DEPARTMENT OF GEOGRAPHY AND GLOBAL STUDIES  
Criteria for Reappointment, Tenure, and Promotion  
(April 25, 2014)

This Criteria Statement is designed to provide guidance for evaluation for reappointment, tenure, and promotion (RTP) both for new and continuing Geography faculty as they move through the process, and for the RTP committees at each level of review from Department through University and the President.

Due to the interdisciplinary nature of the study of Geography and Global Studies, and the small number of faculty in this department, our faculty is by necessity diverse in their expertise and interests, and they must be broadly skilled. Moreover, some of our faculty members are hired for specific positions, or they may be asked to serve in administrative positions early in their tenure. These duties may result in release time from teaching. Therefore, each faculty member will likely have a different mix of responsibilities that requires flexibility in defining criteria for an individual’s RTP evaluation. For example, the Director of the Center for Interdisciplinary Geospatial Analysis (CIGA) requires a greater emphasis on research, grant writing, and supervision of student interns who work on grants and contracts.

Evaluation for reappointment, tenure, and promotion at SSU is judged on the basis of four areas of accomplishment: excellence in teaching, excellence in scholarship, and excellence in university and community service. In ranking promotion candidates, the University RTP Committee has used the following categories of teaching, scholarship, university service, and community service in priority order. The Department of Geography and Global Studies RTP Committee evaluation will be consistent with these University categories and prioritization. New and continuing faculty members will be informed of the expectations of the Department at the time of hire and throughout the probationary years in the Department-level RTP Committee evaluation document. If a candidate has allocated far greater effort to one of these categories in a given review cycle compared to this priority order, it is incumbent on the candidate to provide a rationale in her or his self-assessment so the committee can guide the candidate in reaching RTP expectations by time of promotion.

Once again, as a result of the broad nature of Geography and Global Studies, there may be overlap between teaching, research, and service activities that can be considered for RTP purposes. For example, the CIGA Director will instruct student interns in their work as part of a research grant, or to fulfill a local contract brought to the Center by the Director. This could be considered a combination of teaching effectiveness, scholarly activity, and community service. It is expected that the candidate will make a clear argument for considering multiple RTP areas within a single activity in his or her self-evaluation document.

Teaching Effectiveness

The evaluation criteria of University-wide RTP policy will be followed for both tenure and promotion. Effectiveness of teaching will be measured by peer observations and student evaluations. Peer observations will be conducted by faculty members within Geography and Global Studies and other departments. Observations will address teaching style and methods, learning objectives, course content, methods to evaluate student performance, and student engagement. Recommendations for improvement will be made clear in peer observations.

Faculty members may also have teaching-related duties such as supervising student interns and graduate students. Effectiveness in these other teaching-related activities will be taken into account by the individual RTP committees and may also be addressed by the candidate in her or his Self-Assessment of Teaching.
A. Expectations for Tenure and Promotion to Associate Professor

Student evaluations will be measured quantitatively. Department teaching goals are as follows: For each class being evaluated by time of tenure and promotion, the Department expects scores on at least 12 of the 14 individual evaluation questions should average at least 4.0. Each class’ overall average score should be above 4.2. Probationary faculty members will be expected to address both quantitative and qualitative issues raised in their review during the probationary period, such as times the course was taught, improvement in scores through sequential reviews, and extenuating circumstances that caused a year of low scores. We value candidates’ appraisal of the meaningfulness of their student ratings.

B. Expectations for Promotion to Full Professor

Faculty members are expected to maintain excellence in teaching based on both quantitative and qualitative assessments.

Scholarship, Research, and Creative Achievements

The evaluation criteria of the University-wide RTP policy will be followed for both tenure and promotion. The Geography and Global Studies Department will use the following products in evaluating an individual candidate, in order of importance:

TIER I
- Published book on the candidate’s research
- In-press or published principal* author article in peer-reviewed journal with high impact* in their field or peer reviewed book chapters
- Funded grant from national or international peer-reviewed agency

TIER II
- In-press or published contributing author articles in peer-reviewed journals with high impact in their field or peer-reviewed book chapters
- In-press or published principal* article in peer-reviewed journals with lower impact in their field or a non-peer-reviewed book chapter
- Primary author article in high impact peer-reviewed journal accepted for publication with revisions in progress
- Funded grant from outside agency
- Serves on Editorial Board of high impact peer-review journal

TIER III
- In-press or published contributing author articles in peer-reviewed journal with low impact in their field or non-peer-reviewed book chapters
- Research reports or scholarly papers presented at conferences.
- Submitted grant application to national or international peer reviewed agency
- Funded internal grant
- Serves on editorial board of low impact peer-reviewed journal
- Consultancies, products or inventions that relate directly to their research.
- Submitted research proposals to competitive granting institutions.
- Implementation of a training workshop in your research field.
- Participation in professional meetings as speaker, committee member, or organizer.
Service as a reviewer for scholarly journals or membership in review panel for research grants.
- Awards, honors, or invited speaking engagements.
- Supervise Sonoma State students engaged in the candidate’s research.

* If necessary, the RTP candidate will clarify whether his or her contribution was equal to first-author
# The RTP candidate will clarify whether or not the journal has high impact in his or her field

It is expected that candidates will submit explicit documentation of their plans, proposals, and progress in their self-assessments. The candidate’s RTP committee will evaluate these documents to determine how and whether they meet the criteria. It is expected that upon receiving critical feedback, candidates will show in subsequent RTP evaluation cycles that they have undertaken actions to remedy any shortfall.

A. Expectations for Tenure and Promotion to Associate Professor
    i. 12-WTU faculty: One product from Tier I; an additional product from Tiers I or II; and at least two more products from Tier III.
    ii. 8-WTU teaching faculty (i.e., CIGA Director): Two products from Tier I; an additional product from Tiers I or II; and at least two more products from Tier III including supervision of students engaged in the candidate’s research.
    iii. Scholarly products (i.e., published article/book, funded grant) that were in progress or review before hire but completed during the probationary period will be accepted as evidence of achievements for tenure and promotion to associate professor.

B. Expectations for Promotion to Full Professor
    i. 12-WTU faculty: One product from Tiers I or II; and at least two more products from Tiers I, II, or III.
    ii. 8-WTU teaching faculty (i.e., CIGA Director): Two products from Tier I or II; an additional two products from Tiers I, II or III including supervision of students engaged in the candidate’s research.
    iii. Scholarly products completed (i.e., published article/book, funded grant) after the candidate’s tenure/associate promotion application was submitted will be accepted as evidence of achievements for promotion to full professor.

Service to the University

The evaluation criteria of the University-wide RTP policy will be followed for both tenure and promotion. New and continuing faculty members are expected to engage in department duties, including advising, stewardship of major concentrations, management of specialized teaching facilities, club organization, and maintaining the department webpage. In addition, the Geography and Global Studies Department endorses activities undertaken by its faculty that can be used to meet multiple RTP criteria; e.g., an activity might meet criteria for both scholarship and service to the university. For example, a faculty member may involve students in her or his research data collection as part of a class project where the results or product of the class project enhance the University image.

For promotion to full professor, faculty members are expected to fulfill service leadership roles either to their department (i.e., Chair) and/or in university-wide faculty governance.

Service to the Discipline
This category is not specifically included in the University-wide RTP policy, yet it is an important criterion for SSU Geographers. For both tenure and promotion, we encourage our faculty to contribute to the discipline through activities such as attendance and research presentation at regional, national and international meetings in the discipline or their sub-discipline, provide peer-review for scholarly journals and grants in their field of expertise, serve on association committees or executive boards, editorial boards of discipline specific journals, and on occasion take on leadership roles such as association president or editor of a journal.

Public Service and Service to the Community

The evaluation criteria of the University-wide RTP policy will be followed for both tenure and promotion. In addition, the Geography and Global Studies Department endorses activities undertaken by its faculty that can be used to meet multiple RTP criteria; e.g., an activity might meet criteria for both scholarship and service to the community such as when we provide interviews to the popular press or give talks at service clubs that also reflect our scholarship or professional expertise. Community service is credited when a faculty member serves as, for example, an expert advisor for local organizations, or, in the case of CIGA Director, accepts contracts for work for local agencies that will be undertaken by student interns under the Director’s supervision. Public service may be national or international in scope as well; it is not limited to local/regional interactions.

Two-year Reappointment of Probationary Faculty

The Department RTP committee will consider recommending a two-year reappointment of a probationary faculty member if he or she: 1) meets teaching expectations for tenure; 2) has scholarly products needed for tenure that are completed or expected to be completed by the final review cycle; and, 3) meets department-level service expectations and currently serves or is about to serve on at least one School- or University-level committee.