

DEPARTMENT OF ACCOUNTING AND FINANCE TENURE-TRACK FACULTY RPT EVALUATION GUIDELINES FAM 651.533

Preamble

In order to achieve greater clarity and consistency in the expectations for tenure-track faculty to go through the retention, promotion, and tenure process, the Department of Accounting and Finance, of the College of Business and Public Administration, agrees on the following guidelines. These guidelines are set forth in accordance with the relevant CSUSB Faculty Administrative Manual (FAM) sections and clauses and specify the kinds of expectations that the department faculty deems most appropriate for the disciplines of accounting and finance.

Expectations in the area of teaching

The Department of Accounting and Finance recognizes that teaching is the key mission in CSUSB. The department encourages its faculty to explore the effectiveness of various teaching modes and methods and adopt those that best suit the courses they teach.

1. 1. Expectations for tenure and promotion to associate professor

The faculty member being evaluated for tenure and promotion to associate professor will be evaluated in the following areas.

- a. *Course design*: Course objectives are set up in accordance with the requirement of the relevant academic program and, if applicable, department course guidelines; the mode and method of instruction are appropriate to the course being taught; different aspects of the course are coherently organized and different parts of the course content are logically sequenced.

- b. *Content delivery*: Information is conveyed to students clearly; teaching methods

and classroom activities are suited to course objectives and student population; assignments and assessment instruments reflect course content and are appropriate in terms of level of difficulty.

- c. *Academic standards*: Appropriate level of rigor is maintained in all aspects of the course, but particularly in course content and assessment.
- d. *Instructional Effectiveness*: Effectiveness in helping students learn is evidenced by SOTEs, visitation reports, and other information in the file. If applicable, concerns raised by students in SOTEs and/or colleagues in visitation reports are addressed and the issues of concern are resolved or improved upon over time.

1.2. Expectations for promotion to full professor

The faculty member being evaluated for promotion to professor should demonstrate sustained performance in all four areas of teaching as seen in 1.1.a-d, above.

II. Expectations in the area of research, scholarly, and creative contributions

The Accounting and Finance Department also recognizes that its faculty is entrusted with the mission to contribute to knowledge making. In accordance with the FAM, which encourages both “qualitative and quantitative standards” to be used for the assessment of faculty members’ contributions, the department agrees to the following expectations for its faculty.

2.1. Expectations for tenure and promotion to associate professor

According to FAM 300, faculty members at the rank of associate professor must demonstrate successful accomplishment in research. For faculty members in Accounting and Finance who are being reviewed for tenure and promotion to associate professor, successful accomplishment in research may be demonstrated by meeting the expectations set forth below.

- a. Typically, two to four (2-4) publications in blind peer reviewed, Cabell-listed academic/professional journals evaluated according to the following criteria:

- 1) *Quality*: The quality of a publication may be evidenced by the journal's circulation, acceptance rate, or its ranking by recognized agencies; the citation frequency, reviews of, or comments on the publication, or any other pertinent information such as its use or citation in the public arena.
- 2) *Significance*: Defined as the contribution to knowledge, significance is assessed through, for example, the originality of the topic of the publication, the soundness and innovation of its methodology, and the validity and significance of its findings.
- 3) *Authorship*: The department encourages joint research and recognizes that joint-authorship is common in the disciplines it houses. However, it also recognizes that a single-authorship may indicate a greater amount of contribution by the author to the publication than a joint-authorship. Hence extra weight may be given to a single-authored publication.

For disciplines whose journals are not normally listed in Cabell's and/or are not usually double blind peer reviewed but in which journal publication is the usual outlet of scholarship, a publication in such journals may be assessed on the same criteria herein stipulated.

- b. Evidence of any of the following, though not required, may also demonstrate the significance of the contributions the faculty member has made to advancing the knowledge in his or her disciplines.
 - 1) Keynote speeches at conferences.
 - 2) Invited talks at different venues such as universities, businesses, or a public event related to the faculty member's profession/discipline.
 - 3) Conference presentations.
 - 4) Appearances in public media about a topic in the faculty member's profession/discipline.
 - 5) Editing of monographs and publication of textbooks.
 - 6) Receipt of grants, contract, award, prize, or other indication of professional growth.
 - 7) Leadership and/or service in recognized professional societies.
 - 8) Service on editorial boards of journals.

- 9) Any other pertinent contributions to knowledge making.

2. 2. Expectations for promotion to full professor

FAM 300 calls for both accomplishment and recognition of faculty members at the rank of full professor. The faculty member applying for promotion to full professor is expected to accomplish the following since the last promotion.

- a. Typically, two to four [2-4] publications in blind peer reviewed, Cabell-listed academic/professional journals evaluated according to the following criteria:
- 1) *Quality*: The quality of a publication may be evidenced by the journal's circulation, acceptance rate, or its ranking by recognized agencies; the citation frequency, reviews of, or comments on the publication, or any other pertinent information such as its use or citation in the public arena. The quality of these publications is expected to be higher than the quality of those for the purpose of tenure and promotion to associate professor as seen in 2.1.a.1.
 - 2) *Significance*: Defined as the contribution to knowledge, significance is assessed through, for example, the originality of the topic of the publication, the soundness and innovation of its methodology, and the validity and significance of its findings. The publications for promotion to full professor are expected to be more significant to knowledge making in the faculty member's discipline or profession than those for the purpose of tenure and promotion to associate professor as seen in 2.1.a.2.
 - 3) *Authorship*: The department encourages joint research and recognizes that joint-authorship is common in the disciplines it houses. However, it also recognizes that a single-authorship may indicate a greater amount of contribution by the author to the publication than a joint-authorship. Hence extra weight may be given to a single-authored publication.

For disciplines whose journals are not normally listed in Cabell's and/or are not usually double blind peer reviewed but in which journal publication is the usual outlet of scholarship, a publication in such journals may be assessed on the same

criteria herein stipulated.

- b. Evidence of any of the following, though not required, may also demonstrate the significance of the contributions the faculty member has made to advancing the knowledge in his or her disciplines.
 - 1) Keynote speeches at conferences.
 - 2) Invited talks at different venues such as universities, businesses, or a public event related to the faculty member's profession/discipline.
 - 3) Conference presentations.
 - 4) Appearances in public media about a topic in the faculty member's profession/discipline.
 - 5) Editing of monographs and publication of textbooks.
 - 6) Receipt of grants, contract, award, prize, or other indication of professional growth.
 - 7) Leadership and/or service in recognized professional societies.
 - 8) Service on editorial boards of journals.
 - 9) Any other pertinent contributions to knowledge making.

III. Expectations in the area of service

Service is broadly defined as service in university governance, student advising, and community and professional service. Underlying all these broad areas is the notion of citizenship: The expectation that the faculty member is an effective contributor in the various areas of service and a collegial professional in the day-to-day functioning of the department and the university.

3.1. Expectations for tenure and promotion to associate professor

A faculty member reviewed for tenure and promotion to associate professor will be evaluated in light of the following expectations.

- a. *University governance:* Actively participation in and notable contributions to university governance at the department and college level. Some participation at the university level.

- b. *Student advising*: The faculty member has supported student learning through advising and other services.
- c. *Community and professional service*: Some participation in service activities in the community and/or in the faculty member's profession.

3.2. Expectations for promotion to full professor

A faculty member reviewed for promotion to full professor is evaluated in light of the following.

- a. *University governance*: Significant contributions to and a leadership role in university governance at the department and college level. Active participation at the university level.
- b. *Student advising*: Continued support for student learning through advising and other services.
- c. *Community and professional service*: Notable contributions to the community or to his or her profession.

Implementation

The department chair will make sure that this document is

- a. Provided to the newly hired tenure-track faculty member and to the department evaluation committee.
- b. Distributed to the College of Business and Public Administration and its evaluation committee and relevant units in the university.

Together with the department evaluation committee, the department chair will implement these guidelines by applying the standards and expectations in the RPT process. The chair and the department evaluation committee are encouraged to make explicit

reference to the expectations in this document to achieve clarity and consistency both longitudinally (in the evaluation of a faculty member over time) and latitudinally (in the evaluations of different faculty members in the same cycle).