



## Departments of Sociology and Sexuality Studies

### RETENTION, TENURE, AND PROMOTION POLICY

(Approved by the Department Faculty April 17, 2015)

Approved by Provost on May 5, 2015

All faculty members are expected to be actively and effectively engaged in teaching, scholarship, and service, and, according to the SF State Academic Senate's Retention, Tenure and Promotion (RTP) Policy, "for teaching faculty, excellence in teaching is required." At the same time, the Departments of Sociology and Sexuality Studies appreciate the diversity of career profiles among our faculty. We evaluate performance within the context of the unique set of strengths and interests that each faculty member brings to the responsibilities of teaching, scholarship, and service. Moreover, Sociology and Sexuality Studies are committed, within the limits of our resources, to provide or seek the kinds of support (e.g., mentoring and course release time) that faculty members need in order to meet the University's high expectations. Candidates for tenure and promotion to Associate Professor can expect the Sociology and Sexuality Studies' RTP Committee to provide them with a clear and thorough assessment of their progress toward meeting the requirements of tenure and promotion in their second- and fourth-year reviews. Candidates for promotion to Full Professor can expect the RTP Committee to meet with them to discuss their progress toward meeting the requirements for promotion when they begin their fourth year since earning promotion to Associate Professor and tenure.

**Documentation:** The candidate should prepare his/her WPAF in accordance with guidelines established by the SF State Academic Senate, available at the Faculty Affairs website. Consistent with RTP Policy #F11-241, we expect that probationary faculty members will be considered for promotion and tenure at the beginning of their sixth year after their appointment, and that tenured faculty members may be considered for promotion to Full Professor at the beginning of their fifth year after earning tenure.

**General Criteria:** The university and department criteria for tenure and/or promotion are (a) teaching effectiveness, (b) professional achievement and growth and (c) contributions to campus and community. The Sociology and Sexuality Studies RTP Committee will evaluate candidates on all criteria. The RTP committee expects candidates to contribute to the intellectual and professional goals of Sociology and Sexuality Studies. The department's overall mission and goals relating to teaching, scholarship, and service are multifaceted, reflecting the fact that we represent two distinct degree programs at SF State (Sociology and Sexuality Studies), and that the Sexuality Studies program was designed to be interdisciplinary in its approach. As a result, faculty members in the department may identify themselves as belonging to either program, or to both. With regard to the training of sociology students, our mission is to provide them with "the abilities necessary to explore systematically the connections between people and their social worlds in order to better understand the social, political, and cultural context in which problems develop and changes occur." With regard to the training of sexuality studies students, our mission is to provide them with knowledge about processes and variations in sexual cultures, sexual identity and gender role

formation, and the social, cultural, biological, historical, and ethical foundations of sexuality, intimate relationships, and sexual health.

***Teaching Effectiveness Criteria:*** To be considered for tenure and/or promotion, the candidate must demonstrate that s/he is a highly effective teacher. The standards and methods for judging teaching are as follows.

(1) *Course Materials.* The RTP Committee will consider material including syllabi, examinations, learning objectives, reading lists, bibliographies, guidebooks, and film lists in undergraduate and graduate courses as evidence of course and class organization, the appropriateness and rigor of the expectations for student learning, the currency of course material, and the course's contributions to departmental degree programs or SF State general education requirements.

(2) *Student Evaluations.* Probationary faculty and those seeking promotion should submit completed student evaluation questionnaires from all classes. Because these surveys provide a large sample of student response to the candidate's teaching, the RTP Committee regards these surveys as one essential component of performance review. In general scores better than 2 or comparable or better than the departmental mean score are considered indicators of effective teaching. However, the department takes a holistic approach to assessing teaching effectiveness and also considers syllabi and peer evaluations, as well as factors such as class size, subject matter, challenging group dynamics, and whether the course is an elective or required course. Probationary faculty and those seeking promotion are encouraged to engage in a written reflection on course evaluations in order to summarize their meaning within the context of a given class.

(3) *Peer Class Visits.* Class visits by tenured faculty members arranged by Sociology and Sexuality Studies are vital to assessing the level of the instructor's presentation of course material, expectations of students, and use of classroom time. The feedback from these visits should provide probationary faculty with the support and critique necessary to their growth as instructors. The RTP Committee recommends that all faculty seeking tenure and/or promotion host peers for classroom visits at least once a year. Probationary faculty and those seeking promotion should strive to assemble a collection of peer class visits that reflect their teaching in undergraduate and graduate courses, as appropriate.

(4) *Advising and Office Hours.* The candidate must engage actively in advising and maintain regularly scheduled office hours. Candidates are encouraged to elaborate on their role as advisors in the narrative prepared to accompany their WPAF. Advising is defined broadly to include activities ranging from helping students develop a coherent education plan to mentoring students as they develop and complete a lengthy thesis project. The candidate's narrative should allow the committee to appreciate the breadth and depth of their efforts, making sure to address the advising offered to undergraduate majors and minors and, as appropriate, the advising offered graduate students.

(5) *Additional Activities.* The RTP Committee will also consider other teaching-related activities during the evaluation process, including new course development, program assessment, course revision/innovation, curriculum development, and active engagement with students in research and career development, including student participation in field experiences and serving on MA thesis committees. Tenured and tenure-track faculty who teach in the Sexuality Studies program are expected to serve on MA thesis committees as first and second readers.

*For promotion from Associate to Full Professor*, candidates should demonstrate continuing efforts to improve their teaching in the numbered areas above. In addition, they must demonstrate leadership in developing departmental teaching more broadly by contributing, for example, in:

- Mentoring junior faculty through classroom observation and sharing of teaching techniques;
- Leading program development and evaluation; or
- Ongoing curriculum innovation and development

The RTP Committee will evaluate all of the above factors in its final determination of teaching performance.

***Professional Achievement and Growth Criteria:*** Sociology and Sexuality Studies expects candidates for tenure and/or promotion to actively publish and present on issues related to their substantive fields of study and home disciplines, which for our faculty are often interdisciplinary. The RTP committee will base its final determination of professional achievement on an evaluation of the quality and impact of the candidate's work. In evaluating the quality and impact of published work, the RTP committee will consider a range of factors, including, e.g.: the journal's or press's reputation for defining or redefining the field(s); the scholarly reputations of the editor, editorial board members, and other authors who have published there; the significance of the audience reached; indicators that the publication has been widely read and recognized (e.g., citations and awards); and the assessments of the external reviewers. The committee will seek external evaluations of all candidates' work – whether they are being considered for promotion to Associate and tenure or for promotion from Associate to Full – from peers from outside institutions who work in relevant fields of study. The usual expectation for demonstrating highly effective professional achievement and growth for purposes of tenure and/or promotion to Associate Professor is one of the three following:

- One single- or lead-authored,\* published scholarly book (published or with documented final acceptance from publisher) focusing on issues related to the candidate's substantive field in study; or
- Three single- or lead authored,\* published peer-reviewed journal articles focusing on issues related to the candidate's substantive field in study; or
- A comparable level of scholarly achievement as demonstrated by one or two peer-reviewed single- or lead-authored\* journal articles and a combination of activities such as the following, the majority of which should be peer-reviewed:
  - Editing a book for publication by a university or comparable press;
  - Producing a scholarly manuscript under book contract;
  - Producing a published textbook that has undergone a documented review process that is available to RTP;
  - Publishing work in an edited volume published by a university or comparable press;
  - Editing an issue of a journal;
  - Publishing book chapters in peer- or editor-reviewed volumes;
  - Publishing conference papers in peer-reviewed conference proceedings;
  - Publishing online writings that have undergone a peer-reviewed process;
  - Development of a documentary film, artistic exhibit, or other major creative endeavor in the Arts related to the candidate's field of study, and subject to a peer-reviewed process in keeping with the genre's disciplinary traditions;
  - Delivering papers, presentations, or posters at major national or international conferences having undergone a peer-reviewed selection process (while delivering a

- conference paper or even multiple papers clearly is not the equivalent of publishing peer-reviewed journal articles or book chapters, we view conference presentations as evidence of meaningful but not sufficient scholarly engagement) ;
- Securing externally-reviewed grants (e.g., those awarded by governmental agencies, and foundations). (Candidates are expected to be in compliance with the terms of the grant). All submitted grant proposals are viewed positively. However, more weight is given to grants on which the candidate is Principal Investigator. Positive comments from reviewers regarding unfunded proposals may be taken into account;
  - Publishing major reports or articles for governmental agencies, research centers, NGOs, national magazines, foundations, or non-peer reviewed journals;
  - Producing contracted research reports; and
  - Publishing book reviews in peer-reviewed journals (similar to the way we view conference presentations, publishing book reviews, while insufficient in and of itself, is seen as meaningful scholarly engagement) .

The RTP Committee expects candidates seeking *promotion from Associate to Full Professor* to publish one of the following while in rank as Associate Professor:

- One single- or lead-authored,\* published scholarly book in the candidate's substantive field of study; or
- Four single- or lead-authored,\* published peer-reviewed articles focusing on issues related to the candidate's substantive field of study; or
- A comparable level of scholarly achievement as demonstrated by single- or lead authored,\* peer-reviewed articles and the scholarly activities listed above.

\*Lead-authored publications can include scholarly books and peer-reviewed journal articles where the candidate was the primary author (i.e., first author) or shared equal responsibility for authorship with co-author(s). Collaborative research and publications are increasingly a norm in academia. The RTP Committee encourages faculty members to collaborate and develop peer research networks. Candidates are encouraged to include in their WPFA a written narrative about their individual contribution to each co-authored piece. Solicited letters from co-authors are also welcomed, particularly those that spell out the candidate's contribution to co-authored publications.

***Service to Campus and Community Criteria:*** The Sociology and Sexuality Studies RTP Committee defines contributions in this area 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 Sociology and Sexuality Studies. 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. The RTP Committee will rely, whenever possible, on third parties for evidence of these contributions. Candidates for promotion and/or tenure should provide, for example, letters from committee chairs or other faculty members. Candidate's active participation in and substantive contribution to campus service at the appropriate levels demonstrates highly effective service. Relevant activities include (but are not limited to) the following:

- Serving on departmental committees;
- Serving on college-level and university-wide committees;
- Contributing to the success of other departments and undergraduate and graduate programs of study, and to general education at SF State more broadly;
- Making contributions to campus-based institutes and centers; and
- Mentoring faculty in the Sociology and Sexuality Studies department and across campus.

*Community Service:* The RTP Committee expects candidates to emphasize those activities that draw directly on their academic expertise. The importance of community activities, their relevance to the candidate's substantive field of study, and the responsibility and time consumed in such activities will also contribute to a rating of highly effective service. 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 should document their involvement in community service and address community service in their narratives and, when possible, with letters from third parties. Relevant activities include (but are not limited to) the following:

- 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;
- Providing professional services and consultations to community organizations, advocacy organizations, NGOs, and public or private sector agencies;
- Belonging to boards of relevant organizations and/or agencies;
- Contributing to the media, including newspapers, radio and TV;
- Facilitating workshops and delivering talks geared toward community groups or educational institutions;
- Sitting on committees and holding offices in professional societies; and
- Mentoring professional colleagues and students in relevant disciplines.

The RTP Committee will base its final determination of contributions to campus and community on an evaluation of the above factors.