Department of Urban Studies and Planning (DUSP)
Guidelines for Retention, Tenure and Promotion
Approved by the Provost December 2010

This document provides guidelines for retention, tenure and promotion in the Department of Urban Studies and Planning (DUSP). These guidelines are designed to clarify specific expectations for the Urban Studies and Planning Department while remaining consistent with SFSU Academic Senate Retention, Tenure and Promotions Policy # S07-241) which states:

The criteria for retention, tenure, and promotion are divided into three areas (a) teaching effectiveness, (b) professional achievement and growth, and (c) contributions to campus and community. Candidates for retention, tenure, and promotion shall be evaluated on all criteria. For teaching faculty, excellence in teaching is required. For faculty whose primary assignment is other than teaching, excellence in the primary assignment is required. To merit tenure and/or promotion all candidates must meet the standard of excellence normally expected of faculty and required by the University.

As a department with an undergraduate B.A., Minor and extensive GE offerings, teaching is of fundamental importance to the DUSP. All faculty are expected to be actively and effectively engaged in teaching, scholarship, and service and, as stated in the Academic Senate’s RTP Policy, “for teaching faculty, excellence in teaching is required”. Because the department has only five core faculty, active participation of all faculty in program governance and support of student activities is essential. Since Urban Studies and Planning are interdisciplinary applied fields, faculty need to be able to teach interdisciplinary courses and direct independent student research projects. In addition to traditional scholarship, DUSP faculty have an important role to play in applied research that educates students and uses their expertise to meet community needs. The program’s diverse student body requires special skills, sensitivities, and cultural competencies.

I. Documentation

The candidate is responsible for providing the following documentation to the department’s Retention, Tenure and Promotion Committee: (1) an up-to-date Curriculum Vitae, (2) supplementary materials (including copies of course materials and evaluations, publications and funded grant proposals, and (3) a narrative of his/her activities, that includes the candidate’s assessment of the effort involved in particular activities and the significance of these activities.

II. Teaching Effectiveness.

To be recommended for tenure and promotion the candidate must demonstrate that they are a highly effective teacher. DUSP’s standards and methods for judging teaching are as follows:

The department requires:

Course materials: these materials are required in the WPAF and must include the most recent syllabus for each course. Other materials may include other syllabi, reading lists, bibliographies, exercises, exams, and printouts of course materials.
**Student evaluations of teaching**: Quantitative and qualitative student evaluations of teaching effectiveness (SETS) are required. With regard to quantitative SETS, in accordance with BSS College policy, 1-1.49 will be considered “excellent”, 1.5-1.74 will be considered “very good”, 1.74-2.0 will be considered “good”, and 2+ will be considered as “needs improvement”. Student comments may be counted more than scores during reviews. It is recognized that elective courses may receive better evaluation scores than lower-division GE courses and/or quantitative subjects.

**Peer class visitation reports**. All candidates are expected to schedule a minimum of one or more class visitations per semester. Evaluations by peers should be made by different faculty (members of the RTP Committee, Department Chair, other faculty).

**Advising and Office Hours**. Candidates must engage actively in advising and maintain regularly scheduled office hours. Candidates are encouraged to discuss their advising work in the narratives that accompany their WPAF.

**Other evidence of Teaching Effectiveness** may also be used: for example, thesis and/or research project committee membership, signed written comments from students to the Department or RTP Committee Chair, curriculum and/or program innovation.

### III. Professional Achievement and Growth.

The DUSP expects candidates for tenure and promotion to publish on issues related to their fields. The program requires significant contributions to fields directly relevant to Urban Studies and Planning through refereed journal and book publications and other research outputs such as monographs and reports, participation in conferences, and other professional activities. Collaborative research and publication are also valued; in these instances, candidates should elaborate on their role in these publications in the narratives that accompany their WPAF.

At the same time the department recognizes that professional growth can be achieved in a variety of ways and, because of this, the particular accomplishments of a candidate will be judged on a case-by-case basis. DUSP values both single authored and co-authored publications. Because opportunities for publication and forms of presentation of research vary within the fields of urban planning and policy, and because DUSP wishes to emphasize quality rather than quantity of work, it is not desirable to set a numerical quota of publications and presentations necessary for tenure or promotion. But as a general guide, the RTP committee would expect a candidate for tenure or promotion to have published or to have been accepted for publication a major manuscript or two or three article-length manuscripts representing significant research and analysis. Examples of significant achievement and growth in this area would be:

- One book, including textbooks;
- Three peer reviewed articles in the candidates substantive field;
- An appropriate combination of peer-reviewed articles and the scholarly activities listed above.

In addition to peer-reviewed publications and books, other scholarly activities can include:
• Editing an anthology or issue of a journal (although tenure and promotion cannot be granted based solely on such professional activity).
• Book chapters in edited volumes
• Presenting a conference paper
• Applied research reports
• Grants and leaves secured through competitions at SFSU or other agencies/foundations
• Major publications for government agencies, research centers, NGOs, national magazines, foundations, and non-peer reviewed journals
• Contracted research reports

Evidence of professional development will be determined through an evaluation of:

Research, publications, writing and acquiring grants in support of research and/or curricular endeavors, writing technical reports for research projects, presentation at conferences; leading fields trips; organizing workshops and panels at conferences; achieving recognition of professional accomplishment in the form of honors and appointments; research which helps address critical community needs and/or offers opportunities for student involvement, and participation in professional networks and organizations. In all cases, there should be peer review or validation of this work by sources external to the department.

IV. Contributions to Campus and Community. A candidate for promotion may achieve requirements for Contributions to Campus (Department, College or University) and Community by participating in a variety of campus and community service activities, campus and community service activities.

The department requires faculty to:

• Work with the student journal and DUSP student organizations,
• Participate in program governance, and
• Contribute to the department, college and university through committee work.

The department particularly values:

• Direct application of professional expertise to community needs;
• Faculty working collaboratively with community members and community-based organizations (not merely studying them) and;
• Faculty enhancing relations between the University and the community.

Campus service may include, but is not limited to:

• Chairing or directing a department, program, center, or other division of the University.
• Serving in a special advising role (for example, Major Advisor, Graduate Advisor, GE Cluster Coordinator).
• Chairing a departmental committee (for example, curriculum development and/or review, Hiring Committee).
• Serving on an active College or University committee.
• Writing a grant proposal to support department or student programs or facilities.
Community service may include, but is not limited to:

- Major work with a community or nonprofit organization that uses one’s professional expertise or brings credit to the university
- Major activities in support of education within one’s field of academic expertise
- Consulting within one’s field of academic expertise
- Serving as a peer reviewer of journal articles, books, and/or grant proposals
- Book reviews in the candidates areas of expertise
- Serving on the editorial board of an academic press and/or journal
- Writing a grant proposal to support a nonprofit organization’s programs or facilities
- Service to a professional organization
- Serving on boards of organizations and agencies in their fields.
- Facilitating workshops in their fields
- Delivering talks to community groups and educational institutions in their fields.
- Organizing or moderating a panel at a conference

Approved by DUSP faculty on August 24, 2009.