Reappointment, Tenure, and Promotion Policy
Department of Religious Studies
College of Liberal Arts
Adopted 4/13/2011

PREAMBLE

Mission and Goals. The Department of Religious Studies engages in the academic, critical study of religion. It communicates the results of its humanistic and social-scientific scholarship to the University, to the larger national and international discipline of which it is a part, and to the community beyond academe.

Contextualizing Evaluation. This policy determines and articulates the criteria and standards the Department wishes to apply *in addition to* the University and College of Liberal Arts policies for the reappointment, tenure, and promotion of candidates. The Department intends this policy to advise and support candidates in their efforts to develop as teachers, scholars, and members of the University and professional academic communities.

Religion is a deep human phenomenon in the context of which our species evolved culturally and biologically. To compass religion, the discipline of Religious Studies must use a considerable range of methodological perspectives – Religious Studies is necessarily multi-methodological. Our Department of Religious Studies is the place at CSULB where, in the scholarly conversations among colleagues who have different but complementary perspectives on religion, inquiry into religion is most fully pursued.

Thus, evaluators should use the following when contextualizing scholar/teachers in religious studies:

1. The set of methodologies taken up in scholarly work: e.g., phenomenological, literary critical, text critical, feminist/queer, ethnographic, linguistic, comparative, and that of *Religionsgeschichte* (the history of religions);
2. The set of theories that inform the methodologies chosen;
3. The comparison sets of data: diachronic, synchronic, topical, literary, mythographic, geographic;
4. The aspects of religion chosen for analysis: experiential, mythic, textual and ideational, ethical, ritual and performative, or social;
5. The intersections of the discipline of religious studies with such disciplines as sociology, psychology, history, anthropology, philosophy women's and gender studies, area studies, Near Eastern studies, classics, comparative literature, and political science.

Coordination with College and University Policies. The enumeration and titling of paragraphs below intends to reflect the enumeration and titling of the College of Liberal Arts policy at its effective date of Fall 2010. Language drawn directly from the College policy is indicated by italics.

1.0.GUIDING PRINCIPLES

    1.1.Guiding Principles of Reappointment, Tenure, and Promotion (RTP)

        1.1.7.*"Candidates' narratives shall clearly contextualize work accomplished as detailed on the Professional Data Sheet* [PDS]*."* It is the candidate's responsibility to make the PDS as complete as possible. The context of a professional career, the publications of a scholar, progress as a teacher, and the development of professional and University networks through service involve a host of small steps. For example, this may include activities for which one does not receive reappointment, tenure, or promotion credit (e.g., teacher formation workshops attended, book reviews, encyclopedia articles, or non-peer-reviewed articles or book chapters), but are necessary for gaining experience, networking, and advancing the reputation of the candidate—all steps that could lead to the advancement of the career and future invitations to publish.

        1.1.12.*"Faculty engage in multi-faceted activities that encompass one or more areas of evaluation. Multi-faceted activities may be broken into components and discussed where appropriate."* When a component of an activity may be discussed under two or three sections of the PDS and Professional Narrative, candidates should consult with the department chair about its best strategic placement.

    1.2.File Requirements

        1.2.1.*"All candidates shall provide the following in RTP files"* with the following Departmental specifications:

            a.*"Professional Data Sheet labeled according to university requirements:"*

                2*."Research, Scholarly, and Creative Activities (RSCA):*

                    i*."For all RSCA that does not appear under Works in Progress, candidate must:*

                        (d)*."Briefly annotate each peer-reviewed publication listed with the following:*

                            (ii). *"Rationale for publication venue choice"* which may include emails or any other documentation of correspondence with journal editors.

                    ii. The candidate may include RSCA on the PDS that is not peer-reviewed to show the context of the development of their publication record. See secs. 2.2.1.2 and 2.2.1.3 for the college policy.

                e*."All peer-reviewed publications for the period of review, including (for each):*

                    1.*"Proof of peer-review for peer-reviewed publications;"*

                      i. Book chapters are a key publication element in the field of Religious Studies. Indicia of peer-review may include (1) a letter or email from the academic editors, or (2) reviewers' or academic editors' comments.

                      ii. As peer-review documentation may involve correspondence, the candidate is encouraged to request documentation at the

time of publication acceptance, or well before the due date for the RTP file.

iii. Internet publications. The candidate should provide information about the editorial board, peer-review policy, and other indicia of the quality of internet journals and publications.

2.0.RTP AREAS OF EVALUATION

2.1.Instruction and Instructionally-Related Activities

2.1.2.Narrative of Instructional Philosophy and Practice

"…This narrative, as further evidenced by submitted materials, shall address the following:" The candidate should note that there is a 3,000 word limit to the entire narrative (covering all three areas—instruction, RSCA, and service).

2.1.3.Instruction and Instructionally-Related Materials

2.1.3.1.Syllabi

Syllabi will follow current University syllabus policy.

2.1.4.Peer Observation of Instruction

Classroom visits may be initiated by the Department or candidate. Upon the written recommendation of the candidate's RTP committee, the committee will designate a member or members to visit the candidate's classes. The candidate will receive at least five day's notice of a classroom visit. The candidate will also receive a copy of the written report of the visit. The candidate may request classroom visitation from the chair or mentor as part of her or his teacher formation process, independent of any recommendation by the Department's RTP committee.

2.1.7.Evaluation of Student Response to Instruction

2.1.7.2.Course Evaluation Summaries

"Course evaluation summaries that are consistent with department and college means provide one measure of effective instruction…." For reappointment, tenure, and promotion, the Department expects that candidates' evaluation questions score consistently at a mean of 4.0 or higher, and that the standard deviation remain consistently below 1.0.

2.2.Research, Scholarly, and Creative Activities (RSCA)

2.2.1.RSCA File

2.2.1.1.Required Materials

b. *"… RSCA claimed in prior actions cannot be included …. [C]andidates have the option to include accepted, in press, or forthcoming RSCA. … [I]f they deem it beneficial for future actions, they may withhold such."* Candidates are urged to discuss this strategizing with their chair or mentor.

"Published peer-reviewed research includes but is not limited to: books, articles, films, and other media." In the field of Religious Studies the book chapter is a significant publication that indicates one's growing acceptance and authority in the field.

3. Promotion to associate professor and tenure normally require a minimum of three peer-reviewed works, or two peer reviewed works, if one such is a book. Promotion to full Professor must exceed the requirements for promotion to associate professor and tenure (i.e., four peer-reviewed works, or two peer-reviewed works and a book, or two peer-reviewed books all of which are new to the promotion review cycle as per the CLA policy 2.2.1.1.).

e*."Proof of peer review…."* The CLA policy defines peer review at sec. 2.2.3.1. Proof of peer review is defined in the CLA policy at sec. 2.2.6.1. Peer review of book chapters may be evidenced by, but not limited to *"letters from editors or readers in which the editorial policy is stated."* Note the discussion in this policy at 1.2.1 above.

2.3. Service

The Department defers to the University and CLA Policies.

3.0. RESPONSIBILITIES IN THE RTP PROCESS

3.1. Candidate

"…[C]andidates are charged with seeking guidance from the department chair or designated mentor regarding the RTP process and procedure." Mentoring is a mutual process that involves the good-faith efforts of both parties. The CLA recognizes the Department chair or a "mutually-agreed-upon tenured designee" as potential mentors (sec. 3.5).

3.4. Department RTP Committee

3.4.1. and 3.4.3. The Department RTP committee shall consist of three tenured full-time Departmental members of higher rank than the candidate.

3.5. Mentoring

"The College of Liberal Arts recognizes the importance of mentoring in the success of RTP candidates and requires candidates to participate in ongoing mentoring activities … Candidates are charged with seeking guidance from the department chair or designated mentor." Both mentor and candidate have responsibilities in the mentoring process.

4.0. TIMELINES FOR THE RTP PROCESS

The Department defers to the University and CLA policies.

5.0. APPOINTMENT AND PROMOTIONAL LEVEL CRITERIA

The Department defers to the University and CLA policies.

6.0.STEPS IN THE RTP PROCESS

      The Department defers to the University and CLA policies.

7.0.ADDITIONAL PROCESSES

      The Department defers to the University and CLA policies.

8.0.CHANGES AND AMENDMENTS TO THE RTP POLICY

      Proposed amendments to the Department RTP Policy may be made by motion at a Departmental faculty meeting where the item has been placed five working days in advance on a meeting agenda. Changes recommended by a meeting of the Department faculty, signified by a motion passed by a majority in a regularly scheduled faculty meeting where a quorum is present, will then be submitted to the entire tenured and probationary faculty of the Department for approval by a majority vote through secret ballot. To be implemented, the amendment must also have the approval of the College Faculty Council, the Dean, and the Provost.