

DEPARTMENT OF ANTHROPOLOGY

GUIDELINES FOR THE EVALUATION OF PROBATIONARY AND TENURE TRACK FACULTY FAM 651.536

I. OVERVIEW

The purpose of these departmental guidelines is to guide faculty in meeting and exceeding university expectations by clarifying their meaning in the specific disciplinary and departmental context of Anthropology at CSUSB.

II. GUIDELINES

A. Teaching

The Department of Anthropology follows the criteria for performance review of teaching set forth in the University document (“Procedures and Criteria ...”). As with the University, the Department will not recommend anyone for promotion or tenure who does not at least “meet expectations” in the area of teaching.

To be deemed as “above expectations” in terms of teaching, the faculty member must not only meet the criteria set out in the University document but also i) require substantive written work in upper-division and/or graduate courses except in cases where the faculty member can demonstrate that other forms of student evaluation are more appropriate for a particular course; ii) routinely earn higher SOTE scores than the means for the College of Social and Behavioral Sciences for similar types of courses (e.g. labs, large lectures) at the appropriate class levels.

B. Research, Scholarly or Creative Contributions

The Department of Anthropology expects faculty to develop and maintain a continuing program of research and scholarship that demonstrates intellectual and professional growth and recognition in the broader anthropological community appropriate to their area of anthropological specialization.

In preparing the Faculty Activities Report a faculty member in Anthropology is encouraged to situate her or his research within the discipline in terms of peer review, juried, refereed processes, publication venues, funding (as applicable), importance of her or his work to the field, and levels of productivity relative to expectations within her or his area of specialization. The faculty member is encouraged to contextualize his or

her role in the research in terms of how it is situated within the discipline's frameworks, methods, and publication practices in terms of expectations of numbers of peer-reviewed products, authorship, publication venue and other relevant factors.

The Department of Anthropology recognizes that the diversity of research, scholarly, and creative activities produced by anthropologists varies depending on many factors, including the faculty member's area of expertise, disciplinary and sub-disciplinary frameworks, methods, and publication practices. Given this diversity, the Department also does not quantify expectations for "meeting" and "exceeding expectations". However, unless the faculty member convincingly situates his or her research (see previous paragraph) outside widely if tacitly accepted disciplinary norms, the department loosely ranks common scholarly activities as follows in evaluating a faculty member for tenure and promotion:

1. Peer-reviewed academic publications: In all cases faculty members should provide proof of the peer-reviewing, e.g. in the form of copies of referees reports or information from a journal's website about its reviewing process. The best peer-reviewed products are papers in professionally recognized peer-reviewed journals and books published by recognized academic presses. Peer-reviewed chapters in edited books published by academic presses are also highly regarded by the Department, as is the editing of such books provided the faculty member also has a substantive contribution to the volume.
2. A successful externally funded peer-reviewed fiscal award in support of research and scholarship for which the faculty member is the PI or co-PI.
3. A college-level textbook whose content has been peer-reviewed prior to publication.
4. A successfully juried multimedia or film product equivalent to a publication in which the faculty member took a leading role. (This does NOT mean conference presentations.)
5. Non-peer reviewed chapters and articles in edited volumes and academic journals, as well as invited contributions to academic encyclopedias and similar publications. These will be evaluated based on the prestige of the publication as evident from such factors as the publication venue, and the status and reputations of other contributors to the same works.
6. Substantive professional involvement in activities such as refereeing scholarly proposals for external funding agencies at the request of such agencies, refereeing manuscript submissions to peer-review journals and academic publishers, and (co-)editing peer-review journals.
7. Scholarly presentations at conferences, workshops, and symposia. Such presentations will be evaluated on several criteria, such as whether a written paper or well-prepared PowerPoint presentation is included in the FAR, and the importance and prestige of the venue.
8. Book reviews in academic journals.

In all cases evaluators will attempt to evaluate the quality, as well as the quantity, of publications and activities. To assist with this, faculty are strongly encouraged to

include in their FAR such things as published reviews of their books, and evidence that their work has been cited and discussed and has therefore made an impact upon the discipline.

The Department recognizes that a productive and well-rounded scholar within our discipline will engage in many of the activities listed above. Thus, the Department's ranking of the activities of a scholar in anthropology is an attempt to ensure that a faculty member does not concentrate too much effort in activities such as conference presentations, which on their own will not normally lead to tenure or promotion. Moreover, for tenure and promotion evidence of peer-reviewed publications is essential.

Given the varied natures of the sub-disciplines of anthropology and the products of scholarship, the Department does not quantify the number of peer-reviewed publications required for promotion and tenure. However, the Department recognizes that this lack of quantified expectations may be a source of concern to a probationary faculty member. Therefore, probationary faculty are strongly encouraged to create a written Professional Development Plan at the beginning of each academic year and discuss it with a tenured mentor in the Department and the Department Chair. This will help the Department to guide the probationary faculty member towards tenure.

According to the University criteria, a faculty member to be considered as having achieved "above expectations" in the area of research and scholarship must "have attained recognition beyond the University in research, scholarly activity and/or creative activity." A faculty member who believes that her or his professional activities are "above expectations" is encouraged to request an external review of professional activities materials, as explained in the "Procedures and Criteria...".

C. University and/or Community Service

The Department of Anthropology follows the criteria for performance review of Service set forth in the University document ("Procedures and Criteria ...") both in terms of what is deemed as "meeting expectations" and "above expectations". However, with reference to service activities in the community outside the University, the Department expects that such service should clearly draw upon the faculty member's professional expertise.