

**PROGRAM PERSONNEL STANDARDS**

**APPROVAL FORM**

**Discipline: Sociology & Anthropology**

**Approved: Spring 2013**

**Effective: 2013-14 AY**

  
\_\_\_\_\_  
RTP Committee Chair

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Provost

  
\_\_\_\_\_  
Date

# Sociology and Anthropology Program Personnel Standards

## **Introduction**

The Sociology and Anthropology Program at CI is founded on: (1) excellence in teaching and student learning, (2) continuing research, publication and involvement in the regional, national and international community of sociologists and anthropologists, and (3) contribution to the University community in both development and governance. The Sociology and Anthropology Program encourages faculty creativity, peer collaboration within and across disciplines, and scholarship demonstrating quality and rigor. Consistent with the mission of the university, faculty in Sociology and Anthropology value inter-disciplinarity, internationalism and engagement with a diverse community demonstrated in our scholarship, teaching and service.

This document provides guidelines to probationary faculty for the retention, tenure and promotion process for Sociology and Anthropology faculty. Individual faculty members are advised to review the University Retention, Tenure and Promotion Policy document and the CFA/CSU Collective Bargaining Agreement before beginning this document.

The Sociology and Anthropology PPS shall be reviewed and, if necessary, revised every five (5) years or earlier at the request of the University President or by majority vote of the Sociology and Anthropology full-time tenure-track faculty.

The Sociology and Anthropology Program Personnel Committee shall be comprised of at least three tenured, full-time faculty in the program, who review and recommend faculty members being considered for retention, award of tenure, and/or promotion. In the absence of a minimum of three tenured faculty members, the program tenured and tenure-track faculty shall select members from related academic disciplines, in consultation with the candidate for tenure or promotion.

The Program Chair shall indicate to the program faculty and to the Vice President for Academic Affairs whether she or he wishes to evaluate the candidate separately. The Program Chair will serve with the faculty on the Program Personnel Committee, and will not provide a separate recommendation.

### **(I) Teaching**

Evaluation of Sociology and Anthropology faculty for retention, tenure and/or promotion shall be based on the following criteria: student evaluations, peer evaluations, course materials, publication about teaching practices, advising, development of new courses and course proposals. In alignment with the general personnel standards, teaching is understood as a cyclical process composed of the elements of (1) planning, creating, and implementing appropriate/effective course methods, materials and teaching practices; (2) assessment and evaluation of student learning outcomes; and (3) continual efforts to improve one's own teaching and learning, and if appropriate, to change teaching methods.

**1. Planning, creating, and implementing appropriate course methods.**

Appropriateness of instructional methods and materials is demonstrated through presentation of course materials, including but not limited to course syllabi, assignments, projects, and other supplementary materials provided by the candidate, and the candidate's narrative on teaching. Materials should demonstrate:

- a. teaching methods are appropriate to the respective course content, objectives, and level of instruction;
- b. materials are appropriate for the topic and reflect current scholarship in the field;
- c. syllabi conform to university policy and include learning outcomes, assessment and grading policies;
- d. collaboration in interdisciplinary or team-teaching practices if applicable,
- e. contributing to broader departmental goals; and
- f. other materials the candidate deems appropriate.

**2. Assessment and Evaluation of Teaching Practices and Student Learning.**

The candidate demonstrates his/her active self-evaluation of teaching practices and student learning. Peer and student evaluations must be presented and include::

- a. a minimum of one peer review per year by a tenured member of the faculty of CI assessing pedagogical effectiveness of teaching method, course materials and classroom presentation. Sociology and Anthropology evaluators shall use the form available on line at Faculty Affairs to structure comments;

- b. student evaluations. The policy of the Sociology and Anthropology Program is to administer student evaluations in all courses taught each semester. Numerical student evaluations should demonstrate the candidate's effectiveness in communicating material, organizing and structuring the course, and engaging students. Any significant deviations in any given term should be explained in the teaching narrative. The candidate should demonstrate how s/he improved and/or addressed future teaching performance in the event of a set of poor student evaluations;
- c. other materials the candidate deems appropriate to demonstrate student learning outcomes.

### **3. Efforts to improve teaching and learning.**

The candidate demonstrates responsiveness to student and peer feedback as well as personal growth in teaching over time.

- a. Exhibits may include participation in workshops designed to improve quality of teaching, publications on pedagogy, attendance at professional meetings and/or presentation of pedagogical techniques, development of new courses tied to the mission of the program or to the university itself, revision of existing courses in the curriculum;
- b. Other materials the candidate deems appropriate.

## **(II) Scholarly Activities**

Evaluation of Sociology and Anthropology faculty members for retention, tenure and promotion shall be based on the demonstration of a body of scholarship and intellectual growth that contributes to the individual, the program, the university, and the individual's

discipline. Moreover, the candidate shall demonstrate that s/he is an active member of her/his profession by disseminating research through publication, professional presentations, and/or service to the discipline in a professional capacity.

### **1. Program of Scholarship**

1. Publication. For consideration for tenure and promotion, candidates demonstrate a body of publication in refereed sources. In Sociology and Anthropology, a reasonable standard in the California State University is the publication of the equivalent of three refereed journal articles in regional, national, and/or international journals in a five year period. For tenure and promotion to Associate Professor, the candidate should submit evidence of three peer-reviewed articles in regional, national and/or international journals in his/her area of specialization; publication of a peer-reviewed book; or publication of reviewed book chapters. In the case of shared authorship, candidates should indicate what proportion of the project they supplied. At least two of the publications should have the candidate as lead author or as sole author. For promotion to Full Professor, the candidate should demonstrate a continuing program of research, including publication of a major refereed work (such as a book), or three refereed articles or book chapters in a five year period. The candidate for tenure and promotion to associate or full professor should assume that his or her publications will be evaluated as a collection, consideration of the professional reputation and editorial standards of the journals.

2. Other professional activities. In addition to scholarly publications, candidates are expected to provide additional evidence of professional activities

including presentations at regional, national or international meetings, invited publications, service on an editorial board, peer reviews, book reviews, publications in proceedings of professional meetings and conferences, awarded grants, editing a book or special issue of a journal, significant leadership in professional societies, and other service to the discipline.

3. Other materials deemed appropriate by the candidate.

### **(III) Professional, University and Community Service**

All faculty members are expected to take a continuous and active role in supporting their program, the campus, the community and the discipline through their professional expertise. The Sociology and Anthropology Program expects all its members to be collegial and to participate in the life of the university. At a minimum, the Sociology and Anthropology Program requires each candidate to participate in the following activities through the probationary period and beyond:

1. Shared governance, through serving on Senate Committees and Task Forces and/or University Committees and Task Forces;
2. Program related activities such as program-building and implementation, student advising, program assessment activities; and
3. Recruitment of new faculty and staff in our own and other disciplines.
4. Faculty are encouraged, but not required, to participate in service to the community by serving on the boards of community organizations, giving talks or presenting research, and in general, to represent Sociology and Anthropology to the community at large.

Service to the campus is proportionate to rank and time in rank; that is a tenured associate professor is expected to be more widely active than an untenured assistant professor. For guidelines on service, the candidate is referred to pages 7, 8 and 9 of the General Personnel Standards.

### **Professional Development Plan**

Each candidate for tenure and/or promotion develops a Professional Development Plan (or PDP) to guide achieving retention, tenure and promotion in a reasonable time frame. Faculty members who are untenured, and tenured faculty members who are not at the rank of professor submit their Professional Development plan to the Program Personnel Committee following the guidelines outlined here.