

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

Humanities

Central American 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.

**RECEIVED**  
CSUN

**DEC 17 2018**

**BACKGROUND INFORMATION:**

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

2. Date that current proposed changes were sent forward November 21, 2018

Office of  
Faculty Affairs

3. Department or College initiating proposed changes Central American Studies

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"). To correct the language to reflect the transformation of the program into a department. Section 600 Tenure Track

5. For Department Personnel Procedures, list the date the department faculty voted to approve the proposed changes: 11/13/2018

6. For College Personnel Procedures, list the date the college faculty voted to approve the proposed changes: \_\_\_\_\_

**FOR DEPARTMENT PERSONNEL PROCEDURES: (Sign & Print Name)**

[Signature] 12/06/18  
Chair, Department Personnel Committee Date

[Signature] 12/06/18  
Department Chair Date

**FOR DEPARTMENT PERSONNEL PROCEDURES OR COLLEGE PERSONNEL PROCEDURES:**

[Signature] TOMO HATTORI 12/13/18  
Chair, College Personnel Committee Date

[Signature] 12-17-18  
College Dean Date

[Signature] 08/21/2019  
Chair, Personnel Planning and Review Committee Date

(for PP&R use only)		
<u>08/21/2019</u>	<u>07/01/2019</u>	<u>Fall 2023</u>
Approval Date	Effective Date (see attached)	Date of Next Review

Revised 10.16

Fall 2022 for changes in criteria

# Central American Studies Program

## Tenure Track Faculty Policies and Procedures

### Fall 2019

#### I. CRITERIA FOR RETENTION, TENURE, AND PROMOTION:

The Department of Central American Studies follows the criteria set forth by Section 600 for Retention, Tenure and Promotion. In addition, the following criteria are presented to supplement Section 600 of the *Administrative Manual* in the review of Central American Studies Faculty for the Retention, Tenure and Promotion (RTP) process.

#### II. TEACHING EFFECTIVENESS AND DIRECT INSTRUCTIONAL CONTRIBUTIONS

##### A. Class Visits.

All faculty members under consideration for Retention, Tenure, and/or Promotion will be visited twice per academic year by different members of the Department Personnel Committee or their designees. Designees must be tenured faculty members. Visits shall be made early enough to be used in the personnel review cycle. Class visit reports must be provided to the faculty member within fourteen (14) calendar days of the class visit.

##### B. Student Evaluations.

Student evaluations will be administered for each faculty member in two classes per academic year. Student evaluations of two classes of probationary faculty members in their first year of service at this University shall be administered in both Fall and Spring semesters.

##### C. Student Consultation Procedures.

Announcement of the Candidate's upcoming evaluation will be made in Central American Studies classes and posted in the Department's bulletin board in advance of the consultation date. Students will be given the opportunity to consult with the Department Personnel Committee regarding the teaching performance of the candidate consistent with Section 600 procedures.

##### D. Teaching Effectiveness and Direct Instructional Contributions

In addition to the criteria stipulated in Section 600, the Department of Central American Studies will afford special recognition to the following:

1. Pedagogical strategies that provide evidence of innovative approaches to teaching activities, especially as they complement the field of Central American Studies.

2. Teaching courses or workshops, or presenting pedagogical talks at universities in other parts of the U.S. as well as in other countries.
3. The design of materials and textbooks that contribute to the development and teaching of the newly emerged discipline of Central American Studies.
4. Mentorship of students carrying out fieldwork or original research.
5. Contributions to the Field of Study that document the currency of faculty's scholarship in the area of Central American Studies as related to teaching effectiveness.

### III. CONTRIBUTIONS TO THE FIELD OF STUDY

Professional activities that constitute significant scholarly or creative contributions to the field of study are defined as follows:

- A. Publications: Completed peer-reviewed journal articles and books that have been published or accepted for publication, and are forthcoming, are considered as published when accompanied by appropriate documentation.
- B. Because of the multi-disciplinary nature of the Department of Central American Studies, the definition of scholarly work must be broad enough to include professional activities of those faculty members whose teaching assignment falls not only within the humanities and social sciences, but also within the arts, sciences, business and economy, and communication studies. Therefore, for the purposes of Retention, Tenure and Promotion, in addition to the stipulations in Section 600, the Department of Central American Studies deems the following to be considered scholarly work:
  1. Creative Contributions: Formal artistic performance in theatres and concerts of established prestige, or exhibition of creative work in theaters, museums, concerts, and festivals or publication of creative work and literary translations
  2. Media Publications: This category includes professional films, documentaries, video projects, television and motion pictures, radio production, musical recordings, and other artistic work in broadcasting.
  3. Research-based technical reports or policy documents accepted and disseminated by government entities (e.g., task forces, commissions), professional (e.g., foundations), or community-based organizations for use by, and made accessible to, the public.

In all cases, the items submitted shall undergo an external peer review by three independent external (to CSUN) reviewers jointly selected by the candidate and the Department Personnel Committee in order to be considered as scholarly work. If the candidate and the Department Personnel Committee are unable to agree on the selection of the independent external reviewers, the candidate will select one (1)

independent external reviewer and the Committee will select two (2) independent external reviewers.

In all cases in which the candidate is presenting a work with joint or multiple authors, the candidate shall include a statement for each such work, of sufficient detail to indicate which portions of the work or what percentage of the work is the authorship of the candidate. Only those portions shall be subject to peer-review and submitted as scholarly work.

C. Other Considerations for Contributions to the Field of Study: The Department of Central American Studies values scholarly contributions/activities in addition to publication. Examples include, but are not limited to, the following:

1. The work of faculty who serve as editors of peer-reviewed special journal issues and anthologies.
2. Book reviews published in peer-reviewed journals.
3. Invited lectures or presentations at professional conferences.
4. Grant awards that are peer-reviewed
5. Work as peer-reviewer of manuscripts for journals or academic book publishers

#### IV. EXPECTATIONS OF THE DEPARTMENT OF CENTRAL AMERICAN STUDIES:

A. Retention as Assistant Professor:

A candidate must demonstrate evidence of original scholarly activity and continued growth as a recognized scholar and contributor to the field of study. There must be positive indication of a developing research program.

B. Promotion to Associate Professor:

A candidate must provide evidence of continued growth and sustained original scholarly activity, as well as the establishment of a research program.

C. Promotion to Professor:

Since appointment as, or promotion to, the rank of Associate Professor, candidates will have demonstrated that their scholarly work has made a substantial contribution to their discipline that is recognized by authorities in their field.

## V. CONTRIBUTIONS TO THE UNIVERSITY AND COMMUNITY

A. In addition to the criteria stipulated in Section 600, the Department of Central American Studies, consistent with its mission, defines University and community contributions that merit special recognition as including the following:

1. Contributions to further the Mission of the University, particularly with regard to the formation of alliances with the community. The Department of Central American Studies recognizes faculty contributions to establish partnerships with local schools, community colleges, businesses, government and social agencies with the purpose of advancing the educational, intellectual, artistic, civic, cultural and economic aspirations of our surrounding communities, particularly but not exclusively with regards to the growing Central American community in the local, state, and regional area surrounding the University.
2. Contributions to further the Mission of the College of Humanities with regard to promoting values as responsible global citizens committed to principles of freedom, equality, justice and participatory democracy, particularly, but not exclusively affecting the local, state, and regional Central American community in the area surrounding the University.
3. Contributions made to incorporate grass-roots and community service-learning components into classes that directly provide service to the Central American community in the United States and in Central America.
4. Contributions made towards the organization of community events, conferences, seminars, workshops on Central American Studies related issues at the local, national and international level.
5. Consultation and leadership roles in local, national, or international programs that will directly change the experience of Central American people in the United States and/or in Central America.
6. *Ad-honorem* consultation on media projects, manuscripts, and/or consultation for foundations and organizations related to the field of study.
7. Work on the development of policies that will benefit the Central American immigrant community in the United States.
8. Work on the development of transnational network of collaboration between CSUN and Central American universities.