

**Department of Interdisciplinary Studies
Promotion and Tenure Recommendations
Revised Spring 2016**

The P&T Task Force Committee recommends the following changes to the evaluation for promotion and tenure in the Department of Interdisciplinary Studies. A successful candidate must exceed in two areas of evaluation and meet expectations in one area of evaluation.

Associate Professor Level Tenure/Assistant to Associate Professor Promotion

- Meets Expectations: Two credits in an evaluation area serves to meet expectations. The 2 evidentiary categories must include any **required** evidentiary category (shown in bold).
- Exceeds Expectations: Three credits in an evaluation area serves to exceed expectations. The 3 evidentiary categories must include any **required** evidentiary category (shown in bold).
- Exemplary: Four credits in an evaluation area serves as exemplary. The 4 evidentiary categories must include any **required** evidentiary category (shown in bold).

Full Professor Tenure/Associate to Full Professor Promotion

- Meets Expectations: Three credits in an evaluation area serves to meet expectations. The 3 evidentiary categories must include any **required** evidentiary category (shown in bold).
- Exceeds Expectations: Four credits in an evaluation area serves to exceed expectations. The 4 evidentiary categories must include any **required** evidentiary category (shown in bold).
- Exemplary: Five credits in an evaluation area serves as exemplary. The five evidentiary categories must include any **required** evidentiary category (shown in bold).

Post Tenure Review at any level

- The candidate must simply meet expectations in all three areas of review at his/her rank and must publish one refereed article (per the CAS requirements).

Special Note--For all levels of promotions, one full credit from the list of acceptable publications MUST be present in order to be promoted.

COLLEGE OF ARTS & SCIENCES TENURE/PROMOTION & POST-TENURE EVALUATION FORM

NAME OF FACULTY MEMBER _____ FACULTY RANK _____

CHECK APPROPRIATE CATEGORY

- Promotion Evaluation
 Tenure Evaluation
 Promotion & Tenure Evaluation
 Post-Tenure Review

DEPARTMENT/COLLEGE REVIEW LEVEL

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

PERIOD OF EVALUATION From _____ Through _____

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

NORMATIVE EVALUATION (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 or POST-TENURE

	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.	<input type="checkbox"/> Meets <input type="checkbox"/> Exceeds <input type="checkbox"/> Exemplary <input type="checkbox"/> None	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Outstanding Service to the institution	Demonstration of significant contributions in service to the institution and a strong likelihood of continuing effectiveness in such service	<input type="checkbox"/> Meets <input type="checkbox"/> Exceeds <input type="checkbox"/> Exemplary <input type="checkbox"/> None	
	Scholarly Activities and Professional Development	Demonstration of significant contributions to the candidate's discipline and a strong likelihood of continuing effectiveness.	<input type="checkbox"/> Meets <input type="checkbox"/> Exceeds <input type="checkbox"/> Exemplary <input type="checkbox"/> None	
Professor	Superior Teaching	Demonstration of a clear and convincing record of a high level of sustained effectiveness with evidence from student evaluations.	<input type="checkbox"/> Meets <input type="checkbox"/> Exceeds <input type="checkbox"/> Exemplary <input type="checkbox"/> None	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Outstanding Service to the institution	Demonstration of a clear and convincing record of a high level of sustained effectiveness in service to the institution.	<input type="checkbox"/> Meets <input type="checkbox"/> Exceeds <input type="checkbox"/> Exemplary <input type="checkbox"/> None	
	Scholarly Activities and Professional Development	Demonstration of a clear and convincing record of a high level of sustained effectiveness in the candidate's discipline.	<input type="checkbox"/> Meets <input type="checkbox"/> Exceeds <input type="checkbox"/> Exemplary <input type="checkbox"/> None	
Post-Tenure	Superior Teaching	Demonstration of a clear and convincing record of satisfactory performance and significant growth & development, with evidence from student evaluations.	<input type="checkbox"/> Meets <input type="checkbox"/> Exceeds <input type="checkbox"/> Exemplary <input type="checkbox"/> None	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Outstanding Service to the institution	Demonstration of a clear and convincing record of a high level of sustained effectiveness in service to the institution.	<input type="checkbox"/> Meets <input type="checkbox"/> Exceeds <input type="checkbox"/> Exemplary <input type="checkbox"/> None	
	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.	<input type="checkbox"/> Meets <input type="checkbox"/> Exceeds <input type="checkbox"/> Exemplary <input type="checkbox"/> None	

* Faculty member must achieve a "Meets" expectations rating or higher in one area of evaluation and be awarded a rating of either "Exceeds" expectations or "Exemplary" performance in the other two areas in order to earn tenure/promotion. Post-tenure decisions require either "meets" or "exceeds" ratings in all areas of evaluation.

2. Evidentiary categories. (One credit per area below for which the faculty member meets the criterion for promotion/tenure or two credits if the faculty member exceeds the criterion for promotion/tenure.)

Areas of Evaluation	Evidentiary Categories	Number of Credits
Superior Teaching	Evidence from Student Evaluation of Instructor Yes____ No____	
	Course development or enhancement	
	Application of technology to courses	
	Program or curriculum development	
	Peer or mentor evaluation	
	Direction of individual student research, internship, thesis, graduate examination, etc.,	
	Participation in cross-disciplinary program and the use of expertise to enhance another course, department, or program other than your own	
	Implementation of program in K-12 schools, department, college or university	
	Special recognition for teaching accomplishment	
	Use of duties and expertise to positively impact students	
	Other teaching activities	
	Outstanding Service to the Institution	Committee Service
Service as a mentor to full-time faculty and/or part-time faculty		
Advisement of students or Mentoring of Students		
Development of advisement material or mentoring material		
Support to student organization and/or campus activity		
Coordination of department, school or university-wide program		
Management of department, school or university-wide budget		
Contribution to system or regional accreditation program		
Contribution to the improvement of campus life		
Contribution to the improvement of community life related to one's discipline		
Participation in community activity and organization which enhance Clayton State's image in the community		
Other service to the institution*		
Scholarly Activities and Professional Development	Publications, artistic performances or creations as appropriate to the discipline	
	Membership and/or service in professional society	
	Receipt of competitively awarded grant, fellowship or contract	
	Development of new grant proposal, contract or fellowship application	
	Research activity	
	Presentation before learned societies, professional organizations, public institutions, or organized departmental, college, or university setting	
	Consulting or other application of professional expertise	
	Professional license or certification	
	Development of professional application of technology	
	Participation in professional development training related to one's discipline, scholarship and/or creative activity	
	Participation in professional development training related to university duties	
	Honor and award for research, scholarship or other creative activity	
	Other professional growth and development activities*	

* Each of the areas of evaluation allows flexibility by permitting other evidentiary categories to be included. Approval for any other evidentiary category must be obtained from the Dean of the College of Arts and Sciences prior to the submittal of the portfolio to ensure that the new area of evaluation is considered to be of comparable importance to the categories specifically included in the evaluation areas.

Overview of the Faculty Evaluation Process

Applicable Forms of Production/Publication

For Interdisciplinary Studies 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
- 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
- **Creation of a business and/or nonprofit organization related to one's area of academic expertise (accompanied by legal forms and/or business plans)**

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 ***(see examples of journals)
- 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
- **Invited essay/article/book review, interview article, or chapter 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 or **peer-reviewed professional website** (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:

- Any of the above activities in a venue neither professional nor refereed
- 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/production, 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/production 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/production 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.

***The following is a resource compilation of example journals for usage in yearly review and promotion and tenure decisions. (This is not an exhaustive list. All peer-referred journals shall be included in the decision toward publication credit):

Bachelor of Applied Science

Cabells Directory – <http://www.cabells.com/index.aspx>

Research Assessment Exercise Directory (RAE) - <http://www.rae.ac.uk/>

International Journal for the Scholarship of Teaching and Learning-- <http://academics.georgiasouthern.edu/ijsot/>

Online Journal of Distance Learning Administration-- <http://www.westga.edu/~distance/ojdl/>

International Journal of Teaching and Learning in Higher Education-- <http://www.isetl.org/ijtlhe/>

African American Studies and Women's and Gender Studies

African American Studies

African American Review - <http://aar.slu.edu/>

Black American Literature Forum - <http://gulib.georgetown.edu/newjour/b/msg02732.html>

Black Renaissance - <http://aalbc.com/writers/black1.htm>

Black Scholar - <http://www.theblackscholar.org/>

Black Women, Gender & Families- <http://www.press.uillinois.edu/journals/bwgf.html>

Callaloo – <http://callaloo.tamu.edu/>

CLA Journal - <http://www.clascholars.org/cla-journal>

Ethnic & Racial Studies - <http://www.tandfonline.com/loi/rers20#.Um182vnEpFw>

Journal of African American History - <http://jaah.org/>

Journal of African American Studies - <http://www.springer.com/social+sciences/journal/12111>

Journal of Black Studies - <http://jbs.sagepub.com/>

Journal of Blacks in Higher Education - <http://www.jbhe.com/>

Journal of Negro Education - <http://www.journalnegroed.org/>

Western Journal of Black Studies - <http://public.wsu.edu/~wjbs/>

Women's and Gender Studies

Association of College and Research Library Women's and Gender Studies database

<http://www.libr.org/wgss/projects/serial.html>