

COLLEGE OF ARTS & SCIENCES TENURE/PROMOTION & POST-TENURE EVALUATION FORM

NAME OF FACULTY MEMBER _____ FACULTY RANK _____

CHECK APPROPRIATE CATEGORY

- Promotion Evaluation
 Tenure Evaluation
 Promotion & Tenure Evaluation
 Post-Tenure Review

DEPARTMENT/COLLEGE REVIEW LEVEL

- Department P&T Committee
 Chair
 College P&T Committee
 Dean

PERIOD OF EVALUATION From _____ Through _____

SECTION I. EVALUATION FOR PROMOTION AND/OR TENURE OR POST-TENURE

NORMATIVE EVALUATION (This section is to be completed by the department chair or associate dean only. Deans, Departmental, College and University committee members omit this section.)

	Annual Evaluations Total Points	Total points of annual evaluations of other faculty in department holding the rank for which the candidate is being considered		
		Number of Faculty Holding Rank	Mean of Total Points of Faculty in Rank	Median of Total Points of Faculty in Rank
One Year Ago				
Two Years Ago				
Three Years Ago				
Four Years Ago (if applicable)				

SECTION II. SUMMARY OF EVALUATION BASED ON CAS CRITERIA FOR PROMOTION/TENURE or POST-TENURE

	Evaluation Area	Criteria	Rating Awarded	Meets Overall Criteria*
Associate Professor	Superior Teaching	Demonstration of significant contributions as a teacher and a strong likelihood of continuing effectiveness in teaching with evidence from student evaluations.	<input type="checkbox"/> Meets <input type="checkbox"/> Exceeds <input type="checkbox"/> Exemplary <input type="checkbox"/> None	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Outstanding Service to the institution	Demonstration of significant contributions in service to the institution and a strong likelihood of continuing effectiveness in such service	<input type="checkbox"/> Meets <input type="checkbox"/> Exceeds <input type="checkbox"/> Exemplary <input type="checkbox"/> None	
	Scholarly Activities and Professional Development	Demonstration of significant contributions to the candidate's discipline and a strong likelihood of continuing effectiveness.	<input type="checkbox"/> Meets <input type="checkbox"/> Exceeds <input type="checkbox"/> Exemplary <input type="checkbox"/> None	
Professor	Superior Teaching	Demonstration of a clear and convincing record of a high level of sustained effectiveness with evidence from student evaluations.	<input type="checkbox"/> Meets <input type="checkbox"/> Exceeds <input type="checkbox"/> Exemplary <input type="checkbox"/> None	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Outstanding Service to the institution	Demonstration of a clear and convincing record of a high level of sustained effectiveness in service to the institution.	<input type="checkbox"/> Meets <input type="checkbox"/> Exceeds <input type="checkbox"/> Exemplary <input type="checkbox"/> None	
	Scholarly Activities and Professional Development	Demonstration of a clear and convincing record of a high level of sustained effectiveness in the candidate's discipline.	<input type="checkbox"/> Meets <input type="checkbox"/> Exceeds <input type="checkbox"/> Exemplary <input type="checkbox"/> None	
Post-Tenure	Superior Teaching	Demonstration of a clear and convincing record of satisfactory performance and significant growth & development, with evidence from student evaluations.	<input type="checkbox"/> Meets <input type="checkbox"/> Exceeds <input type="checkbox"/> Exemplary <input type="checkbox"/> None	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Outstanding Service to the institution	Demonstration of a clear and convincing record of a high level of sustained effectiveness in service to the institution.	<input type="checkbox"/> Meets <input type="checkbox"/> Exceeds <input type="checkbox"/> Exemplary <input type="checkbox"/> None	
	Scholarly Activities and Professional Development	Demonstration of a clear and convincing record of a high level of professional activity and accomplishment in the candidate's discipline.	<input type="checkbox"/> Meets <input type="checkbox"/> Exceeds <input type="checkbox"/> Exemplary <input type="checkbox"/> None	

* Faculty member must achieve a "Meets" expectations rating or higher in one area of evaluation and be awarded a rating of either "Exceeds" expectations or "Exemplary" performance in the other two areas in order to earn tenure/promotion. Post-tenure decisions require either "meets" or "exceeds" ratings in all areas of evaluation.

SECTION III. EVIDENTIARY SECTION BASED UPON CAS DEPARTMENTAL CRITERIA FOR P&T or Post-Tenure. (Note: The following list of evidentiary categories is a **SAMPLE**. Insert faculty member's departmental evidentiary categories here.)

Areas of Evaluation	Evidentiary Categories	Number of Credits
Superior Teaching	Evidence from Student Evaluation of Instructor (Mandatory) Yes ____ No ____	
	New course(s) development	
	Significant updating or revision to existing course	
	Noteworthy application of technology to courses	
	Program or curriculum development	
	Peer or mentor evaluation of teaching	
	Participation in collaborative instruction	
	Direction of individual student research or internships	
	Participation in cross-disciplinary programs	
	Program implementation in K-12 schools	
	Teaching of core or introductory courses	
	Coordinator of large core class sections	
	Special recognitions for teaching accomplishments	
	Other teaching activities* Requires written approval of the Department Chair and /or Dean prior to submission	
Outstanding Service to the Institution	Committee Service (Mandatory)	
	Service as a mentor to full-time faculty and/or part-time faculty	
	Advisement of students	
	Development of advisement materials	
	Support to student organizations and/or campus activities	
	Coordination of department, school or university-wide programs	
	Management of department, school or university-wide budgets	
	Contributions to system or regional accreditation programs	
	Site visitor for discipline related accrediting bodies	
	Contributions to the improvement of campus life	
	Contributions to the improvement of community life related to one's discipline	
	Participation in community activities and organizations which enhances Clayton State's image in the community	
	Direct participation in K-12 school activities	
	Other service to the institution* Requires written approval of the Department Chair and /or Dean prior to submission	
Scholarly Activities & Professional Development	Publications, Presentations, Artistic Performances or Artistic Creations (See Section IV Below)	
	Author of non- peer reviewed books or chapters, accreditation manuals	
	Reviewer for professional journals, abstracts, books, reports	
	Editorial review board for professional journals	
	Membership and/or service in professional societies	
	Professional Organization Officer or Board member	
	Receipt of competitively awarded grants, fellowships or contracts	
	Development of new grant proposals, contracts or fellowship applications	
	Research with undergraduate or graduate students	
	Non-peer presentations within discipline	
	Consulting or other applications of professional expertise	
	Professional licenses or certifications	
Revisions of book chapters previously published		

