College of Arts and Sciences
Faculty Evaluation Overview

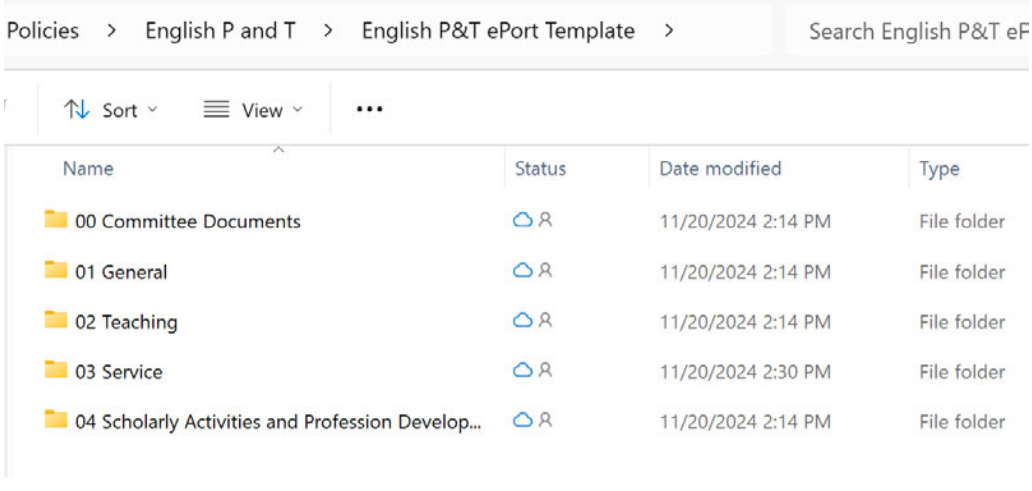
The ***Faculty Handbook*** is available at: https://catalog.clayton.edu/facultyhandbook/. **College** information and forms are available at: https://www.clayton.edu/arts-sciences/faculty-and-research/promotion-and-tenure.

Annual Review self-evaluations are due January 21 each year. College forms are on the college page (https://www.clayton.edu/arts-sciences/) >Faculty and Research>Promotion and Tenure. Chairs provide department forms with evidentiary items.

Promotion and Tenure Processes: eP&T Portfolio Management

1. Each department will maintain an eP&T portfolio template with folders on a SharePoint site based on the general College of Arts & Sciences P&T requirements. Each department should customize this general template to match their P&T evaluation form.

Example:



2. Department chairs will create a folder containing the department template for each tenured and tenure-track faculty member in their department. It is recommended that the folder be available for new hires starting their first semester on campus. The department template and the individual faculty folders should be on a shared OneDrive folder. The P and T folder should be on Sharepoint.

a. *Department chairs will be responsible for adding and removing sharing permissions of the folder.*
b. Faculty should copy and prepare the folder for each new review and rename it with the naming conventions.

Example:



3. Faculty members should communicate to the department chair orally or in writing, by the dates established in the *Faculty Handbook*, that their portfolio is complete and ready for evaluation.

a. No later than August 21 for Promotion and/or Tenure
b. No later than January 21 for Pre- or Post-Tenure Review

4. Once the chair is notified, the chair removes faculty access.

5. The department chair will then share the folder with the department committee for evaluation; share the link via email and copy the associate dean. The department committee will upload their evaluation documents to the appropriate folder and indicate to the department chair orally or in writing that the evaluation is complete.

6. The department chair will upload their evaluation documents to appropriate folder and share the folder with the appropriate College of Arts & Sciences Promotion and Tenure committee members.

a. See the Faculty Handbook *for the deadlines for submitting each year.*
b. Upon forwarding to the College committee, the chair should remove department committee access to the folder.

7. The college committee will upload their evaluation documents to the appropriate folder and indicate to the Dean of the College of Arts & Science orally or in writing that their evaluation is complete.

8. The Dean of the College of Arts & Sciences will upload their evaluation documents to the appropriate folder and notify the department chair that the folder is ready for submission to the Provost for review. The department chair will share the folder with the Provost.

a. Upon forwarding to the Provost, the chair should remove college committee access to the folder.

9. Department chair will be notified if folder access is needed by the University P&T committee.

10. Upon completion review at all levels, department chair will return access to evidence folders to the faculty member. A new folder should be set up for the faculty member to collect evidence for the next level of review.

Implementation of P and T Guidelines in Effect Aug. 1, 2025

Promotion and Tenure Reviews				**Annual Reviews**	
Year Hired	**Review Years**	**Guidelines: Previous or Aug. 2025** (All 2024 used 1-5)	**Review Year New P and T Guidelines Required***	**Student Success in Annual Review**	**New Annual Review Required**
2022-23	2025-26 2026-27 2027-28 2028-29 2029-30*	Previous or New 2025 Guidelines	2030	2023 review of 2022: n/a	2024
2023-24	2025-26 2026-27 2027-28 2028-29 2029-30*	Previous or New 2025 Guidelines	2030	2024 review of 2023: advisory	2024
2024-25	2027-28 2028-29 2029-30*	Previous or New 2025 Guidelines	2030	Required	Required
Hired Aug. 1, 2025	2028-29* 2029-30*	New 2025 guidelines	2028	Required	Required

PTR Guidelines		
Year Hired	**Review Years**	**PTR Guidelines**
Prior 2023	2019-2023 (Submitted Jan. 2024) 2020-2024 (Submitted Jan. 2025) 2021-2025 (Submitted Jan. 2026)	PTR – AY23-24 submissions **technically are under the new policy**; however, it is expected that PTR committees and administrators in the process utilize discretion to the benefit of the faculty member for the first couple of years given the change in expectations.