

4  
5  
6 **Policy for External Evaluation of Research, Scholarly, and Creative Activities**

7 (This Policy Statement supersedes 86-07)

8  
9 This revised policy was recommended by the Academic Senate on April 29, 2010  
10 and approved by the President on May 7, 2010.

11  
12  
13 In the event of a conflict between any provisions of this policy and the applicable collective bargaining agreement, the  
14 collective bargaining agreement shall govern.

15  
16  
17 1.0 GUIDING PRINCIPLES

18  
19 1.1 The University Reappointment, Tenure, and Promotion (RTP) Policy (09-10) encourages faculty members who have  
20 requested early tenure and/or early promotion to have their research, scholarly, and creative activities evaluated  
21 externally.

22  
23 1.2 According to the Collective Bargaining Agreement: the candidate for tenure and/or promotion may request an  
24 external evaluation. Additionally, under special circumstances a request for external evaluation may be initiated at  
25 any level of review by any party to the review. The request must be approved by the President with concurrence by the  
26 candidate.

27  
28 2.0 CRITERIA FOR EXTERNAL EVALUATORS

29  
30 2.1 External evaluators shall be scholars/practitioners who have recognized expertise in the candidate's area of research,  
31 scholarship, and/or creative activities.

32  
33 2.2 External evaluators should not have a close association (personal or professional) with the candidate, such as former  
34 teachers, mentors, project collaborators, dissertation advisor, or post-doctoral advisor.

35  
36 2.3 CSULB faculty members may not serve as external evaluators in this process.

37  
38 3.0 MATERIALS FOR EXTERNAL EVALUATION

39  
40 3.1 The candidate shall submit the entire research, scholarly, and/or creative work section of the RTP file to the Office of  
41 Faculty Affairs which shall forward the file to each external evaluator.

42  
43 4.0 EXTERNAL EVALUATION REPORT

44  
45 4.1 Each external evaluator shall be asked to provide a report on the quality and overall impact of the candidate's  
46 submitted materials to the discipline or profession. The external evaluator is not asked to make a recommendation on  
47 the candidate's RTP action under consideration.

48  
49 4.2 The AVP for Faculty Affairs will inform the external evaluators that their reports will be included in the candidate's RTP  
50 file and a copy provided to the candidate.

52 4.3 Reports from external evaluators shall be treated as additional evidence and considered along with all other evidence  
53 in the file by each level of review.

54  
55 5.0 EXTERNAL EVALUATION PROCESS

56  
57 5.1 Normally, the external evaluation process will be initiated by the candidate, the department RTP committee, and/or the  
58 department chair.

59  
60 5.2 Normally, the external evaluation process will be initiated in the spring semester prior to the fall semester when the  
61 RTP file is due.

62  
63 5.3 Normally, the deadline for the external evaluator to submit a report should be no later than the deadline for the  
64 candidate to submit the RTP file to the department RTP committee.

65  
66 5.4 The candidate shall nominate three (3) professionals in the field, identifying their relationship or connection if  
67 appropriate. The Department RTP Committee in consultation with the Department Chair shall also nominate three (3)  
68 professionals in the field.

69  
70 5.5 The lists of names will be provided to the AVP for Faculty Affairs who will contact potential external evaluators, making  
71 a reasonable effort to secure one or more external evaluators from each list. If necessary, the AVP will ask for  
72 additional names.

73  
74 5.6 There should be a minimum of two (2) and a maximum of four (4) external evaluators per candidate review.

75  
76 5.7 The AVP for Faculty Affairs will be the primary contact with external evaluators, including forwarding the candidate  
77 materials for evaluation and setting the timeline for completion of the report.

78  
79  
80

---

81 EFFECTIVE: Fall 2010