

Faculty Guidelines for Reappointment, Tenure and Promotion in Asian Pacific Studies

Effective Date: August 25, 2019

Introduction

Asian Pacific Studies provides in-depth and critical understanding of the sociocultural, political, and historical dimensions of the Asian Pacific region and Asian and Pacific Islander American communities, as well as the transnational linkages that connect them.

Introduction to Guidelines for Tenure Track Faculty

The Asian Pacific Studies Program will utilize the following terms and guidelines as parameters when evaluating faculty members for reappointment, tenure and promotion (RTP). These criteria reflect the general orientation stated in the University RTP policy.

The Asian Pacific Studies Program will evaluate faculty members with regard to the following three areas: teaching, scholarship, and service. A well-balanced portfolio in all three categories is required throughout the reappointment, tenure, and promotion process. The faculty member must demonstrate satisfactory performance in all three areas of evaluation.

Professional Plan: In the first year of employment in a tenure-track position, the probationary faculty member shall write a professional plan for teaching, scholarship and service, adhering to the Policy for Reappointment, Tenure and Promotion Procedures. This plan and any subsequent revisions are among the bases of review throughout the probationary period. The faculty member should refer to [AAPS012.001](#) for details regarding the review process.

Standards for Reappointment

For tenure-track faculty, the basic standard for reappointment is whether adequate progress is being made toward tenure. The standards for reappointment serve as basic guidelines that should lead to successful tenure and promotion in the course of six (6) years. The annual review should be considered as contributing to faculty success. While consultative and supportive, the reviews should assess strengths and weaknesses in faculty performance.

Evaluation for reappointment will be based on review of teaching, scholarship, and service. Based on the review, the tenure-track faculty member will receive one of the following recommendations: 1) strongly recommend for reappointment, 2) recommend for reappointment, 3) recommend with reservations, and 4) recommend not to reappoint.

I. Teaching Standards for Reappointment

The Asian Pacific Studies Program highly values teaching. Evidence of effectiveness in teaching should be evaluated as an indication of progress toward tenure and/or promotion. The evidence should document that reasonable progress is being made toward completing the teaching standards for tenure and promotion (see the "Standards for Tenure and/or Promotion" section). Demonstration of

satisfactory progress must be evidence-based and provide reviewers with sufficient information and discussion of progress and corrective action, if needed, to make a valid assessment.

Teaching activities that will be evaluated include:

- A statement of educational philosophy which guides the tenure-track faculty member's teaching and enhances student learning in face-to-face, online and hybrid modalities
- A self-assessment of teaching effectiveness
- Incorporation of "high impact" pedagogical techniques. Examples of such methods include 1) mentoring student research projects, 2) writing-intensive courses and 3) service-learning activities.
- Curriculum development such as creation of new courses or significant revision of existing courses including face-to-face, online and hybrid modalities
- Currency in the discipline of Asian Pacific Studies and Asian & Pacific Islander American Studies as demonstrated by class syllabi, courses that incorporate new topics and data and the use of current texts and readings
- Listing of courses taught during the review period, course syllabi, teaching materials, exams, quizzes and other assessment strategies (for example, term papers, journals, grading rubrics, etc.) and grade distributions for all courses taught
- Course syllabi that are consistent with standards established by the university (see AA 2015-03)
- Assessments of teaching through peer evaluations based on classroom visitations
- A demonstrated commitment to student advising and mentoring
- Perceived Teaching Effectiveness (PTE) numerical and narrative data. The candidate shall include all surveyed course PTEs in their portfolio for review
- Participation in on-campus, CSU system-wide or national workshops on teaching effectiveness and/or integration of new instructional methods and/or technologies

II. Scholarly and Creative Activity Standards for Reappointment

The Asian Pacific Studies Program expects candidates to publish in peer-reviewed sources and maintain currency in their research area(s) through regular participation in scholarly conferences, symposia and other creative activities. Evidence of scholarly and creative activity should be evaluated as an indication of progress toward tenure and/or promotion. The evidence should document that reasonable progress is being made toward completing the scholarly and creative activity standards for tenure and promotion (see the "Standards for Tenure and/or Promotion" section). Demonstration of satisfactory progress must be evidence-based and provide reviewers with sufficient information and discussion of progress and corrective action, if needed, to make a valid assessment.

Scholarly and creative activities shall be divided into the following three categories:

- 1) Category One: Scholarly books and monographs published by a university press or an internationally recognized academic publisher, refereed journal articles, peer-reviewed book chapters and textbooks

and edited books that involve significant scholarly contributions and that are published by a university press or an internationally recognized academic publisher. The published works shall be relevant to Asian Pacific Studies, Asian & Pacific Islander American Studies or related area studies/ethnic studies/transnational studies fields. The candidate shall provide a list of publications in a curriculum vitae and provide supporting documents. Documentation shall include a complete citation to each of the faculty member's scholarly works; evidence of blind review or editorial policy; and a copy of each scholarly work published since the faculty member's appointment. Forthcoming or in-press work cited in a faculty member's vitae shall be considered for evaluation only if appropriate evidence such as editorial documentation (confirmation letters from editors or galley proofs) is provided. Only published, accepted or in-press works will be accepted in fulfillment of the requirements for reappointment, tenure and promotion. All publications in this category shall be peer-reviewed with appropriate documentation.

2) Category Two: Edited books and textbooks that do not involve significant scholarly contributions, proposals for external research grants that are funded, book chapters and entries in encyclopedias that do not involve significant scholarly contributions, and response articles in scholarly journals. Reviewed performances, curated exhibits and films may also be included in this category. Documentation is required. For works presented in a medium other than print, the evidence shall be submitted in a form suitable for evaluation as appropriate to the discipline (e.g. audiotape, video tape, CD-ROM, etc.).

3) Category Three: Scholarly conference papers, invited guest research talks and workshops, book reviews, proposals for on-campus research grants that are funded, articles in magazines and news articles. Documentation is required.

III. Service Standards for Reappointment

Asian Pacific Studies expects candidates to be actively involved in university and community service activities. Evidence of service should be evaluated as an indication of progress toward tenure and/or promotion. The evidence should document that reasonable progress is being made toward completing the service standards for tenure and promotion (see the "Standards for Tenure and/or Promotion" section). It is expected that at least three (3) of the following forms of service should be completed annually. In addition, service at the program level is required for tenure and promotion. Demonstration of satisfactory progress must be evidence-based and provide reviewers with sufficient information and discussion of progress and corrective action, if needed, to make a valid assessment.

It is the responsibility of the faculty member to provide concrete evidence of service including documentation and discussion of significant roles, duties, accomplishments, etc. Service activities which will be evaluated include:

Program level – service on Program committees and offices including service as Program Coordinator, Program representative to the CSUDH Academic Senate, advisor to the Student Club (APIA), Academic advisor, etc.

College level – participation in college committees (standing or *ad hoc*) and search committees, other service outside of the Asian Pacific Studies Program but within the College of Arts and Humanities

University level – participation in university committees (standing or *ad hoc*) and search committees, service as a faculty mentor (e.g. Student Research Day and McNair Scholar's Program, etc.)

CSU system-wide level – Representative to CSU Academic Senate, member on committees addressing system-wide initiatives, etc.

Professional activity in the field of specialization – participation as an elected officer in professional organizations, service on committees of professional organizations, service to professional publications as a member of editorial boards or as a regular reviewer of manuscripts for academic journals and/publishers, recurrent service as a proposal reviewer, etc.

Community service – speaking engagements, offices or membership held in community organizations, volunteer work in the community related to Asian Pacific Studies, collaboration with local grassroots organizations to establish internship and service learning opportunities for students in the surrounding community.

Standards for Tenure and/or Promotion

A faculty member in the Asian Pacific Studies Program under consideration for tenure and/or promotion shall be evaluated based on teaching, scholarship, and service. Pre-tenure or probationary faculty must meet or exceed the following standards for tenure and/or promotion to Associate Professor. This review will thoroughly consider all evidence related to the faculty member's performance during his or her probationary years in the Asian Pacific Studies Program. Performance at the "unsatisfactory" level in any of the three areas does not meet requirements for tenure or promotion.

I. Teaching Standards for Tenure and/or Promotion

In addition to the activities outlined in the "Teaching Standards for Reappointment" section, evaluation of teaching by faculty in the Asian Pacific Studies Program for tenure and/or promotion will be based on the following criteria:

- Consistently positive Perceived Teaching Evaluations (PTEs) from students, normally an 80% or higher percentage in the top two categories (Strongly Agree and Agree) and positive teaching narratives and in-class observations. However, if the sample of PTEs is less than 50% in courses of fewer than 40 students, or less than 40% in courses of 41 or more students, they will be deemed less reliable and less representative.
- Consistently positive in-class observations. Normally, evaluations will occur in half of the instructor's courses (usually in two of four courses) and a minimum of one course per semester. The schedule for the observation will be agreed upon in advance by both the instructor and the evaluator.
- Evidence of consistent application of "high-impact" pedagogical methods supplemented by evidence of positive learning outcomes. Evidence of successful application of such methods include, but not limited to, 1) evidence of student research projects (for example, papers, presentations or posters); 2) examples of student writing that document impact in student critical writing; 3) documentation of participation in service-learning activities.

II. Scholarly and Creative Activity Standards for Tenure and/or Promotion

Scholarly and creative activities outlined in the "Scholarly and Creative Activity Standards for Reappointment" section are held to indicate progress toward tenure and/or promotion and are used to evaluate reasonable progress toward tenure and/or promotion to Associate Professor.

Evaluation of scholarly and creative activities by faculty in the Asian Pacific Studies Program for tenure and/or promotion will be based on the following criteria:

Publication of three or more items from category II-1 in the "Scholarly and Creative Activity Standards for Reappointment" section. A single-authored peer-reviewed scholarly book is equivalent to two items in category II-1. A single-authored peer-reviewed scholarly edited book is equivalent to one item in category II-1. If the book publication involves two or more co-authors, the faculty member's contribution to writing the book will be weighted proportionately and it is the responsibility of the faculty member to document his or her contribution in the WPAF. Co-authored articles will be weighted proportionately (for example, 50% of an item with one co-author, 33% with two co-authors, etc.).

III. Service Standards for Tenure and/or Promotion

Evaluation of service by faculty in the Asian Pacific Studies Program will be based on a consistent record of service during the period leading up to tenure from the time of employment as a tenure-track faculty member. It is expected that at least fifteen (15) service activities described in the "Service Standards for Reappointment" section should be completed during the probationary period (an average of three (3) service activities annually), with at least two of the three annual activities being performed at the program level.

Standards for Early Tenure and/or Promotion to Associate Professor

A faculty member in the Asian Pacific Studies Program may be considered for early tenure and promotion to Associate Professor after four (4) full years of teaching in the Asian Pacific Studies Program if he or she satisfies the following criteria: 1) Unusually meritorious performance in teaching and scholarship; 2) At least satisfactory performance in service.

I. Teaching Standards for Early Tenure and/or Promotion

In addition to exceeding the teaching activities applied in "Standards for Reappointment" and "Standards for Tenure and/or Promotion to Associate Professor" above, evaluation of teaching by faculty for early tenure and/or promotion will be based on the following criteria for unusually meritorious teaching in Asian Pacific Studies:

- Consistently positive Perceived Teaching Evaluations (PTEs) from students, normally 90% or higher percentage in the top two categories (Strongly Agree and Agree) and positive teaching narratives and in-class observations. However, if the sample of PTEs is less than 50% in courses with fewer than 40 students, or less than 40% in courses with 41 or more students, they will be deemed less reliable and less representative.
- Leadership in pedagogical activities at the program, university, system-wide or disciplinary levels that strengthen teaching and learning. Examples of such leadership in pedagogical activities include:
 - Participation in faculty development workshops focused on teaching
 - Engagement in teaching initiatives at the campus, system-wide, or disciplinary level
 - Development of grants to fund innovative educational initiatives

II. Scholarly and Creative Activity Standards for Early Tenure and/or Promotion

Unusually meritorious scholarly and creative activities in Asian Pacific Studies are demonstrated by the following:

Publication of four or more items from category II-1 in the "Scholarly and Creative Activity Standards for Reappointment" section, completion of three or more activities from category II-2 and two or more activities in II-3. A single-authored peer-reviewed scholarly book is equivalent to two items in category II-1. A single-authored peer-reviewed scholarly edited book is equivalent to one item in category II-1. If the book publication involves two or more co-authors, the faculty member's contribution to writing the book will be weighted proportionately and it is the responsibility of the faculty member to document his or her contribution in the WPAF. A single-authored edited book in category II-2 is counted as one item. Co-authored articles will be weighted proportionately (for example, 50% of an item with one co-author, 33% with two co-authors, etc.).

III. Service Standards for Early Tenure and/or Promotion

Unusually meritorious service by faculty in the Asian Pacific Studies Program will be based on a consistent record of service leading up to tenure from the time of his or her hire as a tenure-track faculty member. On average, five (5) or more service activities described in "Service Standards for Reappointment" above should be completed annually and service at the program and college levels is required for early tenure and/or promotion. Moreover, at least three activities should reflect a high degree of involvement and assumption of leadership roles.

Standards for Promotion to Full Professor

It is a normal expectation of faculty applying for promotion to Full Professor that they demonstrate a pattern of teaching, scholarship, and service over the course of their career that is ongoing, progressive, and likely to produce continued results. A faculty member in the Asian Pacific Studies Program under consideration for promotion to Full Professor shall be evaluated based on teaching, scholarship and service. Promotion to Full Professor must meet or exceed the standards applied for tenure and promotion to Associate Professor. This review will thoroughly consider all evidence related to the faculty member's performance during his or her entire appointment in the Asian Pacific Studies Program since tenure and promotion to Associate Professor.

I. Teaching Standards for Promotion to Full Professor

Evaluation of teaching by faculty for promotion to Full Professor will be based on evidence of consistent performance in the standards established for tenure and promotion to Associate Professor since his or her tenure and promotion to Associate Professor. See the "Teaching Standards for Tenure and/or Promotion."

II. Scholarly and Creative Activity Standards for Promotion to Full Professor

Evaluation of scholarly and creative activities by faculty for promotion to Full Professor will be based on the following criteria:

Publication of three or more items from category II-1 in the "Scholarly and Creative Activity Standards for Reappointment" section, completion of two or more activities from category II-2 and one or more

activities in II-3 since tenure and promotion to Associate Professor. A single-authored peer-reviewed scholarly book is equivalent to two items in category II-1. A single-authored peer-reviewed scholarly edited book is equivalent to one item in category II-1. If the book publication involves two or more co-authors, the faculty member's contribution to writing the book will be weighted proportionately and it is the responsibility of the faculty member to document his or her contribution in the WPAF. A single-authored edited book in category II-2 is counted as one item. Co-authored articles will be weighted proportionately (for example, 50% of an item with one co-author, 33% with two co-authors, etc.).

III. Service Standards for Promotion to Full Professor

Evaluation of service by faculty for promotion to Full Professor will be based on a consistent record of service during the period since tenure and promotion to Associate Professor. On average, three (3) or more service activities described in the "Service Standards for Reappointment" section should be completed annually and at least two of the activities should be performed at the program level.

Standards for Early Promotion to Full Professor

A faculty member in the Asian Pacific Studies Program may be considered for early promotion to Full Professor if he or she satisfies the following criteria: 1) Unusually meritorious performance in teaching and scholarship; 2) At least satisfactory performance in service.

I. Teaching Standards for Early Promotion to Full Professor

Unusually meritorious teaching in Asian Pacific Studies is demonstrated by the following criteria:

- Consistently positive Perceived Teaching Evaluations (PTEs) from students, normally 90% or higher percentage in the top two categories (Strongly Agree and Agree) and positive teaching narratives. However, if the sample of PTEs is less than 50% in courses with fewer than 40 students, or less than 40% in courses with 41 or more students, they will be deemed less reliable and less representative.

- Leadership in pedagogical activities at the program, university, system-wide or disciplinary levels that strengthen teaching and learning. Examples of such leadership in pedagogical activities include:

- Participation in faculty development workshops focused on teaching
- Engagement in teaching initiatives at the campus, system-wide, or disciplinary level
- Development of grants to fund innovative educational initiatives

II. Scholarly and Creative Activity Standards for Early Promotion to Full Professor

Unusually meritorious scholarship in Asian Pacific Studies is demonstrated by the following:

Publication of four or more items from category II-1 in the "Scholarly and Creative Activity Standards for Reappointment" section, completion of three or more activities from category II-2 and two or more activities in II-3 since tenure and promotion to Associate Professor. A single-authored peer-reviewed scholarly book is equivalent to two items in category II-1. A single-authored peer-reviewed scholarly edited book is equivalent to one item in category II-1. If the book publication involves two or more co-authors, the faculty member's contribution to writing the book will be weighted proportionately and it is the responsibility of the faculty member to document his or her contribution in the WPAF. A single-

authored edited book in category II-2 is counted as one item. Co-authored articles will be weighted proportionately (for example, 50% of an item with one co-author, 33% with two co-authors, etc.).

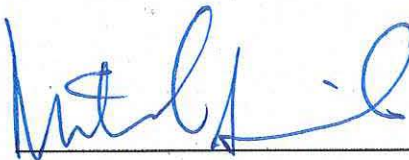
III. Service Standards for Early Promotion to Full Professor

Unusually meritorious service by faculty being considered for early promotion to Full Professor in the Asian Pacific Studies Program will be based on a consistent record of service during the period since tenure and promotion to Associate Professor. On average, five (5) or more service activities described in "Service Standards for Reappointment" above should be completed annually and service at the program and college levels is required for early promotion. Moreover, at least three activities should reflect a high degree of involvement and assumption of leadership roles.



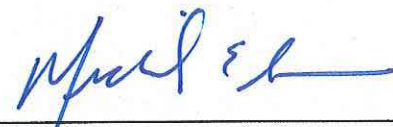
Program Coordinator

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Date



Dean

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Date



Provost and Vice President of Academic Affairs

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Date