

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 3 points <input type="checkbox"/> Exceeds 4 points <input type="checkbox"/> Exemplary 5 points <input type="checkbox"/> None	<input type="checkbox"/> Yes* <input type="checkbox"/> No *At least 11 Points Needed to Achieve Promotion
	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 4 points <input type="checkbox"/> Exceeds 5 points <input type="checkbox"/> Exemplary 6 points <input type="checkbox"/> None	<input type="checkbox"/> Yes* <input type="checkbox"/> No *At least 14 Points Needed to Achieve Promotion
	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 3 points <input type="checkbox"/> Exceeds 4 points <input type="checkbox"/> Exemplary 5 points <input type="checkbox"/> None	<input type="checkbox"/> Yes* <input type="checkbox"/> No *At least 9 Points Needed to Meet Post-Tenure Standards
	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 disciplines.	<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 CATEGORIES A & B: SUPERIOR TEACHING & OUTSTANDING SERVICE TO THE INSTITUTION

One credit per area below for which the faculty member meets the criterion for promotion/tenure or up to two credits if the evaluator feels that the candidate excels beyond the norm in a given category. One-half credit may be awarded when the evaluator feels that an area has been partially met. At least one credit is required in all **bold** categories.

Areas of Evaluation	Evidentiary Categories	Credits 0.5 to 2.0 (increments of .5)
A. Superior Teaching	Evidence from Student Evaluation of Instructor consistently above average (required)	
	At least two positive peer evaluations	
	Consistent grade distributions	
	New course development	
	Direction of individual student research	
	Program or curriculum development	
	Significant revision of existing course(s)	
	Participation in course development training (e.g. CID, Online Course Development, PACE, SPOC)	
	Innovative teaching methods	
	Direction of individual student internships and/or directed studies	
	Direction of at least one formal teaching and instructional development workshop	
	Honor, award, and/or nomination for teaching accomplishments	
	Other teaching activities approved by Department/Dean _____	
B. Outstanding Service to the Institution	Committee Service (required)	
	Advisement of students and/or participation in new student orientations	
	Development of advisement and/or mentoring materials	
	Mentorship of students	
	Demonstrated support of student organizations and/or campus activities	
	Chairing academic department	
	Coordinating academic program, university-wide program, or non-academic school program	
	Contributions to system, regional, or program-specific accreditation program	
	Organized student recruitment and/or retention activities; participation in CSU open houses	
	Management of department, school or university-wide budget(s)	
	Significant service as a mentor to full-time faculty and/or part-time faculty	
	Participation in community activities and organizations (as an official representative of Clayton State University) which enhances Clayton State's image in the community	
	Honor, award, and/or nomination for service or leadership	
	Other clearly demonstrated and consistent service to the institution approved by Department/Dean _____	

EVIDENTIARY CATEGORY C: SCHOLARLY ACTIVITIES AND PROFESSIONAL DEVELOPMENT

See Appendix for the amount of credit to be awarded in each area below based on evidence from the candidate.

Areas of Evaluation	Evidentiary Categories	Credits (see Appendix)
C. Scholarly Activities and Professional Development	Scholarly Production/Publication (required; see Section IV to determine # of credits needed)	
	Membership and/or service in professional society	
	Receipt of competitively awarded external grant, fellowship, or contract	
	Receipt of internal grant (e.g., minigrant, URCA, CASE)	
	Development of external grant proposal, fellowship application, or contract (that is under review or not funded)	
	Conference proceeding (refereed)	
	Conference proceeding (non-refereed)	
	Presentation before learned societies, professional organizations or public institutions	
	Refereed media (TV, web)	
	Editor, managing editor of peer-reviewed journal	
	Editor, managing editor of conference proceedings	
	Published report with school system or agency	
	Article length report to external accreditation agencies or non-profits	
	Preparation of Comprehensive Program Review	
	Consulting or other applications of professional expertise	
	Professional license or certification related to discipline	
	Research activities	
	Participation in professional development training related to one's discipline, scholarship and/or creative activities	
	Draft/assist with passage of legislation in Georgia	
	Scholarly based article in popular magazine	
	Research note published in refereed media	
Book review		
Honor, award, and/or nomination for research, scholarship or other creative activity related to one's discipline		
Other scholarly activities and professional development approved by Department/Dean		

APPENDIX:

Department of Social Sciences - Scholarly Activities and Professional Development

Scholarly production/publication (count toward CAS production/publication credits requirement)	# credit points
Corresponds with Evidentiary Category "Scholarly Activities and Professional Development", Line 1	
Book (monograph, translation, textbook, single author)	3.0
Book (monograph, translation, textbook, joint author)	2.0
Book (editor of)	1.5
Refereed journal article (including law review)	1.5
Book chapter, textbook chapter	1.0
Book edition, textbook edition revision	1.0
Encyclopedia article	0.5
Conference proceeding (refereed)	0.5

Note: Refereed conference proceedings may only be used to fulfill half of a faculty member's scholarly production/publication requirement to earn tenure and/or for promotion to Associate or Full Professor; however, this restriction does not apply to post-tenure review decisions.

Note: Additional refereed conference proceedings not counted toward scholarly production/publication above may be applied below.

Other scholarly activities & professional development (do not count toward CAS production/publication)	# credit points
Corresponds with Evidentiary Category "Scholarly Activities and Professional Development" Lines 2-End	
Membership and/or service in professional society	0.5-1.0
Receipt of competitively awarded external grant, fellowship, and/or contract	0.5-1.0
Receipt of internal grant (e.g., minigrant, URCA, CASE)	0.5
Development of external grant proposal, fellowship app, and/or contract under review or not funded	.25-0.5
Conference proceeding (refereed)	0.5
Conference proceeding (non-refereed)	0.25
Presentation before learned societies, professional organizations, and/or public institutions	0.25-0.5
Refereed media (TV, web)	0.25-0.5
Editor, managing editor of peer-reviewed journal	1.0
Editor, managing editor of conference proceedings	1.0
Published report with school system or agency	0.5-1.0
Article length report to external accreditation agencies and/or non-profits	0.5-1.0
Preparation of Comprehensive Program Review	0.5-1.0
Consulting or other applications of professional expertise	0.5-1.0
Professional license and/or certification related to discipline	0.5-1.0
Research activities	0.25-0.5
Participation in professional development training related to one's discipline and/or research activities	0.25-1.0
Draft/assist with passage of legislation in Georgia	0.5-1.0
Scholarly based article in popular magazine	0.5-1.0
Research note published in refereed media	0.5
Book review	0.5-1.0
Honor, award, and/or nomination for research, scholarship, or other activity related to one's discipline	0.5-1.0
Other scholarly activities & professional development approved by Department/Dean	0.25-1.0

Note: Point ranges are provided for allotment of points for a given activity based on the level of someone's achievement/service. Faculty who have exhibited exemplary performance and/or produced more than one achievement in a given area may receive the higher point value in a given range or may receive multiple smaller values that add up to a higher number than the max. Example: Someone who makes three presentations before a learned society may receive 0.25 or .50 for each presentation, for a total of 0.75 or more.