

California State University, Dominguez Hills  
Biology Department

Evaluation Guidelines and Criteria  
for  
Retention, Promotion and Tenure

Biology Department faculty will be evaluated, for purposes of Retention, Promotion, and Tenure, in the three interrelated areas of **Teaching, Scholarship, And Service.**

**Teaching**

Biology Department faculty are expected to develop and teach one or more discipline specific course for Biology majors/graduate students, participate in teaching the General Education courses, Biology 102 and 103L, and participate in the Principles of Biology series (Biology 120 and 122) or the service course offerings of the Department.

Biology Department faculty are expected to demonstrate a commitment to teaching excellence. The evidence for this commitment will be the materials submitted to the WPAF, including course syllabi, exams, PTE numerical data, and PTE narrative data.

More specifically, faculty are expected to:

- Develop course syllabi that are consistent with PM 98-02;
- Develop course learning goals and objectives that are clearly stated, and consistent with the content and level of the course;
- Establish a clearly defined and fair grading system;
- Meet classes regularly at scheduled times;
- Schedule and meet reasonable office hours and be available to students via appointment;
- Encourage and expect a high level of student performance in all classes;
- Participate in academic advisement of Biology majors and minors; and
- Demonstrate a commitment to improvement of teaching performance.

**Scholarship**

The Biology Department believes that effective teaching and scholarship are inseparably interconnected. Thus, Biology Department faculty are expected to participate in scholarly activity involving students at the undergraduate and/or graduate level.

Evidence of scholarly activity may include:

- Supervision and mentoring of undergraduate independent study projects;
- Supervision and mentoring of M.S. thesis projects;
- Service on M.S. Thesis Committees;
- Submissions of applications for extramural funding of research or scholarly activity;
- Funding of grants for research or scholarly activity;
- Research presentations, by faculty or students, at scholarly meetings;
- Publication in the lay press;
- Publication in peer-reviewed journals.
- Scientific consulting; and
- Authorship of books or monographs.

### Service

Biology Department faculty are expected to demonstrate a commitment to service to the Department, College, University, Discipline, and/or Community. This service may include:

- Membership or Chairmanship of Departmental, CAS, or University Committees, either standing or ad-hoc;
- Participation in student advancement, tutoring, or advisement activities;
- Membership or Chairmanship of CSU wide Committees, Programs, or Task-Forces;
- Membership, participation, or holding office in professional organizations;
- Organization of scholarly meetings, workshops, or symposia;
- Membership in, consultation with, or speaking engagements before professional non-profit, or community organizations; and
- Consultation with K-12 educational programs or schools.