to or greater than the number listed in the column.

(b) It is important to recognize the possibility of a distinct difference between two achievements in the same category. It is the responsibility of the candidate to include in the narrative statements that explain the relevance of their work and impact in their field of work (i.e. what does their work add qualitatively to their professional community).

4.2 At the time the candidate is evaluated for promotion and/or tenure, the candidate shall receive a recommendation of "does not meet expectations" consistent with the following:

(a) The reviewer(s) determine the candidate does *not* have accomplishments equal to or greater than the minimum number.

(b) If the candidate does not meet expectations for retention in a category, then they should address those areas of concern and what they did to improve on in the following year's narrative. The candidate also has the right to rebut the committee's review under the University's RTP guidelines (3.9.3).

4.3 Candidates for retention (years 2-6) who have met criteria will receive a recommendation of "meets expectations" or "exceeds expectations." Candidates for retention who have not met the criteria during the year of review may receive a recommendation of "does not meet expectations"; or if the reviewer(s) conclude the candidate has provided evidence of work in progress toward criteria they may receive a recommendation of "in-progress."

Dossier reviewer(s) are encouraged to provide clear feedback in addition to a reminder to continue to add evidence in particular areas as needed.

5. Accomplishments Required for Tenure and Promotion to Associate Professor

The accomplishments counted for tenure also count for promotion to Associate Professor. Faculty members at the Assistant level will not usually receive tenure without promotion to Associate Professor.

6. Accomplishments Required for Promotion to Professor

The accomplishments as stated in the Guidelines and counted for promotion to Full Professor are based on efforts that are new accomplishments from those counted for tenure and promotion to Associate Professor (see Tables I and II).

7. Accomplishments Eligible for Consideration

7.1 To be considered an accomplishment, a publication must have been published in final form; or if not yet published, the faculty member must present a copy of an official letter of acceptance.

A majority of the scholarly work presented for consideration should be in the candidate's scholarly/professional area. Addressing equity, diversity, inclusion, anti-racism, and anti-violence is encouraged in scholarly output and in community activities.

7.2 For faculty *not* receiving service credit at the time of appointment, only those accomplishments achieved after appointment to the Cal State East Bay faculty shall be counted in the evaluation of a faculty member.

7.3 Faculty who receive service credit at the time of appointment may include in their dossier a separate section containing evidence of accomplishments for the period of time they received service credit. The preponderance of evidence must substantiate achievements at Cal State East Bay.

8. Effective Dates

8.1 These Guidelines shall be applied to all tenure track faculty who began service on or after the start of the Fall term, 2014.

8.2 Faculty candidates for tenure and /or promotion, who began service before the start of the Fall term, 2014 may request that they be evaluated by these Guidelines, or to have the evaluation of professional achievement remain under the University Retention, Tenure and Promotion Policy and Procedures.

Table I
Path 1: Emphasis on Publication

	COLUMN 1-1 Category A Only	And	COLUMN 1-2 From Category A <u>or B</u>	And	COLUMN 1-3 From any Category A *through* E	Totals
To Associate/Tenure	≥1		≥2		≥2	≥5
To Professor*	≥2		≥2		≥3	≥7

These numbers indicate additional artifacts to be submitted after achieving tenure/promotion to Associate Professor

Table II

Path 2: Emphasis on Professional Community

	COLUMN 2-1 **Only from Category D**	And	COLUMN 2-2 **From Categories A or B**	And	COLUMN 2-3 **From any Category A-E**	**Totals**
To Associate/Tenure	≥1	.	≥2	.	≥2	≥5
To Professor*	≥2	.	≥2	.	≥3	≥7

*These numbers indicate additional artifacts to be submitted after achieving tenure/promotion to Associate Professor

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Category A: International or National Refereed Journals, Invited Chapters in Book from a National Publisher, or Books
* International or national refereed journals
* Invited chapters in books from a national publisher
*Book

Category B: State, Regional Refereed Journals, or Author of Accepted, Refereed Externally Funded Grant Proposal
* State or regional refereed journals
*Author of accepted, refereed, externally-funded grant proposal

Category C: Presentations
* Refereed presentations, which may include published proceedings: International, national, state/local conference

Category D: Professional Community
Author of documents completed through service to/through:
* School District curriculum committee
* Agency, District, or State policy committee
* Unit Accreditation
* Training/consultations

Category E:
The following additional items in sections 4.3.2 to 4.3.12 in the University RTP Policy Document (*Click here for Senate Policies and Documents*):

Any submission under Category E must be justified as a scholarly contribution in the narrative.

4.3.2. Critical contributions, in the form of criticism or reviews for national periodicals or magazines, national newspapers, or other communication media;

4.3.6. Translations of works in foreign languages;

4.3.9. Service on committees or boards of professional societies and organizations;

4.3.10. Receipt of awards, prizes, fellowships,

4.3.11. Professional consultancies, showing the nature of the consultancies, and the nature of the organizations requesting the consultant service;

4.3.13. In retention cases, evidence of substantial progress toward achievement of the Doctorate or other normal terminal degree may qualify also as evidence of professional achievement. In tenure cases the recent award of the Doctorate or other normal terminal degree may qualify as evidence of professional achievement.

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