

**RETENTION, TENURE AND PROMOTION STANDARDS –
DEPARTMENT OF COMPUTER SCIENCE AND
INFORMATION SYSTEMS**

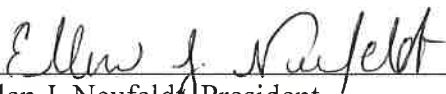
**POLICY
FAC 753-19**

Implemented: 09 / 26 /2019

Definition: A policy for the elevation of tenure track faculty within the Department of Computer Science and Information Systems.

Authority: CSU/CFA Unit 3 Collective Bargaining Agreement

Scope: Tenure Track Faculty within the Department of Computer Science and Information Systems, College of Science and Mathematics.



Ellen J. Neufeldt, President

9-26-19
Approval Date



Kamel Haddad, Interim Provost & Vice President for Academic Affairs

8/27/19
Approval Date

Implemented: 09 / 26 /2019

RETENTION, TENURE AND PROMOTION STANDARDS – POLICY
DEPARTMENT OF COMPUTER SCIENCE AND
INFORMATION SYSTEMS **FAC 753-19**

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Table of Contents

I. DEPARTMENT RTP EXPECTATIONS3

A. Preamble3

II. GENERAL STANDARDS AND EXPECTATIONS.....3

A. Retention.....3

B. Promotion to Associate with Tenure.....3

C. Promotion to Full3

D. Delays4

E. Experience Prior to Appointment.....4

III. DEPARTMENTAL PRIORITIES AND VALUES4

A. Department of Computer Science and Information Systems General Values4

B. Standards and Criteria for Teaching4

C. Standards and Criteria for Research.....5

D. Standards and Criteria for Service7

RETENTION, TENURE AND PROMOTION STANDARDS – POLICY
DEPARTMENT OF COMPUTER SCIENCE AND
INFORMATION SYSTEMS **FAC 753-19**

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I. DEPARTMENT RTP EXPECTATIONS

A. Preamble

1. Faculty have the right to clearly articulated performance standards and expectations at all levels and stages of the retention, tenure, and promotion (RTP) process. The purpose of this document is to detail the general expectations for the RTP process in the Department of Computer Science and Information Systems.
2. Department RTP standards educate others outside of the discipline, including deans, university committees, and the provost, with respect to the practice and standards of a particular Department, discipline, or field.
3. This document was developed with the understanding that Departments and Colleges must respect the diversity and intellectual freedom of their faculty by avoiding standards that are too prescriptive. As such, this document is designed to emphasize and explain the unique nature of the Department and its context within the University and College RTP policies.
4. This document uses the same definitions, terms, and abbreviations as defined in the University RTP document. The provisions of this document are to be implemented in conformity with the CSU-CFA Collective Bargaining Agreement (CBA), the University RTP Policies and Procedures, and the College of Science and Mathematics (CSM) Standards and Procedures documents.

II. GENERAL STANDARDS AND EXPECTATIONS

- A. **Retention:** It is expected that candidates for retention at the rank of assistant professor will show increasing or sustained effectiveness in each area of performance and demonstrate consistent progress towards meeting the tenure requirements in the areas of teaching, research/creative activity, and service.
- B. **Promotion to Associate with Tenure:** Promotion to the rank of associate professor requires an established record of effectiveness in teaching, research/creative achievements, and involvement in service activities that enhance the Department, College, University and the profession.
- C. **Promotion to Full:** Promotion to the rank of full professor requires evidence of continued commitment to and effectiveness in teaching, service to the Department, College, University and the profession, and evidence of substantial achievement in research/creative activities. Promotion to full professor also requires evidence of leadership skills, such as chairing a committee, chairing a conference, or starting/directing a center.

RETENTION, TENURE AND PROMOTION STANDARDS – POLICY
DEPARTMENT OF COMPUTER SCIENCE AND
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- D. Delays:** It is our expectation as a Department that all equipment, space, start-up funds, and facilities promised to an incoming faculty member will be provided to that faculty member as scheduled. If a candidate experiences an extreme setback (e.g. promised equipment was not provided or start-up funding was delayed) in this commitment, the candidate should consult with the Dean and Department Chair to explore other options. In addition, the candidate may, but is not required to, request an extension.
- E. Experience Prior to Appointment:** A candidate may be offered service credit or advanced rank at the time of appointment. In such cases, the candidate must include the work done during the years for which service credit was awarded in their reflective statement and in supporting materials in the WPAF. When a candidate enters with tenure at the rank of Associate Professor, promotion to Full Professor may be requested at any time, but work at CSUSM must meet the standards for promotion. When a candidate enters with tenure at a rank of Full Professor, the clock for the Post Tenure Periodic Evaluation will begin when hired.

III. DEPARTMENTAL PRIORITIES AND VALUES**A. Department of Computer Science and Information Systems General Values**

The Department values highly the teacher-scholar model, which embraces active participation in both instruction and scholarship, and the inclusion of scholarship in the classroom to create vibrant learning experiences for students.

The Department puts a high priority on creating opportunities for student involvement in faculty research. Such activities greatly improve the educational experience and training of our students. We expect faculty to have demonstrated undergraduate and graduate student involvement in their scholarly activities.

B. Standards and Criteria for Teaching

The Department specifies the following standards and criteria for teaching in addition to those articulated in the CSM RTP Standards and Procedures Policy (See Section IV.A 1-7):

1. The Department expects candidates to teach at multiple levels (upper-division, lower-division, general education, graduate-level) when possible. The department will make every effort to schedule the candidate courses suitably to demonstrate their teaching skills during a particular review period. However, if it is not possible to teach at multiple levels, the candidate should mention why the flexibility in scheduling was not available. We commend faculty who are responsive to Departmental teaching needs. These needs can vary greatly between academic years and therefore during a candidate's review period.

RETENTION, TENURE AND PROMOTION STANDARDS – POLICY
DEPARTMENT OF COMPUTER SCIENCE AND
INFORMATION SYSTEMS **FAC 753-19**

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2. The reflective statement in the WPAF must include a discussion of feed-back from previous review cycles, and if relevant, evidence of attempts to address areas of concern. The reflective statement should also discuss student comments from teaching evaluations, and if relevant, evidence of attempts to incorporate appropriate suggested pedagogical changes.
3. The Department requires that the course content be substantive and current. Course material should be at the proper level of difficulty relative to the catalog course description. The Department requires that grade distributions of undergraduate courses be included as a table/graph in the reflective statement. The Department expects the discussion of very skewed grade distributions in the candidate's reflective statement.
4. The Department expects teaching techniques utilizing latest technology, collaborative learning, hands-on learning, and effective assessment of student learning outcomes.
5. The Department expects faculty to advise master's students on their culminating projects or thesis, although we do not set a minimum number of students to be advised.

C. Standards and Criteria for Research

The Department specifies the following standards and criteria for research/creative activity in addition to those articulated in the CSM RTP Standards and Procedures Policy (See Section IV.B 1-4):

1. Scholarly work in Computer Science and Information Systems shall be understood to mean innovative contributions to the advancement of knowledge in these fields. Innovative contributions include improved or new algorithms, software systems, process models, instructional methods, as well as application of existing solutions to a new problem.
2. Peer-reviewed articles in conference proceedings and book chapters are considered valuable publications in computer science and information systems, in addition to journal articles. The candidate must include the peer reviews and/or the acceptance letters in the WPAF to show that peer-reviews did occur. The quality of journals and conference proceedings and/or the candidate's papers must be addressed by the candidate in terms of impact factors, acceptance rates, how well-known they are, number of citations, and/or awards/patents.

RETENTION, TENURE AND PROMOTION STANDARDS – POLICY
DEPARTMENT OF COMPUTER SCIENCE AND
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3. For each promotion the Department expects peer-reviewed primary research articles published in high quality journals or conference proceedings (see item b above) and a combination of other pieces of evidence such as posters, invited talks and seminars supporting the sustained research activity of the candidate.
4. The Department recognizes that some research programs require extensive data for publication and that merely counting papers may overlook substantial contributions to the field. The quality of work will be taken into account as explained in item b above.
5. The number of authors of publications will be considered. If there are multiple authors, the candidate must state in the reflective statement who the lead author is and provide a clear explanation of the candidate's contribution to the paper.
6. Evidence of sustained research activity could also include software development and grants in addition to published papers.

Supporting evidence for software development must include some measure of the impact of in the field of computer science and information systems. For example, the candidate's file should include data illustrating in what way and by how many people the software has been used and the effect of using the software.

7. The Department encourages candidates to apply for funding of their research activities. Since grant proposals for external funding of research are often very competitive and typically receive extensive outside peer review, the Department considers external grant funding as evidence of a candidate's scholarly achievement. Candidates are encouraged to discuss the nature of the funding, and how it contributes to their research program. Unfunded grant proposals may also be included as evidence of research productivity. To effectively evaluate unfunded proposals, the WPAF should include all available reviews of the proposals. Grant funding of non-research projects may be evaluated under teaching effectiveness or contributions to campus or community service depending on the nature of the project.
8. The Department values collaboration with other disciplines; however, it needs to be clear what the contribution from the CSIS faculty member is. The candidate must explain how their research/work contributes to the advancement of knowledge in the computer science and information systems.
9. The Department values student participation in research that results in student presentations, novel software, and/or coauthored publications. In the reflective statement, the candidate is expected to discuss the roles of students in their research projects.

RETENTION, TENURE AND PROMOTION STANDARDS – POLICY
DEPARTMENT OF COMPUTER SCIENCE AND
INFORMATION SYSTEMS **FAC 753-19**

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D. Standards and Criteria for Service

The Department specifies the following standards and criteria for service in addition to those written in the CSM RTP Standards and Procedures Policy (See Section IV.C 1-4):

1. The Department expects all faculty to participate in Departmental business (e.g., advising undergraduate and graduate students, supporting-ABET accreditation) and activities (e.g., student outreach and retention) and be responsive to Departmental needs (e.g., writing grants to support service activities).
2. The Department expects all faculty to engage in activities at the department, college, university, professional, and community levels by demonstration of significant participation in committee work, e.g., Academic Senate committees, College committees, and/or Department committees. Other examples of service to the community may include giving educational talks to high schools and community colleges or seminars for community groups or the industry. The candidate must describe their role/accomplishments in the committee and provide supporting documentation.
3. Refereeing and writing reviews of research papers and editorial duties for journals are considered as part of service.
4. The candidate must provide clear descriptions of service contributions at the university, college, department, profession and/or community level.