

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 English Department CRITERIA FOR P&T or Post-Tenure.

Evidentiary categories. (One credit per area below for which the faculty member meets the criterion for promotion/tenure or two credits if the faculty member exceeds the criterion for promotion/tenure.)

Each of the areas of evaluation allows flexibility by permitting other evidentiary categories to be included. Approval for any other evidentiary category must be obtained prior to the submittal of the portfolio to ensure that the new area of evaluation is considered to be of comparable importance to the categories specifically included in the evaluation areas.

Areas of Evaluation	Evidentiary Categories	Number of Credits
Superior Teaching	Evidence from Student Evaluation of Instructor Yes _____ No _____	
	Course development	
	Application of technology to courses	
	Program or curriculum development	
	Peer or mentor evaluations	
	Direction of individual student research or internships	
	Participation in cross-disciplinary programs	
	Special recognitions for teaching accomplishments	
	Other teaching activities*	
Outstanding Service to the Institution	Committee Service	
	Service as a mentor to full-time faculty and/or part-time faculty	
	Advisement and mentoring 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	
	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 Other service to the institution*	
Scholarly Activities and Professional Development	Publications, artistic performances or creations as appropriate to the discipline	
	Membership and/or service in professional societies	
	Receipt of competitively awarded grants, fellowships or contracts	
	Development of new grant proposals, contracts or fellowship applications	
	Research activities	
	Presentations before learned societies, professional organizations or public institutions	
	Consulting or other applications of professional expertise	
	Professional licenses or certifications	
	Development of professional applications of technology	
	Participation in professional development training related to one's discipline, scholarship and/or creative activities	
	Honors and awards for research, scholarship or other creative activities	
	Other professional growth and development activities*	

*** Each of the areas of evaluation allows flexibility by permitting other evidentiary categories to be included. Approval for any other evidentiary category must be obtained prior to the submittal of the portfolio to ensure that the new area of evaluation is considered to be of comparable importance to the categories specifically included in the evaluation areas.**

Overview of the Faculty Evaluation Process: Department of English

The Department of English will be using the standards for “meets” and “exceeds” as stated by the College of Arts and Sciences.

From the College of Arts and Sciences Tenure/Promotion & Post-Tenure Evaluation Form The faculty member must achieve a ‘Meets’ expectation 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.

Category	Number of Credits for Associate (and post-tenure review)	Number of Credits for Full
Meets	3	4
Exceeds	4	5
Exemplary	5	6

Scholarship/Publication Category

Applicable Forms of Production/Publication

For English Department faculty, the following shall be considered applicable forms of production (including publication, performance, creation of art works and dramatic works, and other scholarly activities resulting in a product):

Categories where a work shall fulfill the entire requirement in this production/publication area at any level of review:

- Book-length research monograph, single author
- Book-length translation or critical edition, single author
- Book-length creative writing work, single author
- Textbook, book-length instructional materials, reference book or popular book in field, single author

Categories where work counts for two production/publication credits:

- Book-length research monograph, joint author
- Book-length translation or critical edition, joint author
- Book-length creative writing work, joint author
- Textbook, book-length instructional materials, reference book or popular book in field, joint author
- Editor or joint editor of a book-length collection of articles, with authorship of an article or significant introduction

Categories where work counts for one production/publication credit:

- Creation of media works (e.g., videos, web sites) that are commissioned or accepted for exhibition in refereed venues
- Writing or creation of dramatic works that are performed or published
- Radio/television/internet broadcast performance in any of the above categories
- Commercially released video or audio recording in any of the above categories
- Externally funded research, infrastructure or equipment grants
- Chapter in a Textbook, book-length instructional materials

Other Categories where work counts for one production/publication credit: Refereed Publications. (These publications may be either in print or online formats, provided they are refereed and meet all other standards outlined below):

- Article in a journal
- Chapter in a book or anthology
- Encyclopedia article (survey-length entry, i.e., 5000 words or more, accompanied with scholarly apparatus)
- Article-length paper in conference proceedings, accompanied with appropriate scholarly apparatus

- Publication of creative-writing work (e.g., single short story, single poem, or single literary essay)
- Published translation of a refereed journal article, chapter in a refereed book, or creative-writing work
- Review essay/article in a journal
- Interview article in a journal
- Service as executive editor, managing editor, or associate editor of a peer-reviewed journal for one complete volume or *Jahrgang* of issues
- Service as editor of conference proceedings of peer-reviewed abstracts
- Scholarship-based article in popular magazine
- Publication of research findings
- Publication of clinical case study(ies)
- Publication of clinical article
- Published pedagogical activities
- Article length book review printed in refereed media
- In-house consultation work with state school system, national organization, or accreditation association, resulting in a public (non-proprietary) published report
- Brief review essay printed in refereed media (2 required for full publication credit)
- Research note published in refereed media (3 required for full publication credit)
- Shorter encyclopedia articles (fewer than 5,000 words) published in refereed media (2 required for full publication credit)

Other Publications where work counts for one publication credit: (These important scholarly activities involve creating a product which undergoes some form of significant review; however, these review processes may differ somewhat from those of traditional refereed publications.)

- Publication of an invited article or book chapter
- Publication of an article or chapter in a customized text
- Editor of a published customized text
- Publication of instructional material (with assessment of its effectiveness or complete teaching notes)
- Consultation work with state school system or national organization, resulting in a public(non-proprietary) published report
- Patent proposal registered in US Patent Office
- Extensive research document completed on behalf of a government or non-profit agency which is used for strategic planning
- Piece of legislation related to the faculty member's academic discipline which is developed and presented to the Georgia General Assembly or U.S. Congress and progresses out of committee to the floor(whether passed or not)
- Online, interactive training materials posted on a government website and other peer-reviewed professional web sites(e.g., see <http://stopbullyingnow.hrsa.gov/index.asp?area=main>)
- Developing and maintaining (for at least one year) an interactive public service website which summarizes/provides resources available to a community or target population. This website must be significant to the community, as indicated by at least two links from other government/nonprofit websites. It also must be regularly updated (at least monthly) to incorporate new information and to remove outdated information.

Categories where work counts as one-half a production/publication credit:

- Liner notes for commercially released video or audio recording
- Multiple abstracts published in refereed media (2 required)
- Work published in non-referred media (3 required)
- Brief review essay published in refereed media
- Research note published in refereed media
- External grant submitted but not accepted
- Internal grant submitted and accepted

In addition to the above list of acceptable forms of production/production, each Arts and Sciences Departmental Committee on Tenure and Promotion in conjunction with their respective Department Head shall have the authority to count other forms of work as acceptable as either one full or one half credit towards the publication/production requirement, provided at least one full credit from the above list also is present. For the information of reviewers at subsequent levels of review, each Departmental Committee shall include a statement explaining the importance to the discipline of any other types of work granted

publication/production credit in the applicable faculty review portfolio.

NB. For the purposes of this policy, the term “refereed” shall be understood to include any of the following: traditional double-blind peer review, review by an editorial board, review by an editor, review by an audition committee or artistic jury, review by an artistic director or impresario, review by a competition panel. This list of forms of review should not be considered exhaustive. Given the diversity of disciplines within the College of Arts and Sciences, there will be many forms of review that are both rigorous and appropriate to specific disciplines; each discipline’s culture and best practices should be respected.