

**Promotion and Tenure Guidelines
Department of Humanities**

Category	No. of credits for Associate (and post-tenure review)	No. of credits for Full
Meets	3	4
Exceeds	4	5
Exemplary	5	6

From the College of Arts and Sciences Tenure/Promotion & Post-Tenure Evaluation Form

The faculty member must achieve a 'Meets' expectation 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.

Teaching

Teaching Categories	Weighting per assessment period	Non-exclusive examples of evidentiary material
Teaching Evaluation scores (mandatory)	<ul style="list-style-type: none"> 4.7 to 5.0 average: (2 credits); Between 4.0 and 4.69: (1 credit); Written comments may be evaluated to add ½ credit, but not to subtract credits. (Averages are over the entire assessment period). 	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> New course: (1 credit per course) Major revision (e.g., Significant modification of course to meet QEP requirements; development of an online version of an existing course; extensive revision of syllabus and textbook materials): (½ credit per course). 	<ul style="list-style-type: none"> 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.
Application of technology to courses	<ul style="list-style-type: none"> Completion of Online Academy or similar professional training: 	<ul style="list-style-type: none"> Certificate from Online Academy or other training source.

	(1 credit).	
Program/curriculum development	<ul style="list-style-type: none"> • Development of new major: (2 credits); • Development of new minor: (1 credit); • Development of new program/track/badge within major: (1 credit) 	<ul style="list-style-type: none"> • Copy of proposal; • Minutes from the college or university curriculum committees; • Reference to same in annual evaluation letter by department chair.
Peer/mentor evaluation of teaching	<ul style="list-style-type: none"> • 2 evals = 1 credit 	<ul style="list-style-type: none"> • Observation letters from peers/mentors.
Direction of student research or internships	<ul style="list-style-type: none"> • Direct a completed MALS thesis: (1 credit per student); • MALS thesis or exam committee member: (½ credit per student); • Senior thesis director: (½ credit per student); • Independent study: (½ credit per course). 	<ul style="list-style-type: none"> • Summary of Professional Dev. report of course assignments; • Photocopy of signature page from thesis; • Emails from MALS director for testing committee. • DUCK record
Participation in cross-disciplinary programs	<ul style="list-style-type: none"> • Team-taught class: (1 credit per class.) • Teaching an embedded MALS class (1/2 credit per class) 	<ul style="list-style-type: none"> • SPA report of class assignments; • Course syllabus; • Letter from the principal instructor.
Special recognition for teaching accomplishments	<ul style="list-style-type: none"> • Professional, university, or college award for teaching: (1 credit per award) 	<ul style="list-style-type: none"> • Copy of award; • Copy of official notification of award.
Other teaching activities		

Service

Service Categories	Criteria	Non-exclusive examples of evidentiary material
Committees (mandatory)	Service on 6 committees at any level equals 1 credit (12 = 2 credits, 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 credit; peer	Letter, email

	observation of a colleague = ½ credit	
Advisement and Mentoring of Students	Advisee and/or Mentee list from DUCK = 1 credit senior thesis 2 nd reader = ½ credit for 2 students Honors contracts = ½ credit for 2 students direction of uncompleted MALS thesis = ½ credit	DUCK record, email
Development of advisement materials	justify on a case-by-case basis	
Support to student organizations or campus activities	Club advisor = 1 credit Organizing Lectures = 1 credit Organizing Conference = 1 credit Organizing Film Series = 1 credit Evidence of other forms of support/involvement, such as open house & orientation sessions, tutoring blitz, and a variety of student group, society, or club events or activities; 10 = 1 credit	Letter, email, event program
Program Coordination (department, school, university)	2 credits	Appointment letter or email
Budget management (department, school, university)	1 credit	Letter, email
Contribution to Univ. System or regional accreditation programs	1 credit; 2 credits for exceptional contribution justify on a case-by-case basis, department judgment re 1 or 2 credits	Letter, email
Contribution to improving campus life	justify on a case-by-case basis, department judgment re 1 or 2 credits For example, service as conduct hearing officer, <i>ad hoc</i> involvement in arising or important campus issues, translations for university-services brochures, etc.	Letter, email
Contribution to improving community life (related to discipline)	justify on a case-by-case basis, department judgment re 1 or 2 credits	Letter, email

	Evidence of other forms of support/involvement: eg. History 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, foreign language competitions, debates, etc. 6 = 1 credit	
Participation in community activities and organizations to enhance CSU image	justify on a case-by-case basis, department judgment re 1 or 2 credits For example, helping with high school visitations/recruiting to CSU and other outreach efforts, either to students or various institutional entities.	Letter, email

Scholarship

Scholarship Categories	Criteria	Non-exclusive examples of evidentiary material
Publication standard for the College of A&S* (mandatory)		Mandatory: Copies of publications
Membership and/or service in professional societies	Service: ½ credit for each year on executive committee or conference committee membership or similar responsibilities. Membership: 2 years = 1 credit; maximum of 1 credit for the category	Email/letter of appointment; copy of receipt/application showing membership
Receipt of competitively awarded grants, fellowships or contracts	External grants: 1 credit each	Email announcing award
Development of new grant proposals, contracts or fellowship applications	External grants: ½ credit each	Copy of grant proposal and rejection email
Research activities	Justify on a case-by-case basis	
Presentations before learned societies, professional organizations or public institutions	1 credit per presentation	Copy of conference program designating panel presentations or announcing paper/talk

Consulting or other applications of professional expertise	If acknowledged by professional or commercial party: 1 credit	Email
Professional licenses or certifications	½ credit	Dated copy of license or certificate
Development of professional applications of technology	1 credit, justify on a case-by-case basis.	Emails; copy and description of technology
Participation in professional development training related to one's discipline, scholarship and/or creative activities	½-1 credit, justify on a case-by-case basis.	Emails, program from training, training certificate
Honors and awards for research, scholarship or other creative activities	1 credit	Email, copy of award
Other professional	Justify on a case-by-case basis [Publication credits beyond the "publication" highest category where considered ("meets," "exceeds," "exemplary" will count toward the rest of the Scholarship category.]	

***Publication standard for the College of Arts and Sciences:** (From the College of Arts and Sciences Tenure/Promotion & Post-Tenure Evaluation Form)

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

Applicable Forms of Production/Publication

For the Humanities 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):

(If the book/article is in press, that is, in the process of being printed and advertised by the press but not yet available for sale, we will count this equivalent to being published. If this is the case, the piece cannot be counted twice.)

Categories where a work counts for three production/publication credits 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
- Editor or joint editor of a book-length collection of articles, with authorship of an article and a significant introduction

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 a significant introduction

Categories where work counts for one production/publication credit:

- 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 or Chapter in a book or anthology
- Encyclopedia article (survey-length entry, i.e., 5000 words or more)
- 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 in a refereed venue
- 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 per volume or issue (maximum of 2 points)
- Creation of media works (e.g., videos, web sites) that are commissioned or accepted for exhibition in refereed venues or reviewed in a scholarly publication
- 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 published 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 published 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:

You must have 1 full-credit refereed piece in order to count half-credit categories.

Any of the above activities in a venue neither professional nor refereed

- Encyclopedia article under 5000 words
- Liner notes for commercially released video or audio recording
- Multiple abstracts published in refereed media (2 required)
- Work published in non-refereed media (3 required)
- Brief review essay published in refereed media (e.g. a single book review)
- 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.