

Department of Psychology Promotion and Tenure Guidelines

Areas of Evaluation –Teaching, Service, and Scholarship/Professional Development

To move from Assistant to Associate Professor, faculty must meet 1 area of evaluation and exceed in 2 areas of evaluation

Meet = 3 separate evidentiary credits in a respective area of evaluation

Exceed = 6 evidentiary credits in a respective area of evaluation

To move from Associate to Full Professor, faculty must meet 1 area of evaluation and exceed in 2 areas of evaluations

Meet = 3 separate evidentiary credits in a respective area of evaluation

Exceed = 8 evidentiary credits in a respective area of evaluation

In addition to the included lists of acceptable full credit items for Teaching, Service, and Scholarship, the Psychology Departmental Committee on Tenure and Promotion in conjunction with the 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 promotion from Assistant Professor to Associate Professor and two full credits from the above list are present for promotion from Associate Professor to Full Professor. For the information of reviewers at subsequent levels of review, the 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.

No more than half of the credits earned in the respected area of evaluation can be earned with one-half credits.

Teaching

Categories where work counts as one full credit

- Student Evaluations*
 - Meet in the area of teaching at 80% of the overall numbering system*
 - *Must teach at 50% of current full-time, tenure-track faculty load across 50% of the review period
- Course Development
- Program/Curriculum Development
- Application of Technology (to courses, programs, curricula)
- Individual Direction of Internships/Student Research
- Mentor of Student Research that Leads to Student Scholarly Production (i.e., presentation, publication)
- Participation on Master's Thesis committee
- Collaborative Instruction
- Peer/Mentor Evaluation of Teaching (minimum of 2 during separate semesters)

- Special Recognition for Teaching
- Other Instruction (including lectures in other classes)

Categories where work may count as one half credit (in consultation with Departmental Committee and Chair):

- Exceed in the area of teaching at 90% of the overall numbering system*
- Exemplary in the area of teaching at 95% of the overall numbering system*
 - *Must teach at 50% of current full-time, tenure-track faculty load across 50% of the review period
- Additional course development
- Additional Individual Direction of Internships/Student Research
- Chair of Master's Thesis

Service

Categories where work counts as one full credit

- Committee Service (in order: System-level, University, College, Department)*
- Student Advising
- Student Mentoring
- Advising Materials Development
- Contributions to Improvement of Campus Life
- Support of Student Organization(s) and/or Campus Activities
- Faculty Mentoring
- Program/Budget Coordination
- Contributions to Accreditation (university, school, program)
- Discipline-related Contributions to Larger Community
- Other Service to the Institution

Categories where work may count as one half a credit (in consultation with Departmental Committee and Chair):

- Serve as chair of committee
- Additional committee work

Scholarship/Professional Development

Categories where work counts as one full credit

- Publications/Other forms of Scholarship (see current list)*
- Professional Memberships
- Awarded External Grants/Contracts/Fellowships
- Submitted Grants/Contracts/Fellowships
- Research Activities
- Internal Professional Presentations
- External Professional Presentation
- Professional Development Training
- Consulting/Other Applications of Professional Expertise
- Professional Licenses/Certifications
- Development of Professional Applications of Technology
- Honors/Awards (research, scholarship, creative activities)

➤ Other Professional Growth

Categories where work may count as one half credit (in consultation with Departmental Committee and Chair)

- Work Published in Non-Refereed Media
- Internal Grant

Proposed Department of Psychology Standard for number of production/publication credits necessary for each level of review:

2 production/publication credits to move from Assistant to Associate Professor

3 production/publication credits to move from Associate to Full Professor

1 production/publication credit for each post-tenure review

***Applicable Forms of Production/Publication**

For Department of Psychology faculty, the following shall be considered applicable forms of production (including publication 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:

Refereed Publications

(Publications may be either in print or online formats, provided they are refereed and meet all other standards outlined below)

- Article in a journal

- 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
- Scholarship-based article in popular magazine
- Publication of research findings
- Publication of clinical case study(ies)
- Publication of clinical article
- Published pedagogical activities

Other Publications

(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 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
- 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 (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.
- Consultation work with local school or school system, resulting in a public (non-proprietary) published report

Categories where work counts for one half production/publication credit:

These forms of production/publication may include but are not limited to:

- externally funded research, infrastructure or equipment grants
- book review printed in refereed media
- brief review essay printed in refereed media
- research note published in refereed media

- shorter encyclopedia articles (fewer than 5,000 words) published in refereed media
- multiple abstracts published in refereed media
- work published in non-refereed media
- awarded internal grant

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, or review by an editor. This list of forms of review should not be considered exhaustive. Given the diversity of disciplines within the field of Psychology, 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.

2/4/14