

# **Criteria for Tenure and Promotion to Associate/Full Professor Economics Department, San Francisco State University**

**February, 2021**

**PAG Section & Early Tenure & Promotion: Revised April 2023  
Faculty Affairs Approved Effective Fall 2023**

## **PREAMBLE/DEPARTMENT VALUES/MISSION STATEMENT**

The RTP Guidelines were developed by the RTP committee of the Department of Economics including and approved by all tenure/tenure track faculty at all ranks and levels. These guidelines are designed to establish clear expectations for retention, tenure, and promotion consistent with the University criteria specified in Academic Senate Retention, Tenure and Promotion Policy # S19-241. The Guidelines are provided in order to create benchmarks or standards that candidates can use to evaluate their progress on all of the many different criteria that are provided in each of the policies. The Guidelines are to be used to give a greater degree of understanding, definition and agreed upon specificity to the criteria in the policies. Faculty are encouraged to meet with their RTP Chair for any needed clarifications.

The RTP Guidelines are intended to make the tenure/tenure track faculty evaluation process relevant to each Department of Economics tenure/tenure track faculty member and to allow each member the latitude to have that process reflect individually different interests, specialty areas and professional focus. Formative (process focused) and summative (decision focused) evaluation is an ongoing process in the Department of Economics for all tenure/tenure track faculty members regardless of rank or level. Input on this process is welcomed by the RTP committee.

The Department of Economics strives to be a quality academic department that provides best possible education to our undergraduate and graduate students, trains student scholars and fosters original intellectual growth through research. Through high quality teaching and research, the department's mission is to prepare its students to be engaged and informed citizens, and to contribute productively in their careers using knowledge learned during their study of Economics. Our current program goals for the undergraduate and graduate programs are provided here:

<https://cob.sfsu.edu/file/economics-program-goalspdf>

## INTRODUCTION

By following these criteria, working with the RTP Committee in the Department of Economics, and attending college or university sponsored RTP workshops, faculty members can enhance their chances for success.

The criteria for retention, tenure, and promotion are:

1. Evidence of teaching effectiveness
2. Evidence of professional achievement and growth
3. Evidence of contributions to campus and community that reflects a collaborative spirit and engagement in different levels of activities.

The criteria for retention, tenure, and promotion decisions for the Economics Department follow the general guidelines stated in the Academic Senate Policy (#F19- 241). The procedures governing retention, tenure, and promotion are to be conducted in accordance with relevant state and federal laws as well as the provisions of the faculty Collective Bargaining Agreement. When revisions are made to the departmental criteria, probationary faculty are allowed to choose once between existing criteria and new criteria.

The evaluation criteria for retention, tenure and/or promotion to Associate/Full Professor by the Economics Department are stated below. In keeping with the Academic Senate Policy given above, candidates are evaluated on 3 categories: Teaching Effectiveness, Professional Achievement and Growth, and Contributions to Campus and Community. In order to be tenured and/or promoted to Associate Professor, candidates must meet or exceed the standards of excellence established below in each of the 3 categories. In each area we specifically identify additional requirement that must be satisfied for promotion to Full Professor.

### *Teaching Effectiveness*

For teaching faculty, excellence in teaching is required. Candidates demonstrate their teaching effectiveness via the formal departmental surveys, departmental peer reviews of teaching and course materials, written statements by students, student letters, and any material that provides evaluation of teaching from students in the university, or other recognized academic organization. Written statements and student letters are not as highly regarded as they represent a small sample of students. The department values use of inclusive pedagogy, innovations in teaching, mentoring of students that results in publications, new course design, and/or other high impact teaching practices. Candidates may include any other evidence they feel is relevant to establishing a record of significant teaching in the Working Personal Action File. This evidence includes but is not limited to student letters, data related to advising, videotapes, class materials, and teaching badges and certificate earned through SFSU's CEETL or equivalent entities.

**The standards for retention, tenure, and/or promotion are:**

1. Performing at the mean of 2 or better on the overall quantitative survey for the majority of classes.
  - The RTP committee will consider numerical SETE scores in the range of 1 and 1.5 as exceptional.
  - The RTP committee will consider numerical SETE scores above 2 (i.e. worse than 2) as indicative of a need of improvement and will make recommendations that the candidate attend CEETL workshops or discuss their plan of improvement with the RTP committee.
  - Individual student SETE responses will be used to fully evaluate a faculty's teaching effectiveness along with average means.
  - The RTP committee may take into account when evaluating SETE numerical scores such factors as: Level of class (graduate vs. undergraduate), class size, means of grades given to students, type of course (GWAR, core, etc.), new course (or new pedagogical methods), etc.
  
2. Performing at the departmental standard of teaching effectiveness as judged by the peer evaluations of class teaching, teaching methods, and course syllabi. Innovative teaching and/or new course design are highly encouraged.
  - Teaching methods or innovative teaching must be discussed by the candidate in their WPAF file; documentation shall be provided.
  - New course proposals and subsequent teaching of the course should take place during the time under review.
  
3. Performing at the departmental standard of advising and mentoring as judged by the number of student advisees, student letters, or evaluations by other university entities. Publishing with students is highly encouraged and reflective of exceptional student training/mentoring.
  - Candidates must perform advising of graduate students they have been assigned.
  - Student letters are given a lower weight in the evaluation process. Both notes from students (via email, etc.) or official letters send to the RTP committee are acceptable.

**The standards for Promotion to Full Professor:**

Candidates must show growth in teaching effectiveness beyond the department requirements at the time of tenure and/or promotion to associate professor. In addition to the 3 criteria listed above for retention, tenure and promotion to Associate (RTPA), Candidates for Promotion to Full shall demonstrate significant growth in teaching maturity since the time of tenure and/or promotion. Growth in teaching maturity can be demonstrated in a number of ways such as developing new classes, increasing/or continued excellence (range of 1 to 1.5) in numerical scores in the teaching evaluation instrument, receiving teaching related grants, teaching awards and/or demonstrating leadership roles in teaching related workshops.

## *Professional Achievement and Growth*

### **The standards for retention, tenure and/or promotion are:**

1. Candidates demonstrate their professional achievement primarily via publication in refereed journals. No pay-to-play journals will be accepted.
2. Candidates demonstrate their ongoing professional growth and research agenda by any of the following: works in progress, presentations at professional conferences, monographs, book chapters, book reviews, journal submissions, or grant proposal(s) for outside funding, publications in books, publication of textbooks and study guides, receipt of outside funding.

*For Promotion from Assistant Professor to Associate Professor*, it is expected that Economics faculty seeking tenure and/or promotion to Associate Professor must accrue at least **three** (3) points in peer-reviewed discipline-based quality journals and at least three other intellectual contributions to demonstrate professional growth.

The criteria used to assign points are outlined below.

With respect to peer-reviewed publications, the department recognizes that some journals and conferences are more selective than others. Therefore, the department allows multiple paths to achieve the required intellectual contributions based on an external rating system from ABDC Journal Quality List Rating Scale. The candidate and committee will use the highest rating from the journal quality list between the time of submission to the most recently available rating, as provided by the candidate.

As an example, the rating for each journal with respect to the most recent List is:

A\*: this is the highest quality category, and indicatively represents approximately the top 7% of the journals.

A: this is the second highest quality category, and indicatively represents approximately the next 24% of the journals.

B: this is the third highest quality category, and indicatively represents approximately the next 32% of the journals.

C: this is the fourth highest quality category, and represents the remaining recognized quality journals.

Journals deemed not to reach the quality threshold level are not listed.

The scale to rate each journal is the following:

A\* = 1.75 points

A = 1.5 points

B = 1.25 points

C = 1 point

Any combination of this point system can be used to meet the minimum three-point criteria for tenure and promotion to Associate Professor. For example, faculty could meet three-point criteria with one A\* and one article from either an A or B journal or three C-journals.

In addition, candidates can publish in EconLit journals. EconLit is a standard index for journals where most Economists publish. EconLit journals that are on ABDC list will be allotted the same points using the above scale. Those EconLit journals not on the ABDC list will be treated as C journals.

If the candidate publishes in a peer-reviewed journal outside of these two lists or presents their articles at a conference that is not peer-reviewed in the traditional manner, then the candidate will have to provide details about the quality of the journal/conference and the rigor of the review process. In order to assess the quality of the journal/conference, the candidate will provide information such as:

- Name and history of publisher/conference
- Impact factor of the journal
- Acceptance rate of the journal/conference
- History and years of operation of journal/conference
- Composition of journal's editorial board/ conference scientific board
- Relevance to Economics and the candidate's field of study (such as Health, Education, Environment, etc.)
- Review documents (e.g., reviewers' and editor's comments and authors' responses)

To demonstrate that the publication has survived an external peer review process, the candidate can provide information such as the number of reviewers, rounds of reviews, substantive and constructive nature of reviewers' comments, and the history of peer reviews, including reviews from all journals to which the article was previously submitted and which contributed to the development of the article. The candidate may provide additional documentation to demonstrate the rigor of the review process. In addition, the Department RTPC may solicit external letters for third-party assessment. External letters should not come from reviewers with any conflict of interest such as dissertation advisor, co-authors or individuals who may be unable to provide an objective assessment. Based on the above information, the department RTP committee will determine how many points to allocate to the specific publication in question, using the above scale.

**For Promotion from Associate Professor to Full Professor**, the Economics Department's expectation is that the candidates for promotion to full Professor exceed the standards in Professional Achievement and Growth beyond the level expected for promotion to Associate Professor. Candidates must demonstrate/develop the potential that was recognized by the university at the time of tenure and/or promotion to associate professor. It is expected that Economics faculty seeking promotion to Professor must accrue at least **four (4)** points in peer-reviewed discipline-based quality journals and at least three other intellectual contributions to demonstrate professional growth. Professional growth can also include grant funding and community-based research projects with demonstrated impact.

Any combination of the point system outlined above can be used to meet the minimum four-point criteria for promotion to Professor. For example, faculty could meet the criteria by publishing three articles (e.g., articles in an A\*, B and C journal).

## *Contributions to campus and community*

Candidates should demonstrate their contributions to campus and community at the following service levels: departmental, college and/or university, and community. The standards for retention, tenure and/or promotion are to provide evidence of contributions at each of these service levels during the probationary years. Candidates shall provide documentation in the case of service to the college, university, and the community.

### **The standards for retention, tenure and/or promotion are:**

1. Contributions of service in the department can be made in a variety of ways including: teaching courses outside of the candidate's direct area of expertise, serving on hiring committees, attending graduation ceremonies, participating in Grad Fair and Sneak Preview, participating in department committees, contributing to program development, etc.
2. Candidates must provide mandatory advising to students starting in their second year at SFSU.
3. Contributions of service in the college can be made in a variety of ways including: serving and/or chairing college committees, etc.
4. Contributions of service at the University can be made in a variety of ways including: by serving and/or chairing University committees, serving on University Hiring committees, etc.
5. Contributions of service to the community must reflect the candidate's academic expertise. Examples of meaningful service contributions include: serving as a journal referee, serving in the active governance of a professional organization, serving on a community-based service board in an academically related area, or taking on important administrative assignments for a professional association.

### **Criteria for Promotion to Full Professor**

Candidates for promotion to full must demonstrate contributions to the department, college, university, and community, following the criteria above. In addition, the department considers providing leadership at the department, college, or University level a necessary condition for promotion to full professor.

- Leadership at the department can be made in a variety of ways including: serving as department chair, chairing the hiring committee, chairing RTP committee, chairing the graduate committee and/or acting as the graduate coordinator as well as chairing other departmental committees.
- At the College and University level leadership is demonstrated by serving as chair on college or university committees, serving in an administrative position (such as GE Director, etc.), regularly taking on administrative assignments, etc.

- Meaningful service contributions to the community include: active governance of a professional organization, serving as a journal referee, serving on a community-based service board in an academically related area, taking on important administrative assignments for a professional association, writing a public policy research report for a community based or governmental organization.
- Significant service to the community, may be substituted for service to the university.

**Standards For Early Promotion from Assistant to Associate or Associate to Full Professor**

Candidates who have met or exceeded the criteria earlier in their respective ranks are encouraged to come up for early promotion. Assistant Professors should follow the Senate Policy (Senate Policy F22-241 Revision of F19-241 Retention, Tenure, and Promotion Policy) for early promotion to Associate Professor. The earliest Associate Professors can be reviewed for early promotion to Full Professor is 4 years after they were last promoted at SFSU.