

California State University, East Bay  
College of Education and Allied Studies (CEAS)

**Retention, Tenure, and Promotion: Department Guidelines for Professional  
Achievement**

**May 15, 2023 Revisions**

Further, faculty are encouraged to make full use of the resources available both at the college and university level with respect to developing their scholarly work and preparing the dossier and its narratives with

2.5 It shall be the responsibility of the candidate to state the category for each accomplishment.

### **3. Categories**

The Guidelines *describe* five “Categories” of accomplishments in the Area of Professional Achievement, labeled A-E (see Table 1).

### **4. Accomplishments**

The Guidelines establish minimum accomplishments across the Columns in Table 1.

4.1 At the time the candidate is evaluated for promotion and/or tenure, the candidate shall receive a recommendation of “meets expectations” or “exceeds expectations” in the Area of Professional Achievement consistent with the following:

(a) The reviewer(s) determine that the candidate has accomplishments equal to or greater than the number listed in the column.

(b) It is important to recognize the possibility of a distinct difference between two achievements in the same category. It is the responsibility of the candidate to include in the narrative statements that explain the relevance of their work and impact in their field of work (i.e. what does their work add qualitatively to their professional community).

4.2 At the time the candidate is evaluated for promotion and/or tenure, the candidate shall receive a recommendation of “does not meet expectations” consistent with the following:

(a) The reviewer(s) determine the candidate does *not* have accomplishments equal to or greater than the minimum number.

(b) If the candidate does not meet expectations for retention in a category, then they should address those areas of concern and what they did to improve on in the following year’s narrative. The candidate also has the right to rebut the committee’s review under the University’s RTP guidelines (3.9.3).

4.3 Candidates for retention (years 2-6) who have met criteria will receive a recommendation of “meets expectations” or “exceeds expectations.” Candidates for retention who have not met the criteria during the year of review may receive a recommendation of “does not meet expectations”; or if the reviewer(s) conclude the candidate has provided evidence of work in progress toward criteria they may receive a recommendation of “in-progress.”

Dossier reviewer(s) are encouraged to provide clear feedback in addition to a reminder to continue to add evidence in particular areas as needed.

### **5. Accomplishments Required for Tenure and Promotion to Associate Professor**

The accomplishments counted for tenure also count for promotion to Associate Professor. Faculty members at the Assistant level will not usually receive tenure without promotion to Associate Professor.

### **6. Accomplishments Required for Promotion to Professor**

The accomplishments as stated in the Guidelines and counted for promotion to Full Professor are based on efforts that are new accomplishments from those counted for tenure and promotion to Associate Professor (see Tables I and II).

**7. Accomplishments Eligible for Consideration**

7.1 To be considered an accomplishment, a publication must have been published in final form; or if not yet published, the faculty member must present a copy of an official letter of acceptance.

A majority of the scholarly work presented for consideration should be in the candidate’s scholarly/professional area. Addressing equity, diversity, inclusion, anti-racism, and anti-violence is encouraged in scholarly output and in community activities.

7.2 For faculty *not* receiving service credit at the time of appointment, only those accomplishments achieved after appointment to the Cal State East Bay faculty shall be counted in the evaluation of a faculty member.

7.3 Faculty who receive service credit at the time of appointment may include in their dossier a separate section containing evidence of accomplishments for the period of time they received service credit. The preponderance of evidence must substantiate achievements at Cal State East Bay.

**8. Effective Dates**

8.1 These Guidelines shall be applied to all tenure track faculty who began service on or after the start of the Fall term, 2014.

8.2 Faculty candidates for tenure and /or promotion, who began service before the start of the Fall term, 2014 may request that they be evaluated by these Guidelines, or to have the evaluation of professional achievement remain under the University Retention, Tenure and Promotion Policy and Procedures.

**Table I  
Path 1: Emphasis on Publication**

	COLUMN 1-1		COLUMN 1-2		COLUMN 1-3	
	Category A Only	And	From Category A or B	And	From any Category A through E	Totals
To Associate/Tenure	≥1		≥2		≥2	≥5

**Table II**

**Path 2: Emphasis on Professional Community**

4.3.9. Service on committees or boards of professional societies and organizations;

4.3.10. Receipt of awards, prizes, fellowships,

4.3.11. Professional consultancies, showing the nature of the consultancies, and the nature of the organizations requesting the consultant service;

4.3.13. In retention cases, evidence of substantial progress toward achievement of the Doctorate or other normal terminal degree may qualify also as evidence of professional achievement. In tenure cases the recent award of the Doctorate or other normal terminal degree may qual