

**Sonoma State University, Department of Biology**  
**Reappointment, Tenure and Promotion (RTP) Criteria**  
(Approved by Department of Biology: 6 April 2016)

The following criteria are used in evaluation of candidates for reappointment, tenure, and promotion (RTP) in the Department of Biology. For procedures related to submission of materials, schedule of review for RTP, candidates should consult the current University RTP policy and the Department of Biology RTP Policy.

### **I. Evaluation of Teaching Effectiveness**

The Department of Biology expects that the full record of a candidate's teaching effectiveness demonstrates thoughtful engagement in effective pedagogy that facilitates student achievement of learning objectives appropriate for the classes being taught. The Department further expects that candidates will re-assess their teaching strategies and strive to improve their teaching effectiveness in response to feedback provided in peer, student, and Department RTP committee evaluations. The candidate's self-evaluation of teaching effectiveness should address these expectations explicitly as well as changes made by the candidate in response to any suggestions for improvement in past reviews.

#### *A. Expectations for Tenure and Promotion to Associate Professor*

1. Overall evaluation of teaching effectiveness by peers indicating the candidate provides rigorous and up to date content, delivered in an articulate and accessible fashion, and that the candidate assesses student performance with an appropriate level of academic rigor and range of assignments.
2. Evidence from average student evaluation scores (and written comments, when available) of thoughtful engagement and effective pedagogy.
3. Offer courses in at least three of the five levels of our curriculum: non-majors GE, service (separate from GE), majors lower division, majors upper division and graduate.
4. Mentor at least 10 undergraduate students through a combination of supervisory courses (BIOL 494, 495, 496, 498 or 499).
5. Mentor graduate students in at least 4 supervisory courses (BIOL 595, 599).

### *B. Expectations for Promotion to Full Professor*

1. Continued evaluations of teaching effectiveness by peers indicating the candidate provides rigorous up to date content, delivered in an articulate and accessible fashion.
2. Continued evidence of achievement of thoughtful engagement and effective pedagogy.
3. Continued offering of courses across the curriculum.
4. Continued mentoring of both undergraduate and graduate students through supervisory courses.
5. Demonstration of leadership in the curriculum. Examples include involvement in curriculum planning, course development, assessment planning, and curricular or program reviews at the Department or University level.

## **II. Evaluation of Scholarship, Research, Creative Achievement and Professional Development**

For tenure and promotion, the Department expects that candidates will have shown evidence of significant scholarship in three areas: peer-reviewed publications, sustained efforts to obtain external funding to support their research, and serving as major advisor of graduate students.

For promotion to Associate and Full Professor, candidates are required to provide the Department RTP Committee with the names of three non-SSU scientists who are familiar with their scholarly activities. The RTP Committee shall request written comments from these individuals on the quality of such activities.

### *A. Expectations for Tenure and Promotion to Associate Professor*

Biology is a broad discipline and has many facets in which effective scholarship is achieved. In recognition of this, the Department RTP Committee will evaluate the overall record of each candidate to determine how he/she has met Departmental expectations for tenure and promotion to Associate Professor. These criteria provide a baseline for the Committee to use in their evaluation of effective scholarship. However, exceptions to these criteria may be acceptable if the committee deems other scholarly works are equivalent to the criteria below and makes a strong case for their recommendation.

1. 3 peer-reviewed journal articles published or accepted for publication, at least 1 of which is based on research conducted since the candidate's appointment at SSU.
2. External (i.e., non-SSU) grant funding to support the candidate's research for multiple years or at least three submissions of external multi-year grant proposals to support research or equipment.

3. Serve as major advisor for 2 graduate students in the Biology Graduate Program as well as mentor multiple undergraduates in research.

Although each candidate's trajectory for achieving these standards will vary, the Department RTP Committee will require evidence of steady progress throughout the probationary period. By the end of the third probationary year (including service credit, if granted), the Committee expects that the candidate will have made substantial progress in each of the three areas listed above.

#### *B. Expectations for Promotion to Full Professor*

1. An additional 3 articles published or accepted for publication in peer-reviewed journals.
2. Continued effort to maintain an externally funded research program that includes graduate and undergraduate students.
3. Demonstrated leadership in the candidate's field of specialization. Examples may include, but are not limited to: invited review papers or book chapters, invited presentations at national or international meetings, organizing national or international meetings, serving as a panel member for granting agencies or government scientific panels.
4. Evidence in external letters that candidate has established themselves as a noted scholar and leader in their area of expertise.

### **III. Evaluation of Service to the University**

In addition to the review criteria listed in University RTP Policy under service to the University, the Department requires that each faculty member share the work of running the Department by serving on departmental committees, advising undergraduate and graduate students and coordinating departmental activities as necessary. New faculty are not expected to be involved fully in departmental committee work and student advising in their first year of service, but they are expected to have a record of full participation in University service by the time they apply for tenure. The Department expects leadership and active engagement of Biology faculty in University service (e.g. chairing committees, involvement in curricular planning and assessment, etc.).

#### *A. Expectations for Tenure and Promotion to Associate Professor*

1. Serve on at least one department standing committee each year (except during the first probationary year) and on at least one University or School committee prior to applying for promotion or tenure. Serving as chair of a committee or in a leadership capacity carries more weight.
2. Serve on at least 3 graduate advising or examination committees.
3. Effective advising in the major.
4. Involvement in at least one University-wide outreach activity.

*B. Expectations for Promotion to Full Professor*

1. Continued service on 4 Departmental, School or University committees, and a record of initiative and assumption of leadership as a committee member. Chairship of at least 2 committees or taking on the coordination of a program (e.g. graduate program, pre-health professions advising) .
2. Continued service on graduate advising or examination committees.
3. Continued effective advising in the major.

**IV. Evaluation of Service to the Community**

The candidate is expected to make her/himself available for community service. Public and community service may include active involvement in local, regional, national, or international service or outreach activities. The candidate should include appropriate evidence of such service in his/her WPAF. The Department recognizes that reviewing efforts (e.g., journal manuscripts, grants) are important contributions to the professional community and constitute public service.

*A. Expectations for Tenure and Promotion to Associate Professor*

1. Evidence of serving as a peer reviewer for journal manuscripts and/or grant proposals.
2. Evidence of other activities that disseminate scientific knowledge, increase scientific literacy, contribute to scientific policy or provide technical expertise to organizations outside of SSU.

*B. Expectations for Promotion to Full Professor*

1. Continued activity as a peer reviewer for journals and grant proposals
2. Continued evidence of activities that benefit the wider community.