

**COLLEGE OF EDUCATION, HEALTH, & HUMAN SERVICES
RETENTION, TENURE, AND PROMOTION STANDARDS**

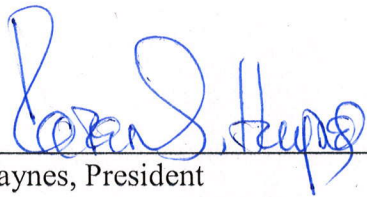
Academic Affairs
POLICY
FAC 376-11

Effective Date: July 1, 2012

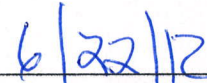
Definition: Standards governing RTP process for faculty in the College of Education, Health, and Human Services (CoEHHS).

Authority: The collective bargaining agreement between The California State University and the California Faculty Association.

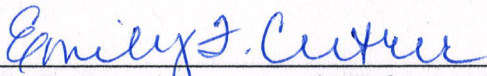
Scope: Eligible CoEHHS faculty at California State University San Marcos.



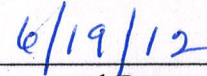
Karen S. Haynes, President



Approval Date



Emily F. Cutrer, Provost and VP for Academic Affairs



Approval Date

Implemented: 07/01/2012

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I. CEHHS RTP STANDARDS

A. Preamble

1. This document sets forth general standards and criteria for retention, tenure, and promotion of full-time faculty in the School of Education (SoE), School of Nursing (SoN), Human Development Department (HD), and Kinesiology Department (KINE) as four distinct units within the College of Education, Health, and Human Services.
2. The provisions of this document are to be implemented in conformity with University RTP Policies and Procedures; the CSU Collective Bargaining Agreement (CBA), Articles 13, 14, 15; and the University Policy on Ethical Conduct.
3. The College is guided also by the standards of the National Council for Accreditation of Teacher Education (NCATE), American Speech Language Hearing Association (ASHA), and the national accrediting agency for schools, colleges, and departments of education and California Commission on Teacher Credentialing (CCTC). The College is additionally guided by the standards for the SoN by the Board of Registered Nursing, the American Association of Colleges of Nursing (AACN), and the Commission on Collegiate Nursing Education (CCNE).

B. Definitions of Terms and Abbreviations

1. The CEHHS uses the same definitions, terms, and abbreviations as defined in the University RTP document. For clarity, the use of "is" is informative, "shall" is mandatory, "may" is permissive, "should" is conditional, and "will" is intentional.
2. A "standard" is a reference point or formalized expectation against which progress can be measured for retention, tenure, and promotion.
3. Faculty have a right to clearly articulated performance expectations. Departmental and School RTP Standards provide consistency in guiding tenure-track faculty in the preparation of their working personnel action files (WPAFs).
4. Departmental, and School RTP Standards educate others outside of the discipline, including deans, university committees, and the provost, with respect to the practice and standards of a particular department/discipline/field.

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5. Departments, and Schools must respect the intellectual freedom of their faculty by avoiding standards that are too prescriptive. Department and School standards should be as brief as possible with emphasis on the unique nature of the department.
6. All College, Department, and School RTP Standards shall conform to the CBA and University and School RTP documents. The SoE, SoN, HD, and KINE RTP Standards documents shall contain the elements of School/ Department RTP standards described in RTP documents for each unit and shall not repeat the CBA, or University RTP document, or include School-specific advice.
7. All College, Department, or School RTP Standards must be approved by a simple majority of all tenure-track faculty within a department or School and then be approved by college/school/department/ library and the Academic Senate before any use in RTP decisions.

II. ELEMENTS OF THE SoE, SoN, HD, and KINE RTP DOCUMENTS

A. Introduction and Guiding Principles

1. All standards and criteria reflect the University and School/Department Mission and Vision Statements and advance the goals embodied in those statements.
2. The performance areas that shall be evaluated include scholarly teaching, scholarly research/creative activities, and scholarly service. While there will be diversity in the contributions of faculty members to the University, the School/Department affirms the university requirement of sustained high quality performance and encourages flexibility in the relative emphasis placed on each performance area. Candidates must submit a curriculum vita (CV) and narrative statements describing the summary of teaching, research/ creative activity, and service for the review period. The faculty member must meet the minimum standards in each of the three areas.
3. Items assessed in one area of performance shall not be duplicated in any other area of performance evaluation. Items shall be cross-referenced in the CV, narrative statements, and WPAF to demonstrate connections across all three documents. Candidates who integrate their teaching, research/creative activities, and/or service may explain how their work meets given standards/criteria for each area.

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4. The School/ Department recognizes innovative and unusual contributions (e.g., supervising research, using particularly innovative or challenging types of pedagogy, writing or rewriting programs, grant writing, conference or community presentations, regional or national profile committee/commission membership, grant reviews, consultancy to community, curriculum development, assessment development, accreditation or other required report generation).
5. Retention, tenure, and promotion decisions are made on the basis of the evaluation of individual performance. Ultimate responsibility for understanding the standards, meeting the standards, and effectively communicating how they have met the standards rests with the candidate. In addition to this document, the candidate should refer to and follow the University RTP Policies and Procedures. Candidates should also note available opportunities that provide guidance on the WPAF and describe the responsibilities of the candidate in the review process (e.g., Provost's RTP meetings; Faculty Center Professional Development, and advice and counsel by tenured faculty. Candidates are encouraged to avail themselves of such opportunities.
6. Candidates for retention will show effectiveness in each area of performance and demonstrate progress toward meeting the tenure requirements in the areas of scholarly teaching, scholarly research/creative activities, and scholarly service.
7. Candidates for the rank of associate professor require an established record of effectiveness in scholarly teaching, scholarly research/creative activities, and scholarly service to the School/ Department and University.
8. Candidates for the rank of professor require, in addition to continued effectiveness, an established record of initiative and leadership in scholarly teaching, scholarly research/creative activities, and scholarly service to the School/ Department, University, community, and profession. Promotion to the rank of professor will be based on the record of the individual since promotion to the rank of associate professor.
9. The granting of tenure at any rank recognizes accomplishments and services performed by the candidate during the individual's career. The record must show sustained and continuous activities and accomplishments. The granting of tenure is an expression of confidence that the faculty member has both the commitment to and the potential for continued development and accomplishment throughout the individual's career. Tenure will be granted only to individuals whose record meets the

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standards required to earn promotion to the rank at which the tenure will be granted.

III. GENERAL STANDARDS

- A. Retention: A positive recommendation for retention requires that the candidate's record clearly meets the articulated standards for the granting of a retention decision in each of the three areas: scholarly teaching, scholarly research/creative activities, and scholarly service.
- B. Tenure and/or Promotion: A positive recommendation for tenure or promotion requires that the candidate's record clearly meets the articulated standards for the granting of a tenure/promotion decision in each of the three areas: scholarly teaching, scholarly research/creative activities, and scholarly service.
- C. Early Tenure (prior to the 6th year in rank): *This option for assistant professors* is considered an exception. A positive recommendation for early tenure requires that the candidate's record clearly meets the articulated standards for the granting of a tenure/promotion decision in ALL areas. To be eligible for early tenure, a candidate must show a sustained record of successful experience at a university, and that experience must include at least one full year at California State University San Marcos prior to the year of review for tenure.
- D. Early Promotion (prior to the 6th year in rank): *This option for associate professors* is considered an exception. A positive recommendation for early promotion requires that the candidate's record clearly meets the articulated standards for the granting of a tenure/promotion decision in ALL areas. To be eligible for early promotion a candidate must show a record of successful experience at a university, and that experience must include at least one full year at California State University San Marcos prior to the year of review for promotion.
- E. Faculty who are hired at an *advanced rank without tenure* may apply for tenure after two years of service at CSUSM (i.e., in fall of their third year at CSUSM). A positive recommendation requires that the candidate's record at CSUSM clearly demonstrates a continued level of accomplishment in all areas and, together with the candidate's previous record, is consistent with the articulated standards for the granting of tenure at the faculty member's rank.
- F. Standards and criteria for Scholarly Teaching, Scholarly Research and Creative Activities, and Scholarly Service can be gleaned from the School/ Department Standards for each unit: SoE, SoN, HD, and KINE.