

Department of ENGLISH Promotion and Tenure Standards

Approved by three-fifths of the department faculty April 2025 and minor updates October 17, 2025

Effective Fall 2025 for Faculty Hired on or after August 1, 2025

Teaching

Teaching Categories	Criteria	Non-exclusive examples of evidentiary material	SS	PD
Teaching evaluation scores. A student evaluation rating (the average of all applicable semesters of the review period) of at least 80% of the evaluation numbering system. **Teaching evaluation by student items	1 point	Mandatory: All fall and spring evaluations are mandatory ; <i>Optional:</i> summer evaluations. Mandatory: address in cover letter any pattern of negative comments in written comments.		
Teaching evaluation scores. A student evaluation rating (the average of all applicable semesters of the review period) of at least 95% of the evaluation numbering system. (can claim either box 1 or box 2) **Teaching evaluation by student items	2 points	Mandatory: All fall and spring evaluations are mandatory ; <i>Optional:</i> summer evaluations. Mandatory: address in cover letter any pattern of negative comments in written comments.		
New course development. (Adding a new course to the catalogue and/or teaching a course for the first time) **Increase the number of quality courses designed to improve access to graduate education or job placement.	1 point for each new course (2 points max)	Copy of Banner Action Form; reference to same in annual evaluation letter by department chair; minutes of college or university curriculum committees; email from curriculum committee chairperson		
Major revision to existing course(s). Examples of revision include but are not limited to: introducing a new textbook, and converting a course to a new modality. **Redesign course(s) to improve learning outcomes and eliminate opportunity gaps (e.g. Adding new low-cost or free options for textbook)	0.5 points per course (3 points max)	Documented record of use: excerpted section of syllabus, email, D2L screen shots, etc.		

Minor revision to existing course(s). (updated exams, small to moderate changes in lectures, new assignments, etc.) **Include in syllabus graded activities demonstrating active learning from students (rather than solely objective-styled quizzes/exams)	0.5 point for 4 courses	Documented record of use: excerpted section of syllabus, email, D2L screen shots, etc.		
Program or curriculum development (e.g., new major or new minor, track/badge). *Professional Development Activity	New Major = 2 New Minor = 1 New Program/Track/Badge = 1	Copy of proposal; Minutes from the college or university curriculum committees; Reference to same in annual evaluation letter by department chair.		
Design and/or implementation of community engagement course or academic community engagement activity (e.g. Service-Learning Course). **Project-based/active learning activities	1 point per course	Syllabus, DUCK record of course schedule		
Designing and/or directing a study-abroad program *Professional Development Activity **Direction of study abroad program	1 point (2 points max)	Letter from study abroad director		
Direction of individual student research or internship	1 point per MALS thesis 0.5 point per student for MALS exam or thesis committee 1 point per internship (3 points max)	Letter, email from MALS director, DUCK record of course schedule		

Participation (apart from direction of the program) in the experience and/or activities of students in study abroad programs **Participation in the experience and/or activities of Honors Program students or study abroad programs	1 point	Letter from study abroad director		
Noteworthy application of technology to course(s). (Application of technology includes, but is not limited to, adding new modalities of access to the course such as streaming lectures or podcasts, or use of tools such as software packages that **enhance classroom outcomes or career preparation for students) (Items claimed here cannot be counted under the course revisions category.)	Course application = 0.5 Completion of Online Academy = 1	Certificate from Online Academy or other training source		
Participation in collaborative instruction (e.g. team-taught).	1 point (2 points max)	SPA report of class schedule; Course syllabus; Letter from the principal instructor		
Collaboration with another faculty member on development or revision of a program or course, or delivering a cross-disciplinary program, such as embedded MALS-course.	1 point	SPA report of class schedule; Course syllabus; Letter from the principal instructor		
Attaining or recertifying graduate faculty status. (Note: Recertification takes place every five years)	1 point	Email, letter		
Use of continuous improvement methodologies (e.g. use of graded essay re-writes, repeated quizzing, multiple test attempts, etc.) per course. **Use of continuous improvement methodologies	0.5 (1 point max)	Documented record of use: excerpted section of syllabus, email, D2L screen shots, etc.		
Nomination or receipt of professional, college, or university teaching award (0.5 points for nomination, one point for receipt).	0.5 (1 point max)	Emails, copy of certificate		

Use of innovative or high-impact strategies (e.g. integration of community-based learning, extended experiential learning programs, etc.) per course. **High impact practices in the course such as experiential learning **Demonstrate regular and appropriate assessments that align with the learning outcomes.	0.5 (1 point max)	Documented record of use: excerpted section of syllabus, email, D2L screen shots, etc.		
Delivering guest lectures in other instructors' classes	0.5 each (1 point max)	Letter, email		
Demonstrated willingness to go "above and beyond" to help students (e.g. scheduled one-on-one tutoring meetings, responding to urgent messages over weekends or evenings, etc.) per course. **Demonstrate a consistent pattern of willingness to meet outside of regular working hours to accommodate students	0.5 each (1 point max)	Documented record of use: excerpted section of syllabus, email, D2L screen shots, etc.		
Receipt of outside evaluation of curricular design and/or course (e.g. Quality Matters)	1 point	Letter, email		
Receipt of peer or mentor assessment of course or pedagogy.	1 point	Letter, email		
**Additional course content reviews (e.g. optional student surveys) per course	0.5 to 1 point	Copies of surveys, D2L screenshots, etc.		
**Demonstrate clear articulation of course activities with learning outcomes	0.5 point	Copy of document containing explanation/articulation		
**Any uncompensated (independent) study/courses which fall outside of the faculty workload	0.5 to 1 point	SPA report of class schedule, syllabus, Letter from chair, etc.		
**Participation in the experience and/or activities of Honors Program students or study abroad programs	0.5 to 1 point	Emails, D2L screenshots, etc.		

**Reduce barriers to opportunities with historically lower participation rates	0.5 point	Emails, D2L screenshots, etc.		
**Adapt course contents to establish sense of belonging that recognizes the students' identities and aspirations	0.5 point	Syllabi, D2L screenshots, etc.		
**Other as justified on a case-by-case basis with evidence Note: These additional teaching overlay activities require email or written approval of the Department Chair and/or Dean prior to submission	justify on a case-by-case basis 0.5-1 point	Letter, email, other evidence as determined in consultation with chair		

****Examples of student success overlay teaching activities (There is no limit on student success overlay points).**

Service

Service Categories	Criteria	Non-exclusive examples of evidentiary material	SS	PD
Committees (mandatory)	Service on 6 committees at any level equals 1 point (12 = 2 points, etc.). Each year on a multi-year committee counts as a separate committee. Serving as Chair of a committee counts as two committees.	Letter, email, meeting minutes		

Mentor to faculty Evidence of consultation with each faculty mentee (including, but not limited to, observations of teaching)	1 point peer observation of a colleague = 0.5 point	Letter, email		
Advisement and Mentoring of Students. (Advisee and/or Mentee meetings/consultations; directing an honors contract or senior thesis; direction of uncompleted MALS thesis; writing letters of recommendation) **Mentoring activities engaging students outside of the classroom **Professional career advisement **Collaboration with professional advisors **Placement for career purposes **Placement for internships and/or practicum **Direct an Honors contract or senior thesis second reader **Direction of uncompleted MALS thesis **Writing letters of recommendation that impact students' advancement	Advisee and/or Mentee meetings/consultations = 0.5 for 2 meetings (2 points max) Direct an honors contract or senior thesis second reader – 0.5 for 2 students Direction of uncompleted MALS thesis = 0.5 for one student Letter of recommendation = 0.5 point for 2 (2 points max)	Record of meeting with Mentee posted in Mentoring folder on OneDrive, email, contract, letter		
Development of advisement materials	justify on a case-by-case basis 0.5-1	Letter, email, other evidence as determined in consultation with chair		

Support to student organizations or campus activities. Organizing roles: include but not limited to Club advisor, organizing Lectures, organizing Conference, organizing Film Series Supporting roles: include but not limited to open house & orientation sessions, study jam, and a variety of student group, society, or club events or activities. **Support to student organizations and/or campus activities	Organizing role: 0.5-1 point per year, justify on a case-by-case basis Supporting roles: 0.25 points each	Letter, email, event program		
Program Coordination (department, school, university)	2 points	Appointment letter or email		
Budget management (department, school, university)	1 point	Letter, email		
Contribution to Univ. System or regional accreditation programs	justify on a case-by-case basis, 1 or 2 points	Letter, email		
Contribution to improving campus life (For example, service as conduct hearing officer, <i>ad hoc</i> involvement in arising or important campus issues, translations for university- services brochures, etc.)	justify on a case-by-case basis, 1 or 2 points	Letter, email		

Contribution to improving community life (related to discipline) Organizing roles: Justify on a case-by-case basis with chair. Supporting roles: Evidence of other forms of support/ involvement: e.g. English Day, attending archival programs, high school visitations or other outreach efforts, outreach efforts in the community that involve translations, various high school student support events, such as reading bowls, essay contests, debates, etc.	Organizing role: 0.5-1 point per year (2 points max) Supporting roles: 0.25 points each	Letter, email		
Participation in community activities and organizations to enhance CSU image (For example, helping with high school visitations/recruiting to CSU and other outreach efforts, either to students or various institutional entities.)	justify on a case-by-case basis, 1 or 2 points	Letter, email		
Other service activities: Requires email written approval of the Department Chair and/or Dean prior to submission (Examples: K-12 activities, Evidence that the faculty member links his/her/their work in some way to public contemporary issues and/or to improving the quality of life, Evidence that the faculty member, either through scholarly work and/or service, applies knowledge toward solutions to complex societal problems and human needs, Evidence that the faculty member contributes to the continuous improvement of public	justify on a case-by-case basis, 1 or 2 points	Letter, email, other evidence as determined in consultation with chair		

higher education, Evidence that the faculty member contributes in some way to the public good, other administrative duties) **K-12 activities				
Honors and awards for service to the University, College, or community	0.5 for nomination; 1 point for award (1 point max)	Letter, email		
**Partnering with international institutions or organizations **Participating in developing new programs **Improving existing programs that impact student success outcomes **Event management (fundraising, community, enrollment efforts) with/for students **Collaborating with student affairs on service activities demonstrating the value of the students' college experience **Coordinating alumni engagement in student mentorship and career development **Other as justified on a case-by-case basis Note: These additional service overlay activities require email or written approval of the Department Chair and/or Dean prior to submission	0.5 to 1 point	Letter, email, other evidence as determined in consultation with chair		

****Examples of student success overlay service activities (There is no limit on student success overlay points).**

Scholarly/Creative Activities and Professional Development

Scholarship Categories	Criteria	Non-exclusive examples of evidentiary material	SS	PD
Publication standard for the College of A&S* (mandatory) **Publications with students	Refer to publication guidelines for point standards	Mandatory: Copies of publications		
Membership and/or service in professional societies (Examples include service on an executive or conference committee, membership in a professional organization) *Professional Development Activity	Service: 0.5 point for each year on executive committee or conference committee membership or similar responsibilities. Membership: 2 years = 1 point; maximum of 1 point for the category	Email/letter of appointment; copy of receipt/application showing membership		
Receipt of competitively awarded grants, fellowships or contracts (grants may earn points either in "grant" category or in "publications," but not both) **Grant or contract execution with and/or for students	External grants: 1 point each Internal grants: 0.5 point each (2 points max)	Email announcing award		
Development of new grant proposals, contracts or fellowship applications **Grant or contract execution with and/or for students	External grants: 0.5 point each Internal grants: 0.5 point max. for multiple proposals	Copy of grant proposal and rejection email		
Research activities **Research and creative activities with students	Justify on a case-by-case basis, 0.5 point per item (2 points max)	Emails, specific description with evidence appropriate to the situation		

Presentations before learned societies, professional organizations or public institutions *Professional Development Activity **Presentation before learned societies, professional organizations, or public institutions with students if not counted in teaching	0.5 point per presentation (3 points max)	Copy of conference program designating panel presentations or announcing paper/talk		
Consulting or other applications of professional expertise (Must be acknowledged by professional or commercial party)	Justify on a case-by-case basis (2 points max)	Email		
Professional peer-reviewing activities for journals and/or conferences *Professional Development Activity	0.5 points per item (2 points max)	Email		
Professional licenses or certifications *Professional Development Activity	0.5-1 point per item, justify on a case-by-case basis (2 points max)	Dated copy of license or certificate		
Development of professional applications of technology *Professional Development Activity	0.5 points per item, justify on a case-by-case basis	Emails; copy and description of technology		
Participation in significant professional development training related to teaching effectiveness, one's discipline, scholarship, or creative activities *Professional Development Activity	0.5-1 point, justify on a case-by-case basis (3 points max)	Emails, program from training, training certificate		
Participation in minor professional development training related to teaching effectiveness, one's discipline, scholarship, or creative activities [Minor=1- to 2-hour time commitment] *Professional Development Activity	0.25 points for 1 item (1.5 points max)	Emails, program from training, training certificate		

Honors and awards for research, scholarship or other creative Activities	0.5 for nomination; 1 point for award (1 point max)	Email, copy of award		
Other professional development	Justify on a case-by-case basis (0.5 to 1 point)			
Excess Publication Points **Publications with students **Research and creative activities with students if not counted in teaching.	Publication points in excess of the College of Arts and Sciences publication requirement will count toward the rest of the Scholarship category.			
**Other scholarship/professional development overlay activities as justified on a case-by-case basis with evidence Note: These additional scholarship/professional development overlay activities require approval of the Department Chair and/or Dean prior to submission	0.5 to 1 point	Letter, email, other evidence as determined in consultation with chair		

** Examples of student success overlay scholarship and professional development activities (there is no limit on student success overlay points).

*Examples of Professional Development Activities.

Points needed in each area for Promotion and Tenure:

For tenure and/or promotion to the next rank, faculty members are required to “Meet” expectations in one area and “Exceed” expectations in two other areas.

In order to “**Meet**” expectations, a faculty member must earn the following number of checkmarks:

Level of Review	Points in Teaching	Points in Service	Points in Scholarship/Prof Dev.	Student Success Overlay	Prof. Devel. Overlay
Promotion to Associate Professor	4	4	4	4	2
Promotion to Full Professor	5	5	5	5	3
Post Tenure Review	4	4	4	4	2

In order to “**Exceed**” expectations, a faculty member must earn the following number of checkmarks:

Level of Review	Points in Teaching	Points in Service	Points in Scholarship/Prof Dev.	Student Success Overlay	Prof. Devel. Overlay
Promotion to Associate Professor	5	5	5	5	3
Promotion to Full Professor	6	6	6	6	4
Post Tenure Review	5	5	5	5	3

In order to be “**Exemplary**” in expectations, a faculty member must earn the following number of checkmarks:

Level of Review	Points in Teaching	Points in Service	Points in Scholarship/Prof Dev.	Student Success Overlay	Prof. Devel. Overlay
Promotion to Associate Professor	6	6	6	6	4
Promotion to Full Professor	7	7	7	7	5
Post Tenure Review	6	6	6	6	4

Note: The Arts and Sciences publication requirements must be met for all levels of promotion and post-tenure review. See below.

SECTION IV. APPLICABLE FORMS OF SCHOLARLY ACTIVITIES BASED ON DEPARTMENTAL GUIDELINES AND [COLLEGE OF ARTS & SCIENCES PRODUCTION/PUBLICATION STANDARDS](#)

Rank	Number of Scholarly Production/Publication Points Required
Assistant to Associate Professor	2
Associate to Full Professor	3
Post Tenure Review	1

SECTION IV.A. DEPARTMENTAL GUIDELINES: APPLICABLE FORMS OF PRODUCTION/PUBLICATION ACTIVITIES

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/publication, 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/publication 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/publication 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.