

**Asian Pacific Studies Program**  
**Criteria for Retention, Tenure and Promotion**  
(revised on November 12, 2004)

**Tenure/Promotion**

A faculty member's tenure and/or promotion shall be evaluated based on teaching, scholarship and service. The following are the Asian Pacific Studies Program's review criteria for tenure and/or promotion. The faculty member under consideration must meet or exceed the following standards.

1. Criteria for Teaching Evaluation

Evaluation of a faculty member's teaching will be based on two or more of the following criteria:

- Consistently positive teaching evaluations from students (for example, 80% or more of positive responses on the top two categories (Strongly Agree and Agree) in most PTE questions) and positive written comments on teaching.
- Evidence of curriculum development as demonstrated by the creation of new courses and/or significant revisions of existing courses.
- Currency in the faculty member's academic discipline(s) as exemplified by the contents of course syllabi (such as the usage of current texts and readings) and the offering of courses that incorporate new topics and data.
- Demonstration of positive learning outcomes from students enrolled in the faculty member's courses.

2. Criteria for Scholarship Evaluation

Evaluation of a faculty member's scholarship will be based on two or more of the following criteria:

- Presentation of papers at professional conferences, seminars, symposia or colloquia (a minimum of three every two years).
- Publication of articles in refereed journals or peer-reviewed volumes (a minimum of two every three years).
- Publication of a book.
- Reception of extramural and on-campus competitive grants (two or more during the review period in the case of receiving only on-campus grants)

- Grant proposals (both extramural and on-campus) and reports to granting agencies and other documentation of research activities.

### 3. Criteria for Service Evaluation

Evaluation of a faculty member's service will be based on two or more of the following criteria:

- Service at the Program level as coordinator, program representative to the Academic Senate, student club advisor, membership in program RTP committee, membership in program advisory committee, etc.
- Service at the College level as a member of the College's standing committees (for example, CLA Council, CLA RTP committee, SBS 318 committee, etc.), as a member of the Division of World Cultures committees, as a member of other departments' RTP committees, and other service outside of the Asian Pacific Studies Program but within the College of Liberal Arts.
- Service at the University level as a member of standing and ad hoc committees (for example, URTP, University Curriculum Committee, Budget Advisory Committee, RSCAAP Committee, Education Policies Committee etc.) and as a faculty mentor/advisor.

### **Early Tenure/Promotion**

A faculty member may be considered for early tenure and/or promotion if he/she can demonstrate unusually meritorious performance in teaching and scholarship and/or service (a minimum of three full years of teaching at CSUDH is required for consideration of early tenure/promotion for probationary faculty members).

1. Unusually meritorious teaching in Asian Pacific Studies should satisfy one or more of the following criteria:

- Consistently positive teaching evaluations from students (for example, 85% or more of positive responses on the top two categories (Strongly Agree and Agree) in most PTE questions) and positive written comments on teaching.
- Leadership in activities that enhance teaching and learning (for example, development of unique curricula, innovative teaching strategies, design of new assessment methods, etc.).

2. Unusually meritorious scholarship in Asian Pacific Studies should satisfy two or more of the following criteria:

- Presentation of papers at professional conferences, seminars, symposia or colloquia (an average of five every two years).
- Publication of articles in refereed journals or peer-reviewed volumes (an average of one per year).
- Publication of one or more books.
- A consistent record of receiving extramural and on-campus competitive grants.
- A consistent record of writing grant proposals (both extramural and on-campus), submitting reports to granting agencies and engaging in research activities.

3. Unusually meritorious service should satisfy one or more of the following criteria:

- A record of regular and consistent service on campus.
- Participation in off-campus professional activities such as conference organization, consultation, review of articles and grant proposals, etc.
- Participation in community activities on behalf of or representing the University.
- Representation of the Asian Pacific Studies Program or the University within the CSU system (for example, CSU Academic Senate, inter-campus task forces, etc.)
- Service on M.A. and doctoral committees both on- and off-campus.

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(adopted 3/1/2004)

Faculty in the Asian Pacific Studies Program considered eligible for retention, tenure and promotion meet the following criteria:

**Criteria for Evaluation of Teaching**

- Positive classroom performance as indicated in PTE results.
- Evidence of curriculum development and/or significant revision of existing curriculum.

**Criteria for Evaluation of Scholarship**

- Research that results in significant publications including scholarly books, articles in peer-reviewed journals and edited volumes.
- Presentation of research results in professional organizations' meetings and at academic institutions.
- Research funded by extramural and on-campus grants and contracts.
- Grant proposals, reports to granting agencies and other documentation of research activities.

**Criteria for Evaluation of Service**

- Service at the program level as coordinator, program representative to Academic Senate, student club advisor, membership on program-level committees, etc.
- Service at the College level as a member of committees (for example, CAS council, CAS RTP committee, CAS curriculum committee, Center for Global Diasporas curriculum committee, etc.).
- Service at the University level as a member of committees (for example, University RTP committee, University Curriculum committee, Budget Advisory committee, Multicultural Center advisory committee, International Education advisory committee, Women's Center advisory committee, etc.).
- Service to the broader campus community (for example, organization of lecture series, film festivals and cultural events.).
- Service to the broader community to which a faculty member belongs (for example, community organizations, professional organizations, academic institutions, etc.).