

Department of Chicano/a Studies

Definition of Scholarship and Creative Activities

Spring 2004

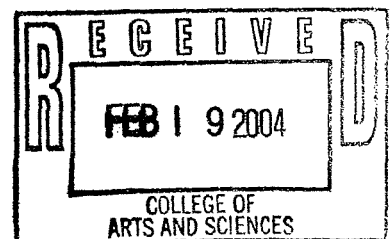
CHS views the following activities as constituting scholarship and creative activity. The list is a guide for tenure-track faculty being reviewed for reappointment, tenure, or promotion, and it does not necessarily include all other activities that might constitute scholarship and creative activity.

I. Scholarship

1. Publication of books, or articles or chapters in books dealing with language, education, literature, history, culture, anthropology, psychology, student success/ retention, and other topics in the area of Chicano Studies
2. Articles published in refereed scholarly journals, as well as refereed on-line sites.
3. Articles or reviews on topics in the area of Ethnic Studies in local and major newspapers.
4. Papers delivered at professional conferences (such as CABE), at scholarly associations (such as NACS), or at conferences organized by universities, colleges, or government agencies. This may include being a keynote speaker.
5. Organizing panels, debates, conferences, or film or speakers series.
6. Assisting students in presenting research or posters at conferences.

II. Creative Activity

1. Publication of one's own poetry, prose, essays, or drama in books, magazines or in refereed on-line sites.
2. Recital of one's own literature or performance in a theatre or musical event.
3. Exhibition of one's own art.
4. Serve as a coordinator or curator of an art or culture exhibition, event or festival.



5. Serve as an officer, board member, or consultant to a museum, community center, or professional/ scholarly organization. This may include the Latino Faculty and Staff Association.
6. Help create a musical, dance, or theatrical group.
7. Serve as a thesis reader/ advisor or as a reviewer for a publishing company.
8. Creation of study packets and websites related to one's research and teaching.
9. Serve as a reviewer or evaluator of educational programs.

This statement has been approved by the tenured faculty of CHS and becomes effective fall 2004. It is subject to review every four years.

Policy and Procedures for Annual Conference to Review Scholarship and Creative Activity

A faculty member may request in writing an annual conference with the department chair and the division head to review his/her scholarship and creative activity. It will be arranged within ten working days of the time the request is received by the chair.

A written record of the conference is to be provided to the division head and the faculty member.



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OCT 30

DEPARTMENT OF CHICANA AND CHICANO STUDIES
CRITERIA FOR RETENTION, TENURE AND PROMOTION

The following terms and policies serve to establish the parameters utilized by the Chicana and Chicano Studies Department when evaluating faculty members for Retention, Tenure and/or Promotion (RTP). These criteria reflect the general orientation stated in the University RTP policy

Evaluation of Tenure

The Department of Chicana and Chicano Studies will evaluate faculty members with regards to three basic categories, teaching, service and scholarship. The retention, promotion and tenure of a faculty member is based upon their excellence in **two** out of three areas. Recognizing that this is a small but emerging Department, we place heavy emphasis on the importance of **teaching** and contributions in the area of **service** to the campus and community.

Evidence and Evaluation of Teaching

The Chicana and Chicano Studies Department in accordance with the University Policy places participation and efficacy in teaching as the highest priority within the RTP criterion. It is important to acknowledge that the quantity of courses each faculty member is expected to teach directly influences the quality and their overall teaching performance. The following measures will be utilized to determine the quality and effectiveness of the teaching process:

- 1) Review and analysis of both the statistical summaries and the written comments from students presented in the Perceived Teaching Effectiveness (PTE) forms for the courses chosen by the faculty member for inclusion in their personnel action file
- 2) Assess the relevant course material produced by the faculty as part of their course materials such as course syllabi, teaching philosophy, examinations, writing assignments, and grading criteria.
- 3) Evaluate their supervision and advisement of students projects, independent studies, senior or graduate thesis and the overall advancement of their knowledge, skills and talents through scheduled office hours and the faculty member's availability to meet with students
- 4) Consider a variety of other indicators such as peer review and independent observations the ability of faculty member to improve and maintain the quality of their teaching performance and to establish a good command of their area of expertise.

A faculty member who meets these departmental expectations deserves retention, promotion or advancement in tenure depending upon the appropriate level of evaluation of the particular faculty member. The Department gives priority to the first two measures of evaluation in accessing the success of the faculty member's ability to teach. However, the Department may decide **not to** retain, promote or tenure a faculty member who upon repeated requests fails to improve the overall quality of their teaching performance.

Evidence of Scholarship and Creative Activity

Scholarly work and creative activity are also integral aspects of the RTP process. Scholarship inspires new forms of knowledge, helps create a community of intellectuals and stimulates the healthy exchange of ideas. Creative activity provides the opportunity for the organization and performance of particular talents and skills that may differ from standard forms of literary writings. All these kind of activities provide the University public recognition and a means to document the multiple accomplishments of faculty members. The Department will consider the following types of scholarly and creative activity when evaluating a faculty member:

Publications

- Scholarly researched involves not only publications in journals, a book or manuscript but also
- a story, poem, an essay or article in a proceeding of a conference,
- contributions to an anthology, book reviews, a short article in a newspaper
- works in progress that are being prepared for review or publication
- contribution as a member of editorial board or acting as a referee

Maintaining Active Participation in the Field of Expertise

- presence and participation at conferences,
- presenting papers or giving workshops at professional conferences
- serving as a invited panel member or moderator
- acting in the capacity of a public intellectual and presenting public talks, oral interviews, radio commentaries or other forms of public discussion or debate in their field of expertise
- organizing conferences, colloquium , workshops, seminars, or debates
- holding office, participating as a committee member, or maintaining membership in professional organizations
- preparing research proposals, pursuing fellowships, applying for grants
- other forms of contributing to the field such as acting as a mentor, disseminating advise or information or public speaking at various campuses or community events

Creative Activities

- This may include creative work other than written publications such as
- musical performances
- directing an ensemble
- curating art exhibits
- organizing cultural performances or program activities – such as Hispanic Heritage Month, Cinco De Mayo, Dia De Los Muertos, Cesar Chavez, Dia De La Mujer, and others
- collaboration with the various centers on campus to organize public discussions , celebrate special events, sponsor speakers or invited guests,
- participation or development of films, videos, digital and/or electronic media arts
- conducting oral interviews for purposes of research or establishing historical archives
- other ways of contributing to the intellectual community and encouraging student participation in academic and campus events.

Evidence of Service to the University and Community

Acknowledging the expanding number of Latina/os and the importance of establishing a prominent public presence we give high priority to assisting in building the Department providing service to the University, and outreach to the Community

Departmental

This type of participation assumes multiple forms and levels of activity including :

- participation in regular departmental meetings
- serving on departmental committees
- development of courses, curricula, visual and teaching materials
- assisting in the restructuring of the curriculum and the major/minor
- acting as a mentor
- advising students—in their general academic progress or special projects
- coordinating a particular project, program or event
- sponsoring clubs and student activities
- directing or serving as a reader for independent studies project, senior thesis or master thesis
- coordinating community service projects
- creating collaboration between other departments on courses, performances, events, or other activities
- assisting in the development and maintenance of the Departmental newsletter, website and/or public documents-
- assisting in the collection and analysis of data for departmental reports,
- providing input in the overall direction of the department and important departmental decisions

University

- assuming the leadership role of chair or coordinator of the department
- serving on CAS and University wide committees
- serving on other types of committees or advisory boards
- pursuing grants or funds to support the maintenance and expansion of the department
- assisting in the production of any special reports or departmental evaluations
- representing the department in orientations and outreach activities
- acting as a moderator or offering special commentary for films or public discussions
- assisting in the organization or collaboration of graduation ceremonies

Community

- making oral presentations,
- participating or organizing cultural performances
- coordinating special events
- collaborating with parent or student advisory committees
- working with community organizations or coalitions
- advising scholarship committees and/or other types of academic endeavors
- representing the University in orientations and outreach activities

The above list of activities, measures of support and forms of collaboration does in no way reflect a complete list of all the possible scenarios. The Department will seriously consider other relevant activity for which the faculty member under review provides evidence of participation.

A faculty member who complies with standard expectations for service within the department and can demonstrate consistent participation at the University or at large in the community merits retention, promotion or tenure in a timely fashion.

Similarly, the Department may decide **not to** retain, promote or tenure a faculty member who demonstrates insufficient evidence of service or interest in advancing the work of the department, campus or resists engaging with the community.

We hope this document clearly establishes the criteria for which faculty members within the Department of Chicana and Chicano Studies will be retained, promoted and tenured. Our evaluation is based upon University policy and the establishment of a model that best suits the specific realities and responsibilities of our department.