

**Section 632.4. of the Administrative Manual:
Contributions to the Field of Study**
(Approved March 25, 2013)

632.4 Contributions to the Field of Study

1. The University Standard

The University standard requires that the individual demonstrate continued growth as a recognized scholar and contributor to the field of study. Scholarly achievements made prior to the initial tenure-track appointment or previous promotion at California State University, Northridge shall be considered as establishing a pattern of scholarly activities. However, additional significant contributions to the field since appointment are expected for tenure and initial promotion. Additional significant contributions since previous promotion are also expected for subsequent promotion.

2. Defining Significant Scholarly and Creative Contributions

It is the responsibility of the departments to define those professional activities that constitute significant scholarly or creative contributions to their specific fields of study. Such standards, as defined by the candidate's Department Personnel Committee and approved by departmental faculty, shall be submitted to the appropriate College Personnel Committee for approval (See Section 612.4.2.b.(2)). College Personnel Committees shall submit approved departmental policies to the Personnel Planning and Review Committee for approval (see Section 612.3.2.c).

- a. Departmental standards defining significant scholarly or creative contributions to the field of study must include the principle of peer review as a means of verifying the significance of the candidate's professional achievements. Publication is a standard university measure of professional achievement. But where publication is not a, or the only, measure of achievement within a discipline, or where traditional academic peer review is not a formal part of the decision making process in the publication, dissemination, performance, or display of a candidate's work, the evaluation of the candidate must include:
 - (1) Identification of the format and public forum in which the work appears and a statement of its significance to the field of study.
 - (2) Specific procedures and criteria by which the work will be evaluated. The evaluation shall include outside reviews by peers in the field.
- b. In the absence of an approved departmental procedure defining significant scholarly or creative contributions to the field of study, the university shall recognize as significant contributions to the field of study peer-reviewed scholarly books and peer-reviewed articles that are published by recognized presses and journals (including peer-reviewed e-journals) devoted to 1) the candidate's academic discipline or closely-related field; and/or 2) pedagogical research and/or teacher education in the candidate's academic discipline or closely-related field.

3. Assistant Professor, Senior Assistant Librarian, Student Services Professional Academic-Related I.
 - a. Significant scholarly or creative contributions to the field of study as defined in Section 632.4.2 beyond terminal degree are desirable.
 - b. Functions as an active member through participation in professional organizations, institutes, etc.
 - c. Pioneering work in profession not required.
4. Associate Professor, Associate Librarian, Student Services Professional – Academic Related II.
 - a. Significant scholarly or creative contributions to the field of study as defined in Section 632.4.2 beyond terminal degree are normally required.
 - b. Participation in a program and carrying out of significant responsibilities in professional organizations, institutes, etc.
 - c. Pioneering work in profession, (i.e., organizing professional groups, promoting reforms, developing new fields) is desirable.
5. Professor, Librarian, Student Services Professional – Academic-Related III.
 - a. Significant scholarly or creative contributions to the field of study as defined in Section 632.4.2 beyond terminal degree ~~is~~ are required. The College or Department may have additional requirements of scholarly or creative contributions to the field of study. Exceptions to these requirements shall be defined and justified by the candidate and evaluated by the recommending agencies in the Department and College. No exception shall be granted unless the candidate has demonstrated outstanding contributions to the field of study in other ways. The Personnel Planning and Review Committee will evaluate all candidates requesting consideration under this provision.
 - b. Assumes leadership responsibilities; presents major papers in professional organizations, institutes, etc.
 - c. Pioneering work in profession, (i.e., organizing professional groups, promoting reforms, developing new fields) is desirable.