

College of STEM Promotion and Tenure Guidelines

The purpose of this document is to provide guidance on the minimum guidelines of the University System of Georgia (USG), Clayton State University (CSU), and the College of STEM (CSTEM) for promotion and tenure. At a minimum, candidates for tenure must satisfy the promotion criteria (as detailed in relevant parts of Section 205.02 and 205.03 of the Faculty Handbook) for the rank at which they will be tenured. The CSTEM promotion and tenure requirements are precisely in line with the university and USG requirements as noted in the CSU Faculty Handbook and the BoR Policy Manual.

The areas of evaluation of faculty for promotion and tenure include the following (and are described in more detail in section 205.03.1.2 of the faculty handbook):

- Academic Achievement
- Excellence and effectiveness in teaching and instruction
- Professional Service to the institution or the community
- Scholarly and/or Creative Activities.
- Professional Growth & Development (overlay requirement)
- Student Success Activities (overlay requirement)

During a promotion and/or tenure review each criterion, including the overlay criteria, will be assessed as to the degree the candidate meets or does not meet expectations using the following Likert scale:

- 1- Does not meet expectations
- 2- Needs improvement
- 3- Meets expectations
- 4- Exceeds expectations
- 5- Exhibits exemplary performance

As noted in the faculty handbook (section 205.03.1.2), the academic units (departments or schools) will establish descriptions of a “meets expectations”, “exceeds expectations” and “exhibits exemplary performance” rating that would have to be attained by the candidate for each rank, tenure and/or promotion. The USG and CSU describe the minimum standards for promotion and tenure (BoR policy manual 8.3 and CSU Faculty Handbook 205.03). The CSTEM guidelines describe the minimum standards for “meeting expectations” for various review levels for some of the areas of evaluation listed above in this document. *For successful review at the College level, the candidate must meet the standards set by their respective department or school.*

Minimum University and University System Standards

- Academic Achievement is simply defined as “pass/fail” or “meets/does not meet” basis only.

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- As outlined in the Faculty Handbook, “meeting expectations” across all evaluation categories is a necessary but not sufficient condition for promotion and/or tenure.
- A successful candidate for *promotion* in all professorial ranks must have earned a rating of either “exceeds expectations” or “exhibits exemplary performance” in at least *three* categories for the rank description the candidate is seeking.
- A successful candidate for *tenure* in all professorial ranks must have earned a rating of either “exceeds expectations” or “exhibits exemplary performance” in at least *two* categories.
- A successful candidate for promotion to Senior Lecturer must have a rating of “pass” in the criterion of Academic Achievement and have a rating of “exceeds expectations” or greater in the criterion of Teaching.
- If a rating of “Does not meet expectations” or “Needs improvement” is given in any category, the candidacy for promotion and/or tenure will be denied. If the candidate chooses, an appeal process may follow in accordance with the Faculty Handbook.

Collegewide Requirements

Listed in this section are the minimum number of credits required to be earned at the academic unit level for promotion and/or tenure for tenure track faculty in the CSTEM. *For successful review at the College level, the candidate must meet the standards set by their respective department or school in order to earn a credit.*

Except for Academic Achievement, each unit establishes credits for each evaluation area, with Table 1 providing the minimum required values for “meets expectations” and “exceeds expectations” across all areas of evaluation. Academic Achievement is simply defined as “pass/fail.” Each academic unit is also responsible for determining what constitutes evidence for promotion and/or tenure.

Table 1. Minimum Credits Required based on Academic Unit's Evaluation form.

Level of Review	Meets Expectations	Exceeds Expectations
Promotion to Associate Professor or tenure at rank of Associate Professor	2	3
Promotion to Professor or tenure at rank of Professor	3	4
Post tenure review at all ranks	2	3

According to Section 206.06.2 of the CSU Faculty Handbook, a successful post-tenure review requires the candidate to meet expectations in all areas of review at their rank and must publish one refereed publication (per the CSTEM requirements).

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Academic Achievement

- Academic Achievement is evaluated on a “pass/fail” or “meets/does not meet” basis only.

Superior Teaching

- The candidate must show evidence from Student Evaluation of Instructor that they are meeting this requirement.

Outstanding Service to the Institution

- The candidate must show evidence from participation in committee service that they are meeting this requirement.

Scholarly Activity

CSTEM has a standard for minimum number of refereed publications to meet the publication credit necessary for each level of review. The number of refereed publications required is listed in Table 2. As outlined in the Faculty Handbook, each academic department is responsible for determining what constitutes evidence for promotion and/or tenure (Section 205.03.1.3) and thus what counts as an acceptable publication. *For successful review at the College level, the candidate must meet the standards set by their respective department or school.*

Table 2: Number of Publications Required for Each Level of Review

Level of Review	Number of Publications Required
Promotion to Associate Professor or tenure at rank of Associate Professor	2
Promotion to Professor or tenure at rank of Professor	3
Post tenure review at all ranks	1

Professional Development

- The candidate must show evidence of professional development activities that meet this requirement.

Student Success

- The candidate must show evidence of involvement in student success activities that meet this requirement.

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Departmental/School Unit Promotion & Tenure Guidelines

As the University's Faculty Handbook states, each academic unit is responsible for determining what constitutes evidence for promotion and/or tenure (Section 205.03.1.3). The promotion and tenure guidelines specified by each unit (department or degree program) are located on the CSTEM Promotion and Tenure website.

Resources for the Completion of Required Evaluation Materials

An overview of the faculty evaluation process is in Section 205.04 of the Faculty Handbook. Resources for evaluation materials such as the Summary of Professional Activity form can be created using Digital Measures.

Lecturers & Senior Lecturers

A successful candidate for promotion to Senior Lecturer must have a rating of "pass" in the criterion of Academic Achievement and have a rating of "exceeds expectations" or greater in the criterion of Teaching. For Senior Lecturers an appropriate master's degree is required to achieve a "pass" in Academic Achievement (Section 205.03.1.2).

Table 3. Minimum Number of Credits Required for promotion to Senior Lecturer.

Department/School	Meets Expectations	Exceeds Expectations
Archives	1	2+
Computer Science & Information Technology	1	2+
Mathematics & Decision Science	1	2+
School of Sciences	1	2+