

CRITERIA FOR RETENTION, TENURE AND PROMOTION IN THE DEPARTMENT OF JEWISH STUDIES

Approved by Provost February 2009

- I. **Documentation.** Untenured faculty will prepare a curriculum vitae and submit supplementary information (publications, external reviews of work, course materials, etc.) for the use of the RTP committee each probationary year, and such material will also be assembled by Associate Professors the year they are being considered for promotion to the rank of Professor. The RTP committee and Department Chair will be available to provide examples of materials and assistance as needed.

- II. **Teaching Effectiveness**
 - A. A critical part of the mission of San Francisco State University is teaching, and the Department of Jewish Studies takes that very seriously. To be considered for tenure or promotion, regardless of qualifications in other categories, candidates must meet the standard of excellence in teaching that is normally expected of faculty and which is required by the University. The criteria for evaluation of teaching are:
 1. Range and breadth of courses. Faculty in the Department of Jewish Studies are expected to teach a variety of courses, from the introductory course in Jewish Studies to upper-division courses in the instructor's area or areas of specialization.
 2. Course materials. Syllabi, bibliographies, reading lists, class projects and assignments, and examinations are 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.
 3. Peer class visitations. "Peer" shall mean any tenure-track or tenured member of the teaching faculty at San Francisco State University. Class visitations by fellow faculty members are vital for assessing the level of the professor's presentation and expectations. These visitations serve as a check on student evaluations, which can be affected by class demands and grades. The Department Chair shall be responsible for notifying all faculty who are subject to personnel actions that they need to ask at least one colleague to observe at least one class session each academic year. Faculty are encouraged to obtain such peer evaluations from a variety of peer colleagues. The faculty member being observed shall be responsible for inviting the observer, scheduling and preparing for the visit. Following the observation, the observer will, if possible, meet with the faculty member about the strengths of the class session and any concerns s/he may have had about it. The observer will then write a letter summarizing the observation. The faculty member who has

been observed will have all normal rights of rebuttal should that be appropriate.

4. Student evaluations. Probationary and tenured faculty are required to submit evaluation questionnaires to the students in two courses each semester. The RTP committee regards these surveys as important because they provide a large representative sample of student reactions. Scores of below 1.5 on the critical questions of the survey instrument suggest excellence in teaching, although such factors as course level, class size, and how often the faculty member has taught the course should be taken into account. Consistently high scores, especially mean scores above 2.0, suggest a need for consultation with the faculty member.
 5. Signed written comments from students are taken seriously.
 6. Advising. Whether officially designated “advisor” or not, all faculty must be effective in advising and willing to confer with students.
- B. Although student evaluation scores are suggestive of the quality of a faculty member’s teaching, the final determination of teaching effectiveness will be based on the RTP committee’s evaluation of all of the above factors.

III. Professional Achievement and Growth

- A. The Department of Jewish Studies expects that candidates for tenure or promotion will be productive scholars who have strong records in the area of Professional Achievement and Growth.
- B. The usual evidence of Professional Achievement and Growth in the Department of Jewish Studies will be:
 1. Books
 2. Articles in refereed journals
 3. Other articles (such as those included in anthologies, book chapters, articles for popular audiences derived from one’s specialization)
 4. Edited and/or translated works
 5. Unpublished manuscripts that have been reviewed and commented on by appropriate objective experts
 6. Oral and written presentations of research to professional meetings and audiences and to the general public
 7. Book reviews
 8. Recognition of professional achievement in other forms, including (but not limited to) honors, appointments, and grants.

- C. The Department of Jewish Studies will not set a numerical quota of publications and presentations necessary for tenure or promotion. As a general guide, the RTP committee would expect a candidate for tenure or promotion to have published or have had accepted for publication a major manuscript or several shorter works representing significant research and analysis, and to have made several presentations on scholarly topics to professional and/or general audiences. Candidates for tenure and promotion to the rank of Associate Professor are expected to have begun to distinguish themselves professionally and to demonstrate the potential to have a discernible impact on their scholarly fields. Candidates for promotion to the rank of Professor are expected to remain active in their fields and to have produced work that evinces greater professional expertise and sophistication.

IV. Contributions to Campus and Community

A. Campus Service

1. Candidates for tenure and promotion to Associate Professor should have made significant contributions on Department of Jewish Studies committees and, as appropriate, in curriculum development in the Department.
2. Candidates for promotion to Professor should have made some significant contributions at the College and/or Campus and/or System as well as at the Department level.
3. Candidates will be credited for contributions to interdisciplinary programs, General Education, and the like.

B. Community Service

1. Jewish Studies faculty might apply their professional expertise in the community at large by giving lectures to the general public or community organizations, supplying background information on topical news to the media, responding to requests from the general public and/or corporations for translations and information, contributing expertise to schools and university-schools partnerships, and numerous other community-based endeavors.
2. It is likely that some opportunities for Jewish Studies faculty to apply their scholarly expertise will take place in the form of contributions to professional organizations or in other academic contexts, such as evaluation of manuscripts, book proposals, or articles. This might also entail chairing or commenting at

sessions of professional organizations, helping with local arrangements for professional meetings, and serving on professional committees or as elected officials in professional societies.

(Note: There might be some crossover between these activities and those reflecting Professional Achievement and Growth, if these activities rely on the research and scholarly expertise of the faculty member.)

V. **Review of Tenured Faculty**

The evaluation of tenured faculty will be conducted once every five years, as stipulated in the Collective Bargaining Agreement and University policy. All tenured faculty will be reviewed on Teaching Effectiveness, according to the criteria established in this document. The RTP committee will also review evidence of Professional Achievement and Growth and Service, as provided in the faculty member's current curriculum vitae at the time of review, and will make such recommendations for professional development as it feels appropriate (see policy S00-122, *Evaluation of Tenured Faculty for Professional Development and Support*, for details of the University review process).