

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

Humanities

Chicana/o Studies

COLLEGE

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.

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Office of
Faculty Affairs

BACKGROUND INFORMATION:

1. Are proposed changes those of College or Department procedures? (check one)

11-9-2015

2. Date that current proposed changes were sent forward

Chicana/o Studies

3. Department or College initiating proposed changes

4. 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").

No changes are being proposed at this time.

5. The proposed changes have been approved by the faculty of the College or Department . (check one)

FOR DEPARTMENT PERSONNEL PROCEDURES:

TRM
Chair, Department Personnel Committee

11-9-2015

Date

[Signature]
Department Chair

11-10-15

Date

FOR DEPARTMENT PERSONNEL PROCEDURES & COLLEGE PERSONNEL PROCEDURES:

[Signature]
Chair, College Personnel Committee

11/10/15

Date

[Signature]
College Dean

11-10-15

Date

[Signature]
Chair, Personnel Planning and Review Committee

8/30/16

Date

(for PP&R use only)

S116
Approval Date

F116
F'19 (For change in criteria)
Effective Date (see attached)

F120
Date of Next Review

Department of Chicana/o Studies
Personnel Procedures
May 10, 2016

Section I – Introduction

Chicana/o Studies is an area studies field that advances a critical understanding of the Chicana/o experience in the U.S. Courses reflect a multidisciplinary approach to the understanding of Chicana/o and Latina/o history, politics, culture, language, and education. The Department embraces a broad view of teaching, scholarship, creative activity, and service. These policies and procedures should be read and applied with recognition of the diversity of who we are and what we do, and in the context of recognizing and rewarding the wide variety of work the faculty are called upon to do in furthering the mission and goals of the Department, College, and University.

The Department values excellence in teaching, scholarship, and creative activity in its many forms. It also places great value on active involvement in the Department, College, University, and, especially, in the community.

Section II – Department Personnel Committee

As defined in Section 600.

Section III – Guidelines and Procedures for RTP Evaluation

A. Professional Preparation

Normally, possession of a terminal degree is required in order to be hired for a tenure-track position. The Chicana/o Studies Department, however, recognizes that some candidates may be qualified for appointment, tenure, and promotion without the terminal degree. Equivalencies to the terminal degree shall be stated in the position description and advertisement for the tenure-track position as well as requirements, if any, for tenure and promotion beyond the degree at time of appointment.

B. Evaluation of Teaching Effectiveness and Direct Instructional Contributions

1. Class visits

As defined in Section 600.

2. Collecting, processing and interpreting written student evaluations of teaching effectiveness.

As defined in Section 600.

3. Student Consultation

The Department will adhere to the guidelines in Section 600. In addition, students will be given the opportunity to consult with the Department Personnel Committee regarding the teaching performance of the faculty member. An announcement of the faculty member's upcoming evaluation will be made in Chicana/o Studies classes and at M.E.Ch.A (Movimiento Estudiantil Chicano de Aztlan) meetings and will be posted on the Department's website two weeks in advance of the consultation date.

C. Contributions to the Field of Study

The Department of Chicano/a Studies recognizes publication as a standard measure of professional achievement but it is not the only measure of professional achievement in the field. The Department considers that the following professional activities constitute significant scholarly or creative contributions to the field of study. When necessary, evaluation of the significance of these contributions will be based on outside reviews by peers in the field, as defined below. In addition, candidates may include published reviews from appropriate journals or newspapers and awards of recognition in the PIF.

1. Significant Scholarly Activities

- a) Peer-reviewed articles
- b) Peer-reviewed scholarly books
- c) Book chapters in peer reviewed scholarly books
- d) Peer-reviewed translations of major scholarly or creative works, which include a published written introduction or explanation within the work that addresses its contextual and historical aspects, and encompasses a conceptual change, understanding, and expression from the original scholarly work
- e) Editorship of peer reviewed scholarly books or journals when the candidate has an authored work in the edited volume
- f) Successful external grant proposals
- g) Public Scholarship or Community Based Research Products. The Department of Chicana/o Studies also considers community based research that results in public scholarship (work that is used by the community or community agencies) as

contributions to scholarship. This may include peer reviewed documentaries, exhibits, community publications and reports. The weight of the scholarship will be determined by the degree of breadth, depth, and positive impact the work has in the field of Chicana/o Studies and in the broader community. Evaluations will be based upon awards of recognition, reviews in newspapers or journal letters of recognition by community leaders, educators, or other acknowledged peers in the appropriate fields.

2. Other Scholarly Activities

- a) Scholarly presentations at professional conferences
- b) Plenary conference speaker
- c) Peer reviewed instructional materials
- d) Refereed conference proceedings
- e) Editorship of published conference proceedings
- f) Reviews of journal articles and other scholarly work
- g) Workshops

3. Creative Activities

- a) Literary compositions in any genre
- b) Musical compositions and /or arrangements
- c) Artistic creations
- d) Performances in CD or film
- e) Performances in concerts and venues of established prestige
- f) Performances in national and international festivals
- g) Exhibition of creative work in theaters, museums, galleries, art festivals of established prestige
- h) CD and film productions (as writer, director, or producer)

Special recognition will be given to venues and events of established prestige such as the L.A. Music Center, Los Angeles County Museum of Art, Getty Art Museum, Mexican Museum of Chicago, UCLA Royce Hall, Lincoln Center, Smithsonian Institution, Mexico City's Palacio Nacional de Bellas Artes, International Festivals, and the Valley Performing Arts Center.

4. Scholarly and creative activities may be disseminated in various formats, including:

- a) Print
- b) Recordings
- c) Films
- d) Videotapes
- e) Documentaries
- e) Radio
- f) Television
- g) Internet
- h) Curatorial work

5. Peer Review of Scholarly and Creative Contributions.

All scholarly and creative contributions that do not have an inherent peer-review process built-in, will be subjected to the external review process as described in this section. The candidate, the Department Personnel Committee, and the Department Chair will each select an external peer reviewer who will 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 the standards of the field, the material's originality, and its impact on the field. These reports will be placed in the candidate's Personnel Information File.

Section IV -Contributions to the University and Community

A. University Service

As defined in Section 600.

B. Community Service

Evaluation of community service will be based upon evidence of involvement in community affairs, consistent with the mission of the Department and the discipline, especially the Chicana/o or broader Latina/o community. Emphasis will be placed upon leadership reflected in such involvement. Community service includes but is not restricted to:

1. Participation in community organizations, especially Chicana/o and/or broader Latina/o community organizations.
2. Lectures, workshops, exhibits, performances, especially in the Chicana/o or broader Latina/o community.

Section V- Honoring Memoranda of Understanding

The Department honors specific memoranda of understanding (MOU) that are made between the Deans, Department Personnel Committees, Department Chairs, and the candidate. In the case of a joint position, the involved departments must clearly state their expectations of the candidate's service, teaching, and scholarship obligations. Clear agreement must be

established between the candidate and the departments in regard to the proportion of work to be expected in each department.