The School of Sciences Promotion and Tenure Criteria

Last updated April 1, 2024

The Faculty Handbook states that each department must define the criteria for meeting and exceeding expectations in each of the areas of evaluation (teaching, student success, service, scholarship, and professional development). The handbook states the following about the areas of evaluation:

- Meeting expectations across all evaluation categories is a necessary but not sufficient condition for promotion and/or tenure.
- A successful candidate for promotion to Senior Lecturer must have a rating of meets expectations in the criterion of Academic Achievement and have a rating of exceeds expectations or greater in the criterion of Teaching.
- 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.
- 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 following an appeal process.
- During a pre tenure or post tenure review, if the candidate's performance in any of the categories is judged to be not satisfactory, the faculty member must be provided with a Performance Remediation Plan (see Section 206.01.3).
- Tenure will be evaluated at the person's current rank if he/she is not seeking a promotion with tenure or the rank for which he/she is applying if he/she is seeking a promotion with tenure.

The School of Science has selected the following criteria for the areas of Teaching, Service and Scholarly Activities:

Associate Professor Level Tenure/Assistant to Associate Professor Promotion
- Meets Expectations: 4 credits in an evaluation area serves to meet expectations. The 4 evidentiary categories must include any **<u>required</u>** evidentiary category (shown in bold).
- Exceeds Expectations: 5 credits in an evaluation area serves to exceed expectations. The 5 evidentiary categories must include any **<u>required</u>** evidentiary category (shown in bold).
- Exemplary: 6 credits in an evaluation area serves as exemplary. The 6 evidentiary categories must include any **required** evidentiary category (shown in bold).

Full Professor Tenure/Associate to Full Professor Promotion
- Meets Expectations: 5 credits in an evaluation area serves to meet expectations. The 5 evidentiary categories must include any **<u>required</u>** evidentiary category (shown in bold).
- Exceeds Expectations: 6 credits in an evaluation area serves to exceed expectations. The 6 evidentiary credits must include any **<u>required</u>** evidentiary category (shown in bold).
- Exemplary: 7 credits in an evaluation area serves as exemplary. The 7 evidentiary categories must include any **<u>required</u>** evidentiary category (shown in bold).

Post Tenure Review at any level

The candidate must simply meet expectations in all areas of review at his/her rank and must publish one refereed publication (per the College of STEM requirements).

In addition to the 3 categories listed and defined above the Faculty Handbook also includes two additional categories that are considered overlays and can be included within the other 3 categories. These categories include Student Success and Professional Development. The criteria for these categories at ALL ranks of review are listed below.

Has demonstrated outstanding involvement in student success activities?
- Meets Expectations: 4 Student Success items from any area or combination of areas
- Exceeds Expectations: 5 Student Success items from any area or combination of areas
- Exemplary: 6 Student Success items from any area or combination of areas

NOTE: for credit to be granted for student success, candidate may need to provide evidence to support how the activity was intended to improve student success (e.g., when redesigning a course, an explanation of how the changes will improve the course for student learning, success, etc.)

Has demonstrated outstanding involvement in professional development activities?
- Meets Expectations: 4 Professional Development items from any area or combination of areas
- Exceeds Expectations: 5 Professional Development items from any area or combination of areas
- Exemplary: 6 Professional Development items from any area or combination of areas

NOTE: for credit to be granted for professional development, candidate may need to provide evidence to support how the activity was intended to improve help the candidate develop professionally.

Evidentiary Category: Superior Teaching	Student success?	Prof. develop?	Credits
Evidence from Student Evaluation of Instructor (required) A student evaluation rating (the average of all applicable semesters of the review period) of at least 60% of the evaluation numbering system.	Yes		
A student evaluation rating (the average of all applicable semesters of the review period) of at least 90% of the evaluation numbering system.	Yes		
A student evaluation rating (the average of all applicable semesters of the review period) of at least 95% of the evaluation numbering system.	Yes		
Development of 3-5 new courses. This may include developing and teaching courses that are "new to you". Labs count as courses.	Yes	Yes	
Development of 6 or more new courses. This may include developing and teaching courses that are "new to you".	Yes	Yes	
Significant revision of existing course(s). Examples might include flipping a class, converting a traditional lecture course to online, introducing new labs, etc	Yes	Yes	
Minor revision of existing course(s) (e.g., new assignments, updated exams)	Yes	Yes	
Contribution to program development (e.g. involvement in a new program proposal, development of new course proposals, etc.). Events counted here cannot also count in service	Yes	Yes	
Lead/coordinator of program development (e.g. proposal of a new program). Events counted here cannot also count in service	Yes	Yes	
Innovative teaching methods	Yes		
Evaluations of candidate's teaching by appropriate peer/mentor. An average of 1 evaluation per year of the review period. The evaluations should be completed using the approved form.	Yes		
Direction of 2-4 individual student research projects during the review period. Candidate must provide evidence that objectives of the project were met. Faculty members may receive credit for students not officially registered for a research course as long as the student gives an individual poster or oral presentation at the end of the semester. Faculty members may receive credit for multiple semesters directing the same student if the student gives multiple poster/oral presentations.	Yes	Yes	
Direction of 5 or more individual student research projects during the review period. At the committee's discretion, extra credit may be awarded for exceptional work in this category (e.g., working with a larger number of students, more complex projects, etc.)	Yes	Yes	
Direction of 2-4 individual student on-campus internships during the review period. Candidate must provide evidence that objectives of the project were met. Faculty members may receive credit for students not officially registered for an internship course as long as the student gives an individual poster or oral presentation at the end of the semester. Faculty members may receive credit for multiple semesters directing the same student if the student gives multiple poster/oral presentations.	Yes	Yes	

Direction of 5 or more individual student internships during the review period. At the committee's discretion, extra credit may be awarded for exceptional work in this category (e.g., working with a larger number of students, more complex projects, etc.).	Yes	Yes	
Design and/or implementation of community engagement course or academic community engagement activity		Yes	
Collaboration with another faculty member (within the candidate's division) on development of one course (e.g. significantly updating course content, team-teaching a course, etc.)	Yes	Yes	
Collaboration with another faculty member (within the candidate's division) on development of two courses (e.g. significantly updating course content, team-teaching a course, etc.)	Yes	Yes	
Collaboration with another faculty member (from outside the candidate's division) on development of one course (e.g. significantly updating course content, team-teaching a course, etc.)	Yes	Yes	
Collaboration with another faculty member (from outside the candidate's division) on development of two courses (e.g. significantly updating course content, team-teaching a course, etc.)	Yes	Yes	
Evaluation of curricular design and/or course	Yes	Yes	
Noteworthy application of technology to course(s)	Yes	Yes	
Assessment of student perception (at least three in an evaluation period)	Yes		
Evidence of effective student learning	Yes		
Use of a high-impact practice such as experiential learning	Yes	Yes	
Any (independent) study/courses that fall outside the faculty workload. 1-3 receives 1 credit, 4 or more receives 2 credits	Yes		
Participation in study abroad program. 1 credit per semester	Yes	Yes	
Nomination for a teaching award from a committee, college, or professional organization after review of faculty credentials for the award (e.g. nomination by the College Smith Award Committee). 1 credit per nomination			
Receipt of a teaching award from a committee, college, or professional organization after review of faculty credentials for the award. 1 credit per award			
Implementation of program in K-12 schools (if credit awarded here it cannot count in service)		Yes	
Delivering 3-5 lectures in other classes or laboratory sections. Proctoring an exam does not count for credit in this area.		Yes	
Delivering 6 or more lectures in other classes or laboratory sections. Proctoring an exam does not count for credit in this area.		Yes	
Teaching large (36+ students) core or introductory courses (1-3 = 1 credit, 4+ = 2 credits). Each semester of teaching a course counts.			

Coordinator of multi-section core or introductory courses or laboratory courses when working with other faculty (1-3 = one credit, 4+ = 2 credits). Each semester of coordinating a course/lab counts.			
Other teaching activities. In order for an activity to count in this category, it must be explained and justified by the candidate and approved by the Department/School review committee (which will provide approval of the specified activities in writing). The faculty member should be aware and cautious that activities are not guaranteed to be approved or count in the category.	Yes? Depends on the activity	Yes? Depends on activity	

Evidentiary Category: Outstanding service to the institution	Student success?	Prof. develop.	Credits
Committee Service (required) Serve on 5-10 committees (any level). Reasonable evidence of service on the committee must be provided. Each year on a committee counts as a separate committee. Serving as Chair of a committee counts as two committees.			
Serve on 11 or more committees (any level). Reasonable evidence of service on the committee must be provided. Each year on a committee counts as a separate committee. Serving as Chair of a committee counts as two committees.			
Serve as a mentor to 1 full- or part-time faculty member. Evidence of service should be a letter from the mentee.		Yes	
Serve as a mentor to 2 or more full- or part-time faculty members. Evidence of service should be a letter from the mentee.		Yes	
Advising or mentoring of students for professional or academic purposes. Supervision of Honor Student projects and coordination of the off-campus internship course is included in this area. This area does not include mentoring of internship or research students.	Yes	Yes	
Writing letters of recommendation for students. 5-9 = 1 credit. 10+ = 2 credits. Committee may grant additional credits for additional letters that significantly exceed required numbers.	Yes		
Development of advisement or mentorship materials that are distributed to advisors and/or departments	Yes	Yes	
Participation in 15-19 student organization events or campus activities (including open house and orientations, graduations, convocations, attending the CSU Academic Conference, organizing department research presentations, etc.). In-person activities count for 1.5 and virtual/online counts for 1. Faculty advisor for student groups would count here. Count this as two "events"? Attending events for the student group would count as events as well.	Yes		
Participation in 20 or more student organization events or campus activities (including open house and orientations, graduations, convocations, attending the CSU Academic Conference, organizing department research presentations, hosting a guest speaker, etc.).	Yes		
Event management (fundraising, community fundraising, recruiting students, etc.). 1 credit per event.	Yes? Depends on type	Yes? Depends on type	
Serving as Coordinator or Director of department, school, college or university-wide program. 1 credit for each program per year of service		Yes	
Management of department, school or university-wide budget(s)		Yes	
Collecting data for accreditation reports = 1 per year			
Coordinate (data compilation, report writing, etc.) for system or regional accreditation programs for 1 academic year. Counts as 2 per program.		Yes	

Serving as the instructor of record and coordinating the Senior Evaluation (or other evaluation course, if one exists) for that program.			
Development of program or course in K-12 schools (items counted here cannot also be counted in teaching)	Yes	Yes	
Coordination of off-campus study program (1 credit per program per year)	Yes	Yes	
Program development (items counted here cannot also count in teaching)	Yes	Yes	
Participation in 3-5 community outreach events (science fair judging, K-12 class presentations, etc.)	Yes		
Participation in 6-9 community outreach events (science fair judging, K-12 class presentations, etc.)	Yes		
Participation in 10 or more community outreach events (science fair judging, K-12 class presentations, etc.)	Yes		
Participation in 2-3 external professional service activities e.g. serving as an officer in a discipline-related organization, serving as a conference session chair, participating in grant reviews, serving on PhD review committees, etc.) These activities cannot also be counted in scholarship.		Yes	
Participation in 4 or more external service activities These activities cannot be also counted in scholarship.		Yes	
Raising funds that benefit the department, college and/or university (if credit awarded here it cannot count in scholarship)			
1 credit per nomination for service award from a committee, college, or professional organization after review of faculty credentials for the award			
1 credit per receipt of service award from a committee, college, or professional organization after review of faculty credentials for the award			
Other service activities. In order for an activity to count in this category, it must be explained and justified by the candidate and approved by the review committee. The faculty member should be aware and cautious that activities are not guaranteed to be approved or count in the category.	Yes? Depends on the activity	Yes? Depends on the activity	

Evidentiary Category: Scholarly Activities and Professional Development	Student success?	Prof. develop?	Credits
*Publications or creations as appropriate to the discipline (required; refer to College Guidelines). Committee may grant additional credits for publication that significantly exceeds required number.	Yes (if done with students)	Yes	
Publications or creations as appropriate to the discipline exceeding the number required by College guidelines. Committee may grant additional credits for publication that significantly exceeds required number.	Yes (if done with students)	Yes	
Membership in 5-9 professional societies. Each year in a society counts as a separate society.		Yes	
Membership in 10 or more professional societies. Each year in a society counts as a separate society.		Yes	
Serve a professional society 1 time as a committee member, officer, symposium chair, etc.		Yes	
Serve a professional society 2 or more times as a committee member, officer, symposium chair, etc.		Yes	
Receipt of competitively awarded grant(s), fellowship(s) or contract(s) At the committee's discretion, extra credit may be awarded for exceptional work in this category (e.g., writing a larger number of grants, larger award amounts, etc.)	Yes (if done with students or if grant is to support student success activities)	Yes	
Development of new grant proposal(s), contract(s) or fellowship application(s) (that are under review or were not funded) Grants counted here cannot also be counted in publications. At the committee's discretion, extra credit may be awarded for exceptional work in this category (e.g., writing a larger number of grants, larger award amounts, etc.)	Yes (if done with students or if grant is to support student success activities)	Yes	
Other research activities	Yes	Yes	
Presentations before learned societies, professional organizations, or public institutions. 1-3 = 1 credit, 4+ = 2 credits.	Yes	Yes	
Participation in consulting activities (using your academic expertise to aid the professional development of external entity). 1 credit for each separate activity		Yes	

Serve as a reviewer for 3-5 items (grants, book chapters, journal articles, etc.)		Yes	
Serve as a reviewer for 6 or more items (grants, book chapters, journal articles, etc.)		Yes	
Professional license(s) or certification(s) related to discipline. 1 credit per license or certification.		Yes	
Development of professional application(s) of technology	Yes (if done with students)	Yes	
Participation in 20-29 professional development activities related to discipline (including training, webinars, conference attendance, etc.). Each day of conference attendance counts as a separate activity. Leading a professional development session counts as two activities. In-person events are worth 1.5 credits, online/virtual are worth 1 each.	Yes, but depends on the type (e.g., pedagogy workshops vs. research ones)	Yes	
Participation in 30 or more professional development activities related to discipline (including training, webinars, conference attendance, etc.). Each day of conference attendance counts as a separate activity. Leading a professional development session counts as two activities. In-person events are worth 1.5 credits, online/virtual are worth 1 each.	Yes (depends on the type)	Yes	
Nomination for scholarship award from a committee, college, or professional organization after review of faculty credentials for the award. 1 credit for each separate award.			
Receipt of scholarship award from a committee, college, or professional organization after review of faculty credentials for the award. 1 credit for each separate award.			
Other scholarship or professional development activities. In order for an activity to count in this category, it must be explained and justified by the candidate and approved by the review committee. The faculty member should be aware and cautious that activities are not guaranteed to be approved or count in the category.			

* See P&T Guidelines Appendix: SoS Publication Standards