

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) the uniform criteria for professional achievement outlined in section 4.3 below; and 3) California State University East Bay (CSUEB) professional criteria in general, as Retention, Tenure, and Promotion Policy and Procedures 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 or their 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. (RTP Guidelines, Retention, Tenure, and Promotion Policy and Procedures, p 12).

Health Sciences Program Professional Achievement Guidelines for Tenure

Health Sciences is an interdisciplinary field bringing together scholars and practitioners from a number of disciplines with varying traditions, expectations, and standards for professional achievement. This document was prepared by the Health Sciences Faculty Affairs Committee and approved by the Health Sciences Faculty to provide guidelines for professional achievement in Health Sciences pursuant to section 4.3 of the RTP guidelines at CSUEB.

Faculty should review the Introductory Statement on Page 1 of the RTP policies at CSUEB.

Faculty should prepare each year's dossier as a tenure dossier encompassing the totality of progress from their hire date as tenure-track faculty rather than a year-by-year snapshot. Faculty should highlight any new material (since the previous review/retention) before discussing the dossier in totality.

The most important criteria for professional achievement in Health Sciences is 4.3.8,

"an active program of scholarly or creative work in progress, appropriate to the discipline."

In keeping with the mission of the Health Sciences program to improve the health of the San Francisco Bay Area, California, and beyond through teaching, research, and service, faculty should have an **ongoing** program of work that **focuses** on issues and concerns in the Health Sciences and that addresses the health and public health issues facing communities in the East Bay, California, the United States or the Global Community.

Health Sciences values all types of scholarship: discovery, integration, application, and pedagogy. While faculty may engage in multiple types of scholarship, Health Sciences values the articulation of a specific agenda or program. Concentrated effort in one or

two domains of scholarship is preferred to a less coherent approach across domains. Accordingly, the program of scholarly or creative work should be coherent and organized around one or a number of broad themes which remain an area of focus over a sustained period of time. It is the faculty member's responsibility to contextualize their work in a clear and persuasive statement of their Research Agenda in their dossier.

The Research Agenda must take the form of a submitted statement, not exceeding three pages (single-spaced), that outlines areas of inquiry and types of research (discovery, integration, application, and/or pedagogy). Moreover, it should outline current and planned future projects related to the faculty member's research focus and summarize past projects completed or set aside. The statement should emphasize the import of the research for the communities the University serves as outlined in the Departmental mission.

The Health Sciences Department guidelines for professional achievement emphasize progressive work on a coherent research agenda. The Department has characterized evidence of this work into Groups—A, B, C, D and E.¹ Items from Group A represent the earliest phases of work; items from B represent the next phases of work; items from C, D and E represent the final expectations for professional achievement leading to tenure. Faculty who produce, along with evidence from Group D, 3 items from Group C in the sixth year or a combination of items from Group E and Group C in the sixth year do demonstrate professional achievement associated with tenure.

Yearly evidence of ongoing achievement should be submitted that demonstrates the ongoing commitment to scholarly work. This yearly evidence is required component of the dossier in addition to the requirements below. Starting in Fall 2018, all faculty must submit their research agenda in their annual Dossier submission.

- For Year 2 and Year 3 submission, at a minimum, evidence from Group A or B is required. A research agenda as described above is also required.
- For Year 4 submission, at a minimum, an item from Group C or significant progress toward Group E evidence is required, in addition to consistent evidence from Group A or Group B items. A research agenda as described above is also required.
- For Year 5 submission, at a minimum, two items from Group C are required or evidence that Group E items will be published by the year six dossier, in addition to substantial evidence from Group A or Group B items. Faculty members must note that the time period between Year 5 and Year 6 dossier submission is less than a year; they are encouraged to meet Year 6 expectations during Year 5 submission. Furthermore, faculty members must review Section 5.1 of the RTP document for CSUEB which indicates, "*There shall be greater evidence of*

¹ See Appendix A.

achievement the closer the candidate is to being considered for tenure". These expectations are relevant for professional criteria as well. A research agenda as described above is also required.

- For Year 6 submission, faculty are required to produce evidence, at a minimum, of three items, in any combination, from Group C or equivalent items from Group E. In addition to this, faculty are required to have substantial and consistent evidence in Group B. Faculty are required to produce some Group D (4.3.9) evidence by year six. A research agenda as described above is also required.

If a faculty member meets the minimum requirements prior to the Year 6 submission, s/he must demonstrate continuing progress on their overarching research agenda and have their evidence viewed in its totality.

Service Credit

The Health Sciences Department will follow Section 3.3.2 (e) of the RTP guidelines at CSUEB, also quoted below, with regards to faculty members with service credit:

"A candidate may include a separate section containing representative evidence of achievement for which he or she received service credit at the time of appointment, but the preponderance of evidence must substantiate achievements at CSUEB."

Implementation Process

1. The guidelines established in this document are applicable to faculty hired Fall 2018 and beyond.
2. CSUEB's Uniform Criteria for Professional Achievement will apply to all other faculty in the Department.
3. Faculty members hired prior to Fall 2018 who want to adopt the Health Sciences Program Professional Achievement Guidelines for Tenure must clearly indicate this in their cover letter to the RTP committee while submitting their Fall 2018 dossier.
4. Once faculty have adopted the Health Sciences Program Professional Achievement Guidelines for Tenure, they may not revert to CSUEB's Uniform Criteria for Professional Achievement.

Promotion

1. This document provides guidelines for professional achievement for tenure and retention.

2. CSUEB's RTP policy will apply to faculty seeking promotions from Assistant Professor to Associate Professor and from Associate Professor to Full Professor.
3. Procedures for the evaluation of tenured faculty beyond full professor shall be governed by the relevant sections of CBA Article 15.

Unique Scenarios

Should there be any unique scenarios that are not addressed in this document, the Health Sciences Department Faculty Affairs Committee will review them and take necessary action.

Appendix A

See Appendix B for guidelines for 4.3 evidence. Faculty pursuing work not listed below, e.g. performances, exhibitions, and translations, should request that the Health Sciences Faculty Affairs Committee make a recommendation as to the work's classification.

Group A

1. Works in progress for all 4.3 criteria.
2. Works submitted under 4.3.1. criteria.
3. Grant proposals submitted in anticipation of 4.3.10 evidence.
4. Abstracts or proposals submitted to conferences or scientific meetings in anticipation of 4.3.3 evidence.
5. Professional consultancies as defined by 4.3.11.

Group B

1. Accepted abstracts or invitations to conferences or special programs under 4.3.3 (e.g. presentations, posters, roundtable/discussions, proceedings).
2. Moderating events under 4.3.3.
3. Manuscripts in 4.3.1 publications under revise and resubmit.
4. Critical contributions, in the form of criticism or reviews for national periodicals or magazines, national newspapers, or other communication media (4.3.2 materials)
5. Publications not listed under 4.3.1 guidelines in Group C.
6. Ongoing and sustained public engagement evidenced through active publications in social media, an up-to-date and current personal website, an active presence and participation in current issues in the field, media coverage, etc.
7. Drafting and/or contributing legal documents related to high-impact litigation related to health, e.g. amicus briefs, regulatory comments, public comments to government agencies, legislation, etc.
8. Internal funding where the faculty member is named as an investigator or collaborator.
9. External awards/grants of less than \$100,000 where the faculty member is named as an investigator or key personnel.
10. Research conducted with students in a formal capacity (e.g., student employed as paid research assistant, assignment as faculty mentor to a specific student through Center for Student Research, student named as co-author on abstract or publication)
 - a. If student is helping advance faculty member's research agenda, the evidence should be put in Professional Achievement
 - b. If faculty member is helping the student with the student's research, the evidence should be classified as University Service

Group C

1. Publications in 4.3.1 journals and books.
2. Article in press in 4.3.1 journals and books.
3. Contributions to scholarship of teaching in peer-reviewed journals and books. (4.3.7)
4. Named as an investigator to major externally funded² awards (PI or Co-PI) or to a combination of externally funded awards (4.3.10)

Group D

Professional Service as defined by 4.3.9.

Group E

1. A single author book published by a publishing house of national or international repute, which includes, but is not limited to, academic presses that are listed members of the Association of University Presses³ is equivalent to 2 Group C items.
2. A single author book published by a press that is ranked at the A level by SENSE⁴ is equivalent to 3 Group C items. All other qualifying books will count as 2 items in Group C.

² Externally funded awards are awards that generate together \$30,000 or more in indirect costs for the University.

³ <http://www.aupresses.org/index.php>

⁴ <https://research.usp.ac.fj/wp-content/uploads/2017/06/2016-Ranking-of-Academic-Publishers.pdf>

Appendix B

The following is guidance for each group in Appendix A for Health Sciences.

4.3.1 Journals and Works

The CSUEB Uniform Criteria require that publications must be in “journals of professional or international circulation or in books by publishing houses of national or international repute”

Health Sciences has defined the following journals as qualifying under 4.3.1, and considered under Group C for credit towards retention and tenure: indexed in PubMed, Social Science Citation Index, or a published Law Review from an ABA-accredited School of Law in the United States.

Journals not indexed may still qualify. If a journal is not indexed, it is the faculty member’s responsibility to contextualize the publication using metrics such as, but not limited to, impact factor, circulation, citation frequency, etc. Faculty may also request that the Health Sciences Faculty Affairs Committee add a publication to the list of accepted journals. Only open access journals indexed in Directory of Open Access Journals (DOAJ) are accepted as open access publications for Group C if not otherwise indexed above. Drafting and or contributing legal documents related to high-impact litigation related to health, as substantiated by the faculty member, will constitute evidence under Group B.

Manuscripts invited for revision and resubmission qualify as evidence under Group B.

Books published from national and international publishing houses meet the criteria for books. Edited volumes will be considered for evidence under Group B whereas authoring of original work in the form of book chapters or books will qualify under Group C. Self-published books will not be considered toward retention, tenure, and/or promotion. Single author books follow the Group E criteria.

4.3.2 Critical Contributions

No specific Health Sciences guidance.

4.3.3 Oral Contributions

Peer-reviewed abstracts and proposals submitted for presentation (e.g. presentations, posters, roundtable/discussions, proceedings) at conferences and scientific meetings will be considered evidence for Group A. Upon acceptance for presentation, these same artifacts would be considered evidence for Group B, along with invitations to moderate panels or sessions in academic or scientific fora. Candidates should submit evidence of the peer review process.

4.3.7 Contributions to the Scholarship of Teaching

Evidence of pedagogical scholarship will parallel the criteria and classification found in 4.3.1.

4.3.8 Active Program of Scholarly or Creative Work

This is the foundational criterion of the Departmental Guidelines for Retention, Tenure, and Promotion and evidence of this must be established early for Group A, and a cogent research agenda must be presented annually.

4.3.9 Board/Committee Service for Professional Associations

Faculty are encouraged to include this as a core component of a research agenda. This includes serving as peer reviewer for academic publications and as a peer reviewer for conferences. This is a required criterion of Group D.

4.3.10 Receipt of Funding and Recognition

Applications for funding (internal or external) will constitute evidence under Group A. Internally-funded awards will be considered as evidence under Group B. Extramurally-funded awards generating \$30,000 or more in indirect costs with faculty members named as a Principal Investigator, Co-Investigator, or Key Personnel will stand as evidence for Group C.

4.3.11 Professional Consultancies


The CSUEB Uniform Criteria will stand as evidence for Group A only.

APPROVALS:

Approved by Health Sciences Faculty on 30 May 2018.

Cal State East Bay
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Health Sciences
Department

Approved by College of Science Dean


Jason Singley

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Date