1. Introduction

In the CSU East Bay Retention, Tenure, and Promotion Policy and Procedures document, the second paragraph under “4. Definition of Uniform Criteria” reads as follows:

Given the great variety of professional work among the faculty, departments are strongly encouraged to establish and maintain guidelines for professional achievement that are consistent with a) the department’s discipline or disciplines; b) uniform criteria for professional achievement outlined in section 4.3 below; and 3) CSU professional criteria in general, as suitable to a teaching university. The guidelines will be developed by the departmental faculty and approved by the College Dean in consultation with his or her council of chairs. Such Guidelines, with a dated record of the department vote and the Dean’s approval, shall be kept on file in the offices of the College Dean and the Provost and Vice President of Academic Affairs. (12-13 FAC 2, page 11).

Pursuant to the above stated policy, The Departments of Hospitality, Recreation and Tourism; Kinesiology; Educational Leadership; Educational Psychology; and Teacher Education approved this set of Guidelines in the Spring of 2014. The exact date of each department vote is housed in the Dean’s office.

The department faculties approved revisions to this set of Guidelines in the Spring of 2017.

2. Paths and Columns

This set of Guidelines only covers Professional Achievement. Every candidate is expected to achieve in the other three categories of Instructional Achievement, University Service, and Community Service.
2.1 This set of Guidelines creates two “Paths” to promotion and tenure: Path 1, Emphasis on Publication; and Path 2, Emphasis on Professional Community (please see Table 1 below). By October 1st of their second year, new faculty members will declare the Path they have selected. In case of a change of Path, the candidate will provide a rationale with a letter of support from their Department Chair.

2.2 Faculty would be expected to meet the criteria for one of the two Paths.

2.3 Each Path has three “Columns” of expectations (along the horizontal axes in Table 1). The requirements within each Column define a number of accomplishments from one or more “Categories”.

2.4 At the time the candidate is evaluated for promotion and/or tenure, for the candidate to receive a recommendation of “meets expectations” or “exceeds expectations” in the Area of Professional Achievement, a candidate must present evidence for the required number of accomplishments for each Column (see section 4.1 below).

Candidates, however, do not need to have accomplishments in every Category, as long as their accomplishments from any Category satisfy the requirements of the relevant Column.

3. Categories

This set of Guidelines creates five “Categories” of accomplishments in the Area of Professional Achievement, labeled A-E (see Table 1 below).

4. Range of Required Accomplishments within Each Column

This set of Guidelines establishes expectations within each Column in Table 1.

4.1 At the time the candidate is evaluated for promotion and/or tenure, the candidate shall receive a recommendation of either “meets expectations” or “exceeds expectations” in the Area of Professional Achievement consistent with the following:

(a) For Columns with a single number, the reviewer(s) determine the candidate has accomplishments greater than, or equal to, that number.

(b) For Columns with two or more numbers, the reviewer(s) determine the candidate has accomplishments greater than, or equal to, the higher number; or if the reviewer(s) determine the candidate has accomplishments equal to the lower number, but no more, and the reviewer(s) conclude those accomplishments are excellent.

4.2 At the time the candidate is evaluated for promotion and/or tenure, the candidate shall receive a recommendation of “does not meet expectations” consistent with the following:
(a) For Columns with a single number, the reviewer(s) determine the candidate does not have accomplishments greater than, or equal to, that number.

(b) For Columns with two or more numbers, the reviewer(s) determine the candidate does not have accomplishments greater than, or equal to, the lower number; or the reviewer(s) determine the candidate has accomplishments equal to the lower number, but no more, and the reviewer(s) conclude those accomplishments are not excellent.

4.3 Candidates for retention who have not satisfied the requirements for promotion/tenure shall receive a recommendation of “meets expectations” if the reviewer(s) conclude the candidate has provided evidence that candidate is making progress toward meeting the requirements for promotion/tenure.

4.4 Department faculty may create criteria to define non-performance by a candidate for retention that would result in a recommendation that the candidate “does not meet expectations.” Any such criteria must be approved by a vote of the relevant Department faculty and approved by the CEAS Dean, after consultation with the Department Chairs. These criteria would apply to faculty who begin service at Cal State East Bay after the department criteria have been approved by the Dean.

5. Accomplishments Required for Tenure and Promotion to Associate Professor

The accomplishments counted for Tenure also count for Promotion to Associate Professor. Faculty members at the Assistant Level will not usually receive Tenure without promotion to Associate Professor.

6. Accomplishments Required for Promotion to Professor

The accomplishments counted for promotion to Professor are based primarily on efforts that are new accomplishments from those counted for Tenure and Promotion to Associate Professor (and, thus, include a + in Table 1 below).

7. Category Status of Accomplishments

It shall be the responsibility of the Department RTP Committee and the Department Chair, in their recommendation letters, to state the Category for each accomplishment the faculty member presents.

8. Accomplishments Eligible for Consideration

8.1 To be considered an accomplishment, a publication must have been published in final form; or if not yet published, the faculty member must present a copy of an official letter of acceptance.
8.2 For faculty not receiving service credit at the time of appointment, only those accomplishments achieved after appointment to the Cal State East Bay faculty shall be counted in the evaluation of a faculty member.

8.3 Faculty who receive service credit at the time of appointment may include in their dossier a separate section containing evidence of accomplishments for the period of time they received service credit. The preponderance of evidence must substantiate achievements at Cal State East Bay.

9. Effective Dates

9.1 These Guidelines shall be applied to all tenure track faculty who begin service on or after the start of the Fall Quarter, 2014.

9.2 Faculty candidates for tenure and/or promotion, who began service before the start of the Fall Quarter, 2014, however, may request that they be evaluated by these Guidelines.

9.3 Department criteria defined as part of section 4.4 shall apply to those faculty who begin service at Cal State East Bay after the department criteria have been approved by the Dean.

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<th>COLUMN 1-1</th>
<th>And</th>
<th>COLUMN 1-2</th>
<th>And</th>
<th>COLUMN 1-3</th>
<th>Totals</th>
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<td>+2-3</td>
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<td>+3</td>
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Path 2: Emphasis on Professional Community

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<th>And</th>
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<tbody>
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<td>2-3</td>
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<td>5-7</td>
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<td>To Professor</td>
<td>+2-3</td>
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<td>+2-3</td>
<td></td>
<td>+3</td>
<td></td>
<td>7-9</td>
</tr>
</tbody>
</table>
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Category A: International or National Refereed Journals, Invited Chapters in Book from a National Publisher, or Books
* International or national refereed journals
* Invited chapters in books from a national publisher
* Book

Category B: State, Regional Refereed Journals, or Author or Accepted, Refereed Externally Funded Grant Proposal
* State or regional refereed journals
* Author of accepted, refereed, externally-funded grant proposal

Category C: Presentation
* Refereed presentations, which may include published proceedings:
  International, national, state/local conference

Category D: Professional Community
Author of documents completed through service to/through:
* School District curriculum committee
* Agency, District, or State policy committee
* Unit Accreditation
* Training/consultations

Category E:
The following additional items in sections 4.3.2 to 4.3.12 in the University RTP Policy Document:

4.3.2. Critical contributions, in the form of criticism or reviews for national periodicals or magazines, national newspapers, or other communication media;

4.3.6. Translations of works in foreign languages;

4.3.9. Service on committees or boards of professional societies and organizations;

4.3.10. Receipt of awards, prizes, fellowships,

4.3.11. Professional consultancies, showing the nature of the consultancies, and the nature of the organizations requesting the consultant service;

4.3.12. In retention cases, evidence of substantial progress toward achievement of the Doctorate or other normal terminal degree may qualify also as evidence of professional achievement. In tenure cases the recent award of the Doctorate or other normal terminal degree may qualify as evidence of professional achievement.

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