

DEPARTMENT OF SOCIAL SCIENCES TENURE/PROMOTION & POST-TENURE EVALUATION FORM

*Approved by three-fifths of the department faculty April 2025 and minor updates October 2025
Effective Fall 2025 for Faculty Hired on or after August 1, 2025*

FACULTY MEMBER NAME: [Click or tap here to enter text.](#)

CURRENT FACULTY RANK: [Click or tap here to enter text.](#)

TYPE OF REVIEW

☐ Pre-Tenure Review ☐ Promotion Only ☐ Tenure Only ☐ Promotion & Tenure ☐ Post-Tenure Review

LEVEL OF REVIEW

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

PERIOD OF EVALUATION

From [Click or tap to enter a date.](#) **Through** [Click or tap to enter a date.](#)

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

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 AND POST-TENURE

Faculty members must achieve a “Meets” expectations rating or higher in two areas of evaluation and be awarded a rating of “Exceeds” expectations or “Exemplary” performance in at least three areas of evaluation to earn tenure and/or promotion. Post-tenure decisions require “Meets” ratings in all areas of evaluation.

Use the table below to award points and determine if faculty member has met the overall criteria for rank, tenure, or post-tenure review. Pre-tenure review should be evaluated using the rank to which the candidate will apply during their next review period.

Approved by department faculty 10/24/2025

	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	☐ Meets 12-19 points	☐ Yes* ☐ No *At Least <u>84 Points</u> Needed to Achieve Promotion and/or Tenure
			☐ Exceeds 20-27 pts	
			☐ Exemplary 28+ pts	
			☐ Does not meet 0-11 pts	
	Outstanding Service to the University	Demonstration of significant contributions in service to the institution and a strong likelihood of continuing effectiveness in such service	☐ Meets 12-19 points	
			☐ Exceeds 20-27 pts	
			☐ Exemplary 28+ pts	
			☐ Does not meet 0-11 pts	
	Scholarly Activities and Professional Development	Demonstration of significant contributions to the candidate's discipline and a strong likelihood of continuing effectiveness	☐ Meets 12-19 points	
			☐ Exceeds 20-27 pts	
			☐ Exemplary 28+ pts	
			☐ Does not meet 0-11 pts	
	Student Success Overlay	Demonstration of effectiveness and participation in student success activities and other evidence germane to this category may be included as the candidate and unit deem appropriate for evaluation.	☐ Meets 16 -23 pts	
			☐ Exceeds 24-31 pts	
			☐ Exemplary 32+ pts	
			☐ Does not meet 0-15 pts	
	Professional Development Overlay	Demonstration of effectiveness and participation in the candidate's discipline and other evidence germane to this category may be included as the candidate and unit deem appropriate for evaluation.	☐ Meets 8-9 pts	
			☐ Exceeds 10-11 pts	
			☐ Exemplary 12+ pts	
			☐ Does not meet 0-7 pts	
Professor	Superior Teaching	Demonstration of a clear and convincing record of a high level of sustained effectiveness with evidence from student evaluations	☐ Meets 16-23 points	☐ Yes* ☐ No *At Least <u>104 Points</u> Needed to Achieve Promotion and/or Tenure
			☐ Exceeds 24-31 pts	
			☐ Exemplary 32+ pts	
			☐ Does not meet 0-15pts	
	Outstanding Service to the University	Demonstration of a clear and convincing record of a high level of sustained effectiveness in service to the institution	☐ Meets 16-23 points	
			☐ Exceeds 24-31 pts	
			☐ Exemplary 32+ pts	
			☐ Does not meet 0-15pts	
	Scholarly Activities and Professional Development	Demonstration of a clear and convincing record of a high level of sustained effectiveness in the candidate's discipline	☐ Meets 16-23 points	
			☐ Exceeds 24-31 pts	
			☐ Exemplary 32+ pts	
			☐ Does not meet 0-15pts	
	Student Success Overlay	Demonstration of effectiveness and participation in student success activities and other evidence germane to this category may be included as the candidate and unit deem appropriate for evaluation.	☐ Meets 16 -23 pts	
			☐ Exceeds 24-31 pts	
			☐ Exemplary 32+ pts	
			☐ Does not meet 0-15 pts	
	Professional Development Overlay	Demonstration of effectiveness and participation in the candidate's discipline and other evidence germane to this category may be included as the candidate and unit deem appropriate for evaluation.	☐ Meets 8-9 pts	
			☐ Exceeds 10-11 pts	
			☐ Exemplary 12+ pts	
			☐ Does not meet 0-7 pts	
Post-Tenure	Superior Teaching	Demonstration of a clear and convincing record of satisfactory performance and significant growth and development, with evidence from student evaluations	☐ Meets 12-19 points	☐ Yes* ☐ No *At Least <u>60 Points</u> Needed to Meet Post-Tenure Standards
			☐ Exceeds 20-27 pts	
			☐ Exemplary 28+ pts	
			☐ Does not meet 0-11pts	
	Outstanding Service to the University	Demonstration of a clear and convincing record of a high level of sustained effectiveness in service to the institution	☐ Meets 12-19 points	
			☐ Exceeds 20-27 pts	
			☐ Exemplary 28+ pts	
			☐ Does not meet 0-11pts	
	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	☐ Meets 12-19 points	
			☐ Exceeds 20-27 pts	
			☐ Exemplary 28+ pts	
			☐ Does not meet 0-11pts	
	Student Success Overlay	Demonstration of effectiveness and participation in student success activities and other evidence germane to this category may be included as the candidate and unit deem appropriate for evaluation.	☐ Meets 16 -23 pts	
			☐ Exceeds 24-31 pts	
			☐ Exemplary 32+ pts	
			☐ Does not meet 0-15 pts	
	Professional Development Overlay	Demonstration of effectiveness and participation in the candidate's discipline and other evidence germane to this category may be included as the candidate and unit deem appropriate for evaluation.	☐ Meets 8-9 pts	
			☐ Exceeds 10-11 pts	
			☐ Exemplary 12+ pts	
			☐ Does not meet 0-7 pts	

SECTION III. EVIDENTIARY CATEGORIES

Use the tables below to award credits to be used to determine if faculty member the criteria for tenure, promotion, or post-tenure review as outline in Section II above. At least one credit is required in all **bold** categories. Student success and professional development overlay categories are indicated by an ******(SSO) and ******* (PDO), respectively.

Areas of Evaluation	Evidentiary Categories	Points Total (tally up credits from annual evaluations during the review period)
Superior Teaching	Evidence from Student Evaluation of Instructor consistently above average (required)	
	New course development	
	Significant program and/or curriculum development	
	Award or special recognition for teaching accomplishments	
	Major revision to existing course(s)	
	Major program and/or curriculum development	
	Minor program and/or curriculum changes	
	Minor course revision	
	Design and/or implementation of community engagement course(s) or academic community engagement activity	
	Coordinator of large core class sections	
	Program implementation in K-12 schools	
	Authors annual program learning assessment report	
	Collects/reports annual student learning outcome data to chair/coordinator	
	Noteworthy application of technology to course(s)	
	Peer or mentor assessment of pedagogy	
	Assessment of student perception	
	Evidence of effective student learning	
	Use of continuous improvement methodologies	
	Quality of assessment and course construction	
	Use of established learning methodologies	
	Participation in collaborative instruction	
	Participation in cross-disciplinary program	
	Teaching of core or introductory courses	
	Nomination and submission of supporting materials for teaching recognition or award	
	** Direction of individual student research or internship outside of courseload	
	** Redesign course(s) to improve learning outcomes and eliminate opportunity gaps	
	** Study abroad programs	

	**Include syllabus graded activities demonstrating active learning from students	
	**Demonstrate clear articulation of course activities with learning outcomes	
	**Demonstrate regular and appropriate assessments that align with the learning outcomes	
	**Undertake activities that support the persistence of students toward graduation	
	** Adapt course contents to establish sense of belonging that recognizes the students' identities and aspirations	
	** Demonstrate a consistent pattern of willingness to meet outside of regular working hours to accommodate students	
	** High impact practices in the course, such as experiential learning	
	** Increase the number of quality online courses to improve access to graduate education or job placement	
	** Tutoring	
	** Additional course content reviews	
	** Participation in the experience and/or activities of Honors Program students	
	** Partner with international organizations or institutions	
	** Project-based/active learning activities	
	** Teaching evaluation by student items	
	** Reduce barriers to opportunities with historically lower participation rates	
	** Activities that develop leadership/entrepreneurial attitudes and skills, and digital and technical/analytical abilities to prepare students for technology and automation readiness	
Other activities identified as approved by department chair		
Outstanding Service to the Institution	Committee Service (required)	
	Management of academic unit-, school-, college-, or university-wide budgets	
	Coordination of academic unit-, school-, college-, or university-wide programs	
	Service as an active mentor to 1 full-time and/or 2 part-time faculty	
	Contributions to system or regional accreditation programs	
	Participation in community activities and organizations which enhance CSU's image	
	Direct participation in K-12 school activities	
	Development of advisement and mentoring material	
	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 of complex societal problems and human needs	
	Evidence that the faculty member contributes to the continuous improvement of public higher education	

	Evidence that the faculty member contributes in some way to the public good	
	Other administrative duties	
	Contributions to the improvement of campus life	
	Contributions to the improvement of community life related to one's discipline	
	** Mentoring of students	
	** Support to student organizations and/or campus activities	
	** Writing letters of recommendation that impact students' advancement	
	** Undertake activities that support the persistence of students toward graduation	
	** 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	
	** Participation in the experience and/or activities of Honors Program students	
	** Study abroad programs	
	** Partner with international institutions or organizations	
	** Participate in developing new programs	
	** Improve existing programs that impact student success outcomes	
	** Professional field trip	
	** Presentation to the community with students	
	** Event management (fundraising, community, enrollment efforts) with/for students	
	** Collaboration with student affairs and services' activities demonstrating the value of the students' college experience	
	** Participation in alumni engagement in student mentorship and career development	
	** K-12 activities that further discipline, department, college or university goals	
	Other activities identified as approved by department chair	
Scholarly Activities and Professional Development	Scholarly Production/Publication (see Section IV to determine # of credits needed)	
	Artistic performances or creations as appropriate to the discipline	
	Service in professional societies	
	Receipt of new (external) grants, fellowships or contracts	
	Development of new (external) grant proposals, contracts, or fellowship applications	
	Receipt of new (internal) grants, fellowships, or contracts	
	Development of new (internal) grant proposals, contracts, or fellowship applications	

	Development of instructors' manual	
	Presentations	
	Professional peer-reviewing activities for journals and/or conferences	
	Development of professional applications of technology	
	Receipt of honors and awards for research, scholarship, or other creative activities	
	Nomination for honors and awards for research, scholarship, or other creative activities	
	** Publications with students	
	** Research and creative activities with undergraduate or graduate students	
	** Presentation to professional organizations with students	
	** Grant or contract execution with and/or for students	
	** Grant or contract development with and/or for students	
	*** Professional memberships	
	*** Professional licenses, certifications, or other (continuing education) credentials/credits	
	*** Consulting or other applications of professional expertise	
	*** Participation in significant professional development training related to teaching effectiveness	
	*** Participation in significant professional development training related to one's discipline, scholarship and/or creative activities	
	*** Participation in minor professional development training related to teaching effectiveness	
	*** Participation in minor professional development training related to one's discipline, scholarship and/or creative activities	
	*** Letter of recommendation from a mentor	
	Other activities identified as approved by department chair	

**SECTION IV. APPLICABLE FORMS OF SCHOLARLY ACTIVITIES BASED ON
DEPARTMENTAL GUIDELINES AND COLLEGE OF ARTS & SCIENCES
PRODUCTION/PUBLICATION STANDARDS (See Appendix for credits)**

	Number of Scholarly Production/Publication Credits Required	Number of Scholarly Production/Publication Credits Awarded
Assistant to Associate Professor	2	
Associate to Full Professor	3	
Post-Tenure Review	1	

SECTION V. PROMOTION/TENURE OR POST-TENURE RECOMMENDATION

- ☐ AWARD PROMOTION ☐ AWARD TENURE ☐ AWARD PROMOTION & TENURE
☐ DO NOT AWARD PROMOTION OR TENURE
- ☐ ACHIEVING EXPECTATIONS IN POST-TENURE PERFORMANCE
☐ NOT ACHIEVING EXPECTATIONS IN POST-TENURE PERFORMANCE
- ☐ MAKING SATISFACTORY PROGRESS TOWARD TENURE & PROMOTION
☐ NOT MAKING SATISFACTORY PROGRESS TOWARD TENURE & PROMOTION

COMMENTS:

EVALUATOR(S)

_____	_____	_____	_____
Printed Name	Signature	Title or Rank	Date
_____	_____	_____	_____
Printed Name	Signature	Title or Rank	Date
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Printed Name	Signature	Title or Rank	Date
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Printed Name	Signature	Title or Rank	Date
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Printed Name	Signature	Title or Rank	Date

_____	_____	_____	_____
Printed Name	Signature	Title or Rank	Date

APPENDIX: Department of Social Sciences Scholarly Activities

Scholarly production/publication (count toward CAS production/publication credits requirement) Corresponds with Evidentiary category "Scholarly Production/Publication"	# credit points
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.