PROGRAM PERSONNEL STANDARDS

APPROVAL FORM

Discipline:

BIOLOGY

RTP Committee Chair  Date

Provost  Date
BIOLOGY PROGRAM
Program Personnel Standards (PPS)

I. INTRODUCTION

The Biology Program is committed to achieving excellence in teaching, student learning, scholarship, and service. The Program encourages peer collaboration and review, faculty experimentation and assessment, and continuous evaluation of academic quality. Consistent with the mission of the University, the Program places a high value on the promotion of service learning/civic engagement, interdisciplinary, and international and multicultural perspectives. The Program values engaging students in undergraduate research, collaboration, and innovation.

This document provides guidelines for the retention, tenure and promotion process for Biology Program faculty members. Except where noted, the same standards apply to tenure and promotion to Associate Professor and promotion from Associate Professor to Professor. Faculty members should also review the current University RTP Policy and the CFA/CSU Collective Bargaining Agreement before beginning the review process. For specific requirements regarding the Professional Development Plan (PDP) and the Portfolio, please refer to the current University RTP document.

This document shall be reviewed every five years or earlier at the request of the University President or by simple majority vote of the Biology full-time tenure-track faculty. This document will go into effect when approved by the University RTP Committee and the Provost.

Program Personnel Committee (PPC):

A three member Program Personnel Committee (PPC) shall be elected by the probationary and tenured faculty unit employees of the Biology program in the first full month of the Fall semester of each year for the purpose of reviewing and
b) Other course materials including but not limited to assignments, projects, assessments, laboratory experiments and other supplementary materials as well as the candidate’s narrative on teaching.

c) Evaluations by peers and students
   
   i) Peer evaluations: A written evaluation by a tenured member of the faculty with a higher rank shall be conducted to assess instructional effectiveness, teaching methodology, course materials and classroom presentation. For tenure and promotion to associate professor, a minimum of one peer observation of classroom teaching from each probationary year is required. For promotion from associate to full, a minimum of two peer observations is required in the portfolio.

   ii) Student evaluations: Student evaluations shall be conducted each semester to demonstrate the candidate's ability to successfully organize and present course material and to engage students.

Additional element: In addition to required element #1, additional evidence to support teaching effectiveness is required.

Additional evidence may include, but not be limited to:

- Awards recognizing excellence in teaching
- Curriculum/course development including the creation of new courses and/or the significant revision of existing courses, curricula, or Programs
- Engagement of students in research projects as part of classroom activities
- Participation in teaching workshops and/or other faculty development activities
- Development or utilization of assessment tools
- Authorship of grants designed to improve teaching effectiveness
- Utilization of emerging technologies to enhance teaching effectiveness in science.
- Development of new teaching laboratory and/or field methodology
- Participation/development of interdisciplinary courses
• Student presentations of work conducted under the mentorship of the faculty in discipline-based local, statewide, national or international venues
• Peer-reviewed faculty publications with student co-authors
• Posters/presentations by faculty with student co-authors at local, regional, national, international venues.

Required Element #2: Dissemination of the candidate’s research in peer reviewed publications.

By having two articles published or accepted for publication in a reputable, discipline-based, peer-reviewed, scientific journal during the course of his or her probationary period, as well as by showing the will and effort to perform publishable research on a continuous basis, the candidate will make clear their personal commitment to scientific inquiry. For faculty who received service credit, at least one of the two articles shall be published while employed as a tenure-track faculty at CSU Channel Islands. This research may or may not be directly related to mentored projects described in required element one. Full credit shall be given to all authors of a publication. For promotion from associate to full professor, one additional publication is required in the portfolio.

Additional elements: In addition to required elements 1 and 2, additional evidence to support scholarly engagement is expected.

Additional evidence to support scholarly engagement may include, but not be limited to:

• Publication or acceptance of articles in peer-reviewed, scientific journals, in addition to Element #2.
• Awarded grants or other funding (internal or external)
• Preparing applications for grants and research fellowships
• Publications in proceedings of professional meetings, conferences, and workshops