

**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.

**BACKGROUND INFORMATION:**

- Are proposed changes those of College  or Department  procedures? (check one)  
November 14, 2008
- Date that current proposed changes were sent forward \_\_\_\_\_
- Department or College initiating proposed changes Central American Studies
- 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").  
Proposed changes were initiated by the Central American Studies  
Program in response to the move of our tenure lines out of Chicana/o Studies and into the  
Central American Studies. Our objective is to better reflect the interdisciplinary dynamics  
of our faculty.
- The proposed changes have been approved by the faculty of the College  or Department . (check one)

**FOR DEPARTMENT PERSONNEL PROCEDURES:**

[Signature] 5/6/09  
Chair, Department Personnel Committee Date  
N/A  
Department Chair Date

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

[Signature] 5.6.09.  
Chair, College Personnel Committee Date  
[Signature] 5-11-09  
College Dean Date  
[Signature] 9-9-09  
Chair, Personnel Planning and Review Committee Date

(for PP&R use only)			
<u>8/09</u>	<u>F'09</u>	<u>F'13</u>	
Approval Date	Effective Date (see attached )	Date of Next Review	

# Central American Studies Program

## Full-Time Faculty Policies and Procedures

### Fall 2009

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

The Central American Studies Program 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 at least twice per academic year by different members of the Program Personnel Committee or their designees.

##### B. Student Evaluations.

Student evaluations will be administered for each faculty member in at least two classes per academic year. Student evaluations of at least 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 Program's bulletin board in advance of the consultation date. Students will be given the opportunity to consult with the Program 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 Central American Studies Program 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 in 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 area of studies in 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.

### III. CONTRIBUTIONS TO THE FIELD OF STUDY

A. Publications: Completed peer-reviewed journal articles and books that have been accepted for publication, and are forthcoming, are considered as published when accompanied by appropriate documentation.

B. Equivalencies to Publication: Because of the multi-disciplinary nature of the Central American Studies Program, the definition of publications 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, science, business and economy, and communication studies. Therefore, for the purposes of Retention, Tenure and Promotion, in addition to the stipulations in Section 600, the Central American Studies Program deems the following to be considered *equivalent to publication*:

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, that is, creative translations that convey the tone, sociocultural aspects, and historical context of the original artistic work. In all cases, the items submitted shall undergo an external peer review by three independent external reviewers jointly selected by the candidate and the Program Personnel Committee in order to be considered equivalent to publication. If the candidate and the Program 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 independent external reviewers.

2. Media Publication: This category includes professional films, documentaries, video projects, television and motion pictures, radio production, musical recordings, and other artistic work in broadcasting. In all cases, the items submitted shall undergo an external peer review by three independent external reviewers jointly selected by the candidate and the Program Personnel Committee in order to be considered equivalent to publication. If the candidate and the Program Personnel Committee are unable to agree on the selection of the independent external reviewers, the candidate will select 1 independent external reviewer and the committee will select two independent external reviewers.

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 when submitted for external peer review. In all cases, the items submitted shall undergo an external peer review by three independent external reviewers jointly selected by the candidate and the Program Personnel

Committee in order to be considered equivalent to publication. If the candidate and the Program Personnel Committee are unable to agree on the selection of the independent external reviewers, the candidate will select 1 independent external reviewer and the committee will select two independent external reviewers.

In all cases in which the candidate is presenting a work of joint or multiple authorship, 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-reviews and submitted as equivalencies to publications.

C. Other Considerations to Contributions to the Field of Study: The Central American Studies Program values scholarly contributions/activities in addition to publication. Examples include 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. CENTRAL AMERICAN STUDIES PROGRAM EXPECTATIONS:

##### 1. 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.

##### 2. 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.

##### 3. Promotion to Professor:

Since promotion to Associate Professor, or appointment with tenure, candidates will have demonstrated that their scholarly work has made a substantial contribution to their discipline that is recognized by authorities in their field. Achievement in research, scholarly writing, creative writing, literary translations, etc., must be evaluated by at least three independent external reviewers.

## V. CONTRIBUTIONS TO THE UNIVERSITY AND COMMUNITY

A. In addition to the criteria stipulated in Section 600, the Central American Studies Program, 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 Central American Studies Program 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 on 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.