**Tenure/Promotion Policy**

**Criminal Justice Studies**

**Revised and Adopted 11/28/07**

Approved by the Provost January 2009

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**Documentation:** The candidate should prepare a complete and accurate CV, a narrative account of activities, and submit supplementary information including publications and course materials for the use of the committee each probationary year and when seeking tenure, and promotion to associate or full professor. The Program will maintain examples of this and related work.

**Professional Education:** Criminal Justice Studies is a multidisciplinary field of study focusing on the connections between law, crime and justice. A Ph.D. in an appropriate discipline or field that addresses these connections is necessary for tenure and/or promotion in Criminal Justice Studies.

**General Criteria:** The university and program criteria for tenure and/or promotion are (a) teaching effectiveness, (b) professional achievement and growth and (c) contributions to campus and community. Candidates must be evaluated on all criteria. To merit tenure and/or promotion a candidate must be highly effective in all three criteria, or exceptional in either teaching performance or professional achievement and growth with a highly effective rating in the other category.

**Teaching Effectiveness Criteria:** The primary mission of San Francisco State University is teaching and Criminal Justice Studies takes teaching effectiveness seriously. To be considered for tenure and/or promotion, the candidate must achieve a level of performance of “exceptional” or “highly effective.” The standards for judging teaching are:

1. **Course materials.** Syllabi, examinations, learning objectives, reading lists, bibliographies, guidebooks, film lists are among the materials used by the RTP committee as evidence of course and class organization, the level at which the course is taught, and the expectation of student learning.

2. **Student evaluations.** Probationary faculty and those seeking promotion should submit evaluation questionnaires to students in all classes taught each semester with the exception of CJ 680 Field Course in Criminal Justice. The RTP committee regards these surveys as essential to the performance review because they provide a large representative sample of student response to the candidate’s teaching. Scores of below 1.5 on the critical questions of the survey instrument suggest “exceptional” teaching. Scores between 1.5 and 2.0 suggest “effective” teaching. Scores of 2.0 or higher suggest a need for improvement. The size and nature of the class may be considered for comparative purposes. CJS wide mean scores may also be considered for comparative purposes.

3. **Signed, Written comments by Students.** Letters and notes from students are reviewed and considered, but because they usually represent a small sample and are solicited they are not regarded as highly as classroom surveys.

4. **Peer Class Visitations.** Class visitations by fellow faculty members are vital for assessing the level of the instructor’s presentation and expectations. Probationary faculty seeking tenure and/or promotion must have peer visitation each semester after their first semester of teaching in the Program. One of these visits per semester must be from the Chair/Director or a member of RTP.
Other visitors may be assigned upon the agreement of the candidate and the Chair/Director. One visitation per semester is required while two is desired.

(5) Advising and Office Hours. The candidate must engage actively in advising and maintain regularly scheduled office hours.

(6) Additional Activities. Among those to be considered during the evaluation process include new course development, program assessment, substantial course revision/innovation, curriculum development, advising the criminal justice student association and active engagement with students in their research and career development, including their participation in field experiences.

A rating of “highly effective” is achieved when candidates demonstrate the appropriate scores in student evaluations as specified in (2) above and substantial teaching qualities in the remaining categories above. A rating of “exceptional” is achieved when candidates demonstrate the appropriate scores in student evaluations as specified in (2) above and outstanding teaching qualities in the remaining categories above. Consistency and/or improvement in scores and quality of teaching are important benchmarks of candidates seeking tenure and/or promotion to associate professor, and promotion to full professor. The final determination of teaching performance will be based on the RTP committee evaluation of the above factors.

Professional Achievement and Growth: Candidates for tenure and/or promotion are expected to publish actively on issues of crime, law and justice, and related topics. The normal expectation for establishing a highly effective rating in professional development for purposes of tenure and/or promotion to Associate Professor is one of the two following:

- Three to four peer-reviewed journal articles focusing on issues of crime, law and justice, and/or related topics in major interdisciplinary and/or disciplinary journals.
- One published scholarly book focusing on issues of crime, law and justice, and/or related topics in a major press.

Exceptional performance in professional development is established based on the quality and recognition of publications, greater quantity of scholarly productivity, or some combination of quality and quantity beyond the significance level.

Because there are a number of other outlets for demonstrating highly effective or exceptional professional achievement, the RTP committee will take into account other contributions that may substitute partially for the publications identified above in order for a candidate to achieve high effectiveness or to enhance a candidate’s rating for professional achievement to exceptional. These include:

- A textbook published by a major press.
- Book chapters in edited academic volumes.
- Published conference papers.
- Book reviews in major peer-reviewed journals.
- Development of a documentary, exhibit or other major creative endeavor in the Arts.
- Invited Conference papers delivered at major national or international conferences.
- Grants and leaves secured through competitions at SFSU and/or underwritten by governmental agencies, foundations, and/or other universities.
- Major publications by governmental agencies, research centers, NGOs, national magazines, foundations, or non-peer reviewed journals.
Collaborative research and publications are becoming a norm in criminal justice studies. Faculty members are encouraged to collaborate and develop peer research networks. Co-authored work is welcomed and will be weighted by the RTP Committee based on the documentation provided by the candidate.

Candidates seeking promotion to full professor are expected to publish one scholarly book in a major press since achieving the designation of associate professor or four additional peer-reviewed articles in major academic journals, or an appropriate combination of the two to achieve a rating of highly effective. While substitutions as noted above will be considered, the expectations are more restricted to the primary criteria of scholarly books and refereed journal articles for promotion to full professor. The distinction between highly effective and exceptional ratings hinges on the quality and recognition of the publications.

The final determination of professional achievement will be based on the RTP committee evaluation of the above factors.

**Contributions to Campus and Community**: Contributions in this area are broadly defined as service to university life at a program/department, college and university level, and service to professional and civic communities at the city, state, national, and/or international levels.

_Campus Service_: The RTP committee expects that all probationary faculty will do service to the program/department. Candidates for tenure and/or promotion to associate professor should also have experience on college level committees and candidates for Professor should have, in addition, served on university-wide committees, the Academic Senate, and/or university-wide special groups. Evidence of these contributions should be provided by the candidate relying, wherever possible, on third parties. The “highly effective” rating will be assigned when the candidate demonstrates active participation in campus service at the appropriate levels. The “exceptional” rating will be assigned when the candidate demonstrates and documents outstanding contributions in campus service at the appropriate levels.

_Community Service_: The RTP committee expects emphasis to be placed on those activities which directly use the academic expertise of the candidate. A rating of “highly effective” or “exceptional” will be given in accordance with the importance of community activities, their relevance to the field of criminal justice studies, and to the responsibility and time consumed in such activities. Candidates for tenure and/or promotion to associate professor should be active participants in work of importance and relevance. Candidates for full professor should demonstrate leadership in work of importance and relevance. Candidates are required to document their involvement in community service and address community service in their narratives. Relevant activities include:

- Professional services and consultations rendered to community organizations, advocacy organizations, NGOs, and public or private sector agencies.
- Membership on boards of relevant organizations and/or agencies.
- Contributions to the media, including newspapers, radio and TV.
- Workshops and talks geared toward community groups or educational institutions.
- Committee participation and holding offices in professional societies.
- Serving on editorial boards of academic presses and/or journals
- Refereeing manuscripts for professional journals or presses.
• Reviewing grant proposals and serving on grant review panels.
• Reviewing conference papers and panel proposals.

The final determination of contributions to campus and community will be based on the RTP committee evaluation of the above factors.