

COLLEGE OF NATURAL AND BEHAVIORAL SCIENCES
DEPARTMENT OF COMPUTER SCIENCE
DEFINITIONS AND STANDARDS
FOR REAPPOINTMENT, PROMOTION, AND TENURE
March, 2013

1. DEFINITIONS OF TEACHING, SCHOLARSHIP, AND SERVICE

1.1 INTRODUCTION

The Department of Computer Science offers a B. S. degree program in Computer Science (accredited by CSAB/CSAC), a M.S. degree program in Computer Science, and a B. A. degree program in Computer Technology. The Department is composed of faculty and scholars dedicated to teaching, learning, and research excellence for the benefits of our students, and for the society.

Faculty under review of the Reappointment, Promotion, and Tenure process will be expected to show the evidence of high quality performance in teaching, scholarship, research, and service.

1.2 TEACHING

The Department of Computer Science emphasizes teaching excellence. It is offering undergraduate and graduate programs that promote innovation and are relevant to students' future professional success. The Department expects the faculty high quality teaching that reflects the current trends in respective disciplines.

Faculty members in the Department of Computer Science are expected to continually improve their pedagogy to carefully consider how to teach well and what to teach. They are expected to set clear expectations of success and to instruct with strategies that are responsive to diverse learning styles. Faculty should involve students actively in the learning process and employ various instructional techniques such as writing, critical thinking, cooperative learning, active learning strategies, or approaches that engage students in computer science and technology and their application issues.

Faculty in the Department of Computer Science are assessed based on their performance in

- Teaching undergraduate and undergraduate courses
- Course (materials) development and improvement
- Curriculum development and improvement
- Programs development and improvement
- Writing/securing/implementing educational program grants
- Publishing and presenting education research
- Development of innovative pedagogy

Faculty members are expected to demonstrate a commitment to teaching excellence and to achieving a high level of proficiency in stimulating student thinking and fostering learning. The evidence for this commitment must include materials submitted to the Working Personnel Action Form (WPAF), such as course syllabi, samples of instructional materials, graded and ungraded examinations/tests/quizzes, Perceived Teaching Effectiveness (PTE) numerical data, and PTE narrative data, as well as other

assessment tools, documentation of outcomes of innovative instructional strategies, description of new courses and/or curriculum materials, and publications, if any.

1.3 RESEARCH AND SCHOLARSHIP

The Department of Computer Science believes that effective teaching, research, and scholarship are inseparably interconnected. The Department expects its faculty to make significant contributions to their research fields at the regional, national, and international levels. The Department of Computer Science encourages its faculty to participate in research and scholarly activity preferably involving students in their research and scholarship.

The following shall constitute the evidence of research and scholarly activity in Computer Science and Information Technology:

- Publication of original research or survey in Computer Science and Information Technology in refereed scholarly journals or proceedings of conferences and symposia.
- Publication of research in Computer Science and Information Technology education in refereed scholarly journals.
- Publication of articles related to Computer Science and Information Technology in general interest publications.
- Reviews of other Computer Science and Information Technology Publication.
- Authoring of or contribution to textbooks and research monographs in Computer Science and Information Technology.
- Giving addresses, particularly invited addresses, at scholarly meeting, colloquia, seminars (including local seminars), etc.
- Supervising and/or advising student research for granted projects, degree thesis/projects, etc.
- Consulting in the Computer Science and Information Technology area.
- Development of substantial and original computer programs, particularly those for use in education or research.
- Submission of research grants proposals, with particular emphasis on those that are funded.

Refereeing papers, books, and grant proposals is not subject to peer review, and therefore is not considered as scholarly activity. It is, however, the evidence of service.

1.4 SERVICE

Computer Science Department faculty members are expected to provide evidence of service to the Department, College, University, Discipline, and/or Community. Evaluation of the quality of service includes specific significant accomplishments and quality of such service. The services include:

- Membership or chairmanship of Departmental, College, or University Committees, either standing or ad-hoc;
- Participation in student advancement, tutoring, or advisement activities;
- Student advisement;
- Membership or chairmanship of CSU wide Committees, programs, or Task Forces;
- Membership, participation, or holding office in professional organizations;
- Membership in, consultation with, or speaking engagements before professionals non-profit, or community organizations; and

- Consultation with community colleges and K-12 educational programs or schools.

2. STANDARDS FOR REAPPOINTMENT, PROMOTION, AND TENTURE

The faculty member must adhere to the Policy for Reappointment, Tenure and Promotion Procedures which states that a written Professional Plan must be developed in the first year of appointment that includes teaching, scholarship, and service. This plan and any subsequent revisions is one of the bases for review throughout the probationary period. The faculty member should refer to [AAPS012.001](#) for details regarding the review process.

The following standards have been set forth under past and current practices of probationary and permanent faculty teaching load of nine (9) units per semester.

2.1 STANDARDS FOR REAPPOINTMENT

2.1.1 INTRODUCTION

For tenure-track faculty, the basic standard for reappointment is whether adequate progress is being made toward tenure. The standards for reappointment serve as basic guidelines that should lead to successful tenure and promotion in the course of six years.

Evaluation for reappointment will be based on review of a) teaching, b) research and scholarship, and c) service. With this review, tenure-track faculty will receive a recommendation of a) strongly recommend for reappointment, b) recommend for reappointment, c) recommend for reappointment with reservations, and d) recommend to not reappoint.

2.1.2 TEACHING

Evidence of satisfactory progress in teaching is indicated by positive assessment during each review period of:

- courses taught;
- two (2) or more peer evaluations (defined as classroom visitation(s) and/or review of course materials);
- samples of instructional materials, such as syllabi, examinations and other assessment tools;
- graded assignments;
- documentation of outcomes of innovative instructional strategies (e.g., online, hybrid, and face to face modalities);
- description of new courses and/or curriculum materials; and
- positive evaluation (PTE) and continuous improvement when applicable.

Faculty members in the Department of Computer Science to be reappointed are expected to:

- Develop course syllabi that are consistent with school and program requirements;

- 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 office hours as prescribed by the University guidelines and be available to students via appointment;
- Encourage and expect a high level of student performance and participation in all classes;
- Demonstrate a commitment to improvement of teaching performance;
- Show evidence of ability of teaching reasonable wide range of department courses.

2.1.3 RESEARCH AND SCHOLARSHIP

Evidence of research and scholarly activity should be evaluated as indicating progress toward tenure and promotion. This evidence should document that reasonable progress is being made toward completing the research and scholarship standards for tenure and promotion (see standards for tenure and promotion below). Demonstration of satisfactory progress must be evidence-based and provide reviewers of the SIF and WPAF with sufficient information and discussion to assess progress and identify corrective action, if needed, to make a valid assessment.

Scholarship and research activities which will be evaluated include one or more of the following:

- Publication of original research in refereed professional journals, professional conferences, and symposia (normally a minimum of one (1) per year);
- Present research result or on-going research at conferences, seminars, and/or colloquia;
- Research project(s) funded by extramural and on-campus competitive grants and contracts;
- Professional manuscripts in progress; evidence of this includes draft articles as submitted for publication, acknowledgement of receipt and/or acceptance letters from editors, publication contracts;
- Technical reports, grant proposals, and reports to granting agencies and other documentation of research activities.
- Other scholarly activities listed in Section 1.3.

2.1.4 SERVICE

Satisfactory progress in service will be indicated by yearly completion of engaged service and demonstrated leadership in two departmental committees or one departmental committee and one activity as listed in Section 1.4.

The department chair and department RTP committee will determine if service represents a reasonable trajectory toward tenure completion standards by the end of the probationary period.

2.2 STANDARDS FOR TENURE AND PROMOTION TO ASSOCIATE PROFESSOR

2.2.1 INTRODUCTION

Evaluation for promotion is based on review of a) teaching, b) scholarship, and c) service. With this review, the faculty under review will receive a recommendation of a) strongly recommend for promotion, b) recommend for promotion, c) recommend for promotion with reservations, and d)

recommend for no promotion.

The faculty to be promoted must meet or exceed the following standards for promotion to Associate Professor or Full Professor. The review will thoroughly consider all evidence relating to the performance during the faculty's entire appointment in the Department of computer science, normally the preceding six (6) years for promotion to Associate Professor and five (5) years for promotion to Full Professor.

2.2.2 TEACHING

Evidence of satisfactory teaching will be indicated by positive assessment of all performance stated for reappointment in Section 2.1.2.

In addition, student evaluations should be comparable to the department average at all categories. Generally, PTE evaluations will be considered meaningful if they have at least 60% response rate. Student evaluations should be in the range of 80 to 100 percent agree to strongly agree categories for all categories. PTE scores deviate from department averages should be augmented with adequate explanation. In the case that PTE evaluations have response rate less than 60%, peer evaluations will be used by the department RPT committee to judge the teaching performance.

2.2.3 RESEARCH AND SCHOLARSHIP

At the end of the review period, the faculty member under consideration should demonstrate a satisfactory track record of scholarly contributions. A faculty member must have a minimum of

- five (5) peer-reviewed or refereed publications in journals and conferences, with at least two (2) publications in journals; and
- three (3) presentations of peer-reviewed or refereed research and scholarly work at academic or professional conference, provided the department, college or university offered sufficient funding.

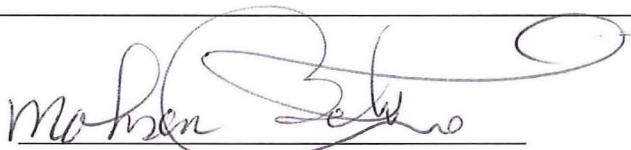
Equivalent journal and conference publications will include book and book chapters, as well as awarded grant proposals:

- Publications such as academic scholarly book or book chapters by a recognized and reputable source will be considered by the department RPT committee as equivalent to peer-reviewed or refereed journal publication. Publications such as textbooks will be considered by the department committee as equivalent to peer-reviewed or referred conference publications, based on the contents and quality of the book or book chapters.
- Awarded external grant proposals with amount \$50K or above will be considered by the department committee as equivalent to one peer-reviewed or refereed journal publication, while awarded external grant proposals with amount between \$20K to \$50K will be considered by the department RPT committee as equivalent to one peer-reviewed or refereed conference publications. However, at most one awarded grant proposal can be considered as equivalent journal or conference publication.

2.2.4 SERVICE

At the end of the review period, satisfactory progress in service should be indicated by yearly, engaged service and demonstrated leadership in two departmental committees or one departmental committee and one college, university committee or other service activity as stated in the definitions of service. Yearly

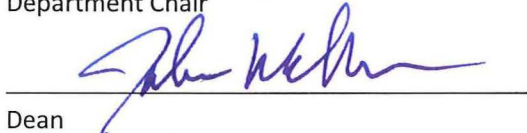
service activities should equal 12, of which at least 6 should have been completed in the department.



Department Chair

5/7/2013

Date



Dean

5/8/13

Date



Provost and Vice President of Academic Affairs

5/9/13

Date