

**COVER SHEET FOR PROPOSED CHANGES TO DEPARTMENT/COLLEGE  
PERSONNEL PROCEDURES**

CSBS  
COLLEGE

Anthropology  
DEPARTMENT

In order to facilitate a complete and expeditious review by the Personnel Planning and Review Committee (PP&R) of the change(s) you propose to your personnel procedures, please adhere to the format described below, and also fill out the Background Information. Attach this memo as a cover sheet for the written material you submit to PP&R. PP&R assumes that the initiating Department or College Committee has determined that the proposed new or revised procedures are consistent with Section 600 and with the Collective Bargaining Agreement.

**FORMAT:** Please use a complete copy of your existing procedures as the starting point for the proposed revisions that you submit to PP&R for approval. Strike over any text that you wish to have deleted from your written procedures, and/or underline any text that you wish to have added to your written procedures.

RECEIVED  
MAY 04 2011  
Calif. State University, Northridge  
Office of Faculty Affairs

**BACKGROUND INFORMATION:**

- Are proposed changes those of College  or Department  procedures? (check one)
- Date that current proposed changes were sent forward initially 12/10; revised 1/11, 4/11
- Department or College initiating proposed changes Anthropology
- Describe briefly the general reason(s) for your proposed change(s) (e.g., "proposed changes were initiated by the Department in response to a request from the College Personnel Committee, which felt that existing promotion criteria were too rigorous").  
normal review to reflect changes in the field
- The proposed changes have been approved by the faculty of the College  or Department . (check one)

**FOR DEPARTMENT PERSONNEL PROCEDURES:**

[Signature] 2 May 2011  
Chair, Department Personnel Committee Date  
[Signature] 5/2/11  
Department Chair Date

**FOR DEPARTMENT PERSONNEL PROCEDURES & COLLEGE PERSONNEL PROCEDURES:**

[Signature] 5/3/11  
Chair, College Personnel Committee Date  
[Signature] MAY 04 2011  
College Dean Date  
[Signature] 6-2-11  
Chair, Personnel Planning and Review Committee Date

(for PP&R use only)	F14 (for changes in criteria)	
<u>5/11</u>	<u>5/11</u>	<u>2015-2016</u>
Approval Date	Effective Date (see attached)	Date of Next Review

**DEPARTMENT OF ANTHROPOLOGY  
PERSONNEL PROCEDURES**

**Revised 28 April 2011**

Supplement to the Administrative Manual Regulations for Retention, Tenure, and Promotion  
(Section 600)

**I. RETENTION, TENURE AND PROMOTION**

The following guidelines are offered in an attempt to clarify the criteria used by the Department Personnel Committee in making recommendations concerning retention, tenure, and promotion. The general principles can be enunciated: 1) the pattern of qualifications necessary for recommendation in moving through each stage of the academic career must differ from one rank to the next; and 2) in considering a given candidate, only those activities subsequent to his or her last promotion (or reappointment) shall be considered. Prior activities may be considered only insofar as they serve to establish a pattern.

**Criteria for Retention, Tenure and Promotion: General Principles**

1. Retention without Tenure: During the first year, the candidate's commitment to teaching and his/her general competency within the field should be evidenced. During years two - six, the eventual tenurability of the candidate becomes a consideration of increasing importance.
2. Promotion with Tenure: For promotion with tenure, the candidate must demonstrate commitment to and increasing competence in teaching. In addition, the candidate must demonstrate achievement, and not just potential, in the area of scholarship. Service to the University is desirable, but cannot compensate for serious deficiencies in either teaching or scholarship.
3. Promotion to Associate Professor without Tenure: The Department's criteria for promotion are the same as those for promotion with tenure.
4. Promotion to Professor: Evidence of continuing classroom effectiveness is essential for promotion to any rank. For promotion to Professor, expectations in the area of scholarship exceed those for promotion to Associate Professor. Publication or its equivalent is a specific requirement for promotion to Professor. A substantial record of university and/or professional service is also expected of candidates seeking promotion to Professor.

Retention, Tenure and Promotion, all require demonstrated contributions in the following areas relative to assigned activities:

***A. Teaching Effectiveness***

Teaching competency at all ranks is required. The methods for determining teaching effectiveness include a quantitative like-scale questionnaire, an optional open ended questionnaire, class visits by peers, and solicited student comments.

1. Principles of class visits
  - a) Probationary faculty members shall have peer class visits and reports submitted during every probationary year.
  - b) Prior to consideration for promotion to Full Professor, peer class visit reports for faculty with a teaching assignment shall be submitted.
  - c) All tenured faculty members are encouraged to have peer class visit reports submitted once every two years.
  
2. Procedures for peer class visits:
  - a) At least one peer class visit by each observer is needed before a report is written. Each visit must be arranged by mutual consent of the instructor and the observer.
  - b) Both a representative of the Department Personnel Committee and the Department Chair or his/her designee shall visit the instructor's classes and both shall write reports. Barring logistical impossibilities, every effort will be made to observe the instructor in a range of classes.
  - c) Before the visit, the visitor shall confer with the instructor to be visited and request a syllabus.
  - e) The written report of each visitor will include, but not be limited to the instructor's overall organization, the effectiveness of presentation, and the degree of success in achieving stated goals. The report must indicate date, time, class of the visit, and that the visit was announced to the instructor. Where relevant, the observer should include specific descriptions of teaching methods and student responses.
  - f) The reports shall be submitted to the candidate, and after ten days, placed in the candidate's Personnel Action File.
  - g) A copy of the report shall be retained in the candidate's Personnel Action File for a period of five years.
  - h) The instructor may write a response or rebuttal to any report if s/he wishes to do so. These responses will be placed in the Personnel Action File.
  
3. Procedures for collecting, processing and interpreting written student evaluations of teaching effectiveness
  - a) All untenured faculty shall have placed in their Personnel Action Files the results of the University mandated Student Evaluation of Faculty questionnaire administered in two of the classes they are teaching. Probationary faculty members in their first year of service shall be evaluated in at least two classes in both Fall and Spring semesters.
  - b) Tenured faculty will be evaluated in at least one course per semester each semester they are teaching.
  
4. Student evaluation, reports of class visits, teaching resources, and other materials placed in either the Personnel Action File or Professional Information File will be evaluated as evidence of teaching competence.
  
5. Each member being considered for reappointment, tenure, or promotion should include in his/her Professional Information File instructional aids and materials used in all his/her classes during the prior semester (e.g., course syllabi, examination questions, book lists,

instructional aids), as well as evidence for participation in professional development related to teaching.

6. Procedures for providing students the opportunity to consult with the Department Personnel Committee regarding the teaching performance of faculty members under consideration for reappointment, tenure or promotion.
  - a) The Anthropology Department will email all majors and graduate students as follows at least two weeks prior to personnel deliberations:

“The Department of Anthropology encourages and invites comments from interested students regarding the following faculty who are being considered for promotion: Those students wishing to provide such feedback are invited to speak individually with the Chair of the Department of Anthropology Personnel Committee, (Name) \_\_\_\_\_, on (date) \_\_\_\_\_.  
From (times) \_\_\_\_\_ in Room. \_\_\_\_\_.”
  - b) If, in the opinion of the Department of Anthropology Personnel Committee, if a student's oral testimony adds substantially to the information already available in the written record (the Professional Information and Personnel Action files), the student shall be asked to submit a signed statement in that respect.

### ***B. Contributions to the Field of Study***

This refers to the tradition that university faculty do not only convey information, but are also obligated to contribute to the body of information within the purview of their disciplines. Such activity can be evidenced in several ways: actual or accepted scholarly publications; book reviews; active commitment to an ongoing research project (evidenced by research proposals and/or documents generated by such research); presentation of completed research at regional, national and international professional scholarly organizations and other academic conferences; professional honors (invited addresses, membership on granting and review committees, editorship of professional publications, chairing sessions at professional meetings, and so forth).

#### **1. Definition of Publication:**

- a) The Department of Anthropology adheres to the definition in Section 600.
- b) A written work is considered published when it has been printed or posted online (in the case of online journals).

#### **2. Equivalencies to Publication:** The Department of Anthropology stipulates that an equivalency to publication, as provided for in Section 600:

- a) Should consist of creative research, and should be addressed and disseminated to a public which is large enough, specialized enough, or influential enough to demonstrate that it is of applied or theoretical value, and it
- b) Should be recorded in a form such as print, video or audio tape, or digital media, and should be subject to external peer review.
- c) Equivalencies to publication include the following as long as there is evidence of peer review (see B.2.d below): book chapters, monographs, edited scholarly books or special issues of a journal, technical reports, ethnographic or documentary films,

significant contributions to preparing of a museum exhibition, and other scholarship that contributes to the growth of anthropological knowledge.

### **3. Peer Review of Equivalencies**

- a) In addition to generally accepted academic practices, the following will be considered the equivalent of peer review:
  - i) screening of a film at a juried festival;
  - ii) acceptance of a report by a local, state, federal, or broadly recognized international agency.
- b) Materials that do not satisfy the above criteria for peer review can be – at the request of the candidate – sent out for external review using the following review process: The candidate, the Department Personnel Committee, and the Department Chair shall each select an external peer reviewer who shall be a tenured professor at another institution of higher education who is in a field related to the work under review. Each of the three reviewers will be asked to comment in writing on the quality of the material with respect to standards of the field, the material's originality, and its impact on the field. These reports shall be placed in the Personnel Action File

## ***C. Contributions to the University and Community:***

### **1. University Service**

Faculty members are required to demonstrate their concern for the institution through service to the institution. Service activities may occur in a variety of contexts in the College and the University; however, service to the Department is a priority and essential to the proper functioning and academic integrity of the unit. Service includes, but is not limited to, the following:

- a. Presence and active participation in departmental meetings and other decision-making bodies
- b. Departmental service responsibilities (e.g. undergraduate advising, curriculum committee, assessment coordinator)
- c. Active committee work at the Department, College or University levels
- d. Taking leadership responsibilities or other work at the College or University level
- e. Participation in faculty governance at any level
- f. Sponsorship of student organizations and/or activities outside the classroom (e.g. serving as faculty advisor to the Anthropology Student Association or organizing the Anthro Expo)
- g. Supervising graduate student thesis research
- h. Organization and supervision of field trips
- i. Development of field and service-learning opportunities for students
- j. Work with performance or cultural groups
- k. Participation in teacher preparation.

This list is not meant to be exclusive of other activities that contribute to the mission of the Department, the College, and the University.

### **2. Community Service**

Contributions in this area are highly valued given the connection between the community engagement goals of the Department, the College and the University. Community Service includes, but is not limited to, the following:

- a. Service to public agencies and community-based organizations that draws upon the academic expertise and professional competence of a faculty member.
- b. Participation as a member of recognized community agencies that reflect the goals and objectives of the Department.
- c. Active participation in planning efforts that link student learning with community.

### **3. Professional Service**

Service to the profession of anthropology, broadly defined, and allied fields is also valued. Such service includes, but is not limited to, the following:

- a. Holding an elected or appointed office in a professional organization.
- b. Serving as an editor of, or on the editorial board of, a scholarly journal.
- c. Reviewing scholarly papers, books, grant applications or other documents
- d. Publishing scholarly book reviews.
- e. Serving as an outside evaluator / reviewer for applications for promotion and tenure at other institutions.
- f. Serving as an external departmental site visitor/ reviewer.
- g. Serving as an external examiner on student Ph.D. and M.A. committees outside the university.
- h. Undertaking a wide range of activities on behalf of a professional organization.

### ***D. Professional and Personal Responsibilities***

The Department of Anthropology follows Section 600 for evaluating professional and personal responsibilities.