

**Department of Film, Communication, and Performing Arts**  
**Evidentiary Sources Guidelines**

*This document provides a list of approved evidentiary sources for the Department of FCPA and the points (or fractions of points) associated with each source. This list and the associated points (or fractions of points) were developed and approved by 3/5 of the faculty in the Department of FCPA.*

<b>Evidentiary Sources for Teaching Effectiveness</b>	<b>Points Assigned</b>
<b>*Evidence from faculty evaluation by students</b> <i>(Only one of the following three items may be claimed so that maximum points for faculty evaluations by students is 1.5 points.)</i>	
85% of current rating scale average score on SEIs across the academic year (4.25 out of 5)	0.5
90% of current rating scale average score on SEIs across the academic year (4.5 out of 5)	1
95% of current rating scale average score on SEIs across the academic year (4.75 out of 5)	1.5
*Classroom observation by peer or mentor for assessment of pedagogy	1
*Additional course evaluations (e.g., student evaluations beyond required, other teaching observations besides peer or mentor, etc.)	0.5 to 1
*New course development. This may include developing and teaching a course that is “new to you.”	2 per course
*Major revision to existing course(s) (e.g., new textbook, new modality, etc.) Examples of revision may include but are not limited to flipping a class, converting a traditional lecture course to online, adding a significant community-based learning component to a course, or redesigning a course to improve learning outcomes and eliminating opportunity gaps.	1 to 2
*Contribution to curriculum development (as determined by departmental standards)	1 to 3
*Direction of individual student research, student artistic production, or internship. Faculty members may receive credit for students not officially registered for an internship/research course but who are participating as part of the research or performance/production team.	1 to 3
*Design and/or implementation of community engagement course or academic community engagement activity	1
Special recognition for teaching accomplishments (nomination earns half credit)	0.5 to 1.5
*Delivering lecture(s) in another class (on or off campus)	0.5 to 1
*Evaluation of curricular design and/or course at the class-level or program-level	1 to 3
*Coordinator of large core class sections	2
*Minor course revision (e.g., new assignments, updated exams, enhancing or updating content, etc.)	0.5
*Use of established learning methodologies to improve student performance (e.g., repeated quizzing, distributed practice, elaborative interrogation, etc.)	0.5
*Application of technology to teaching. This includes, but is not limited to, adding new modalities of access to course such as streaming lectures or podcasts, or use of tools such as software packages that enhance classroom outcomes or career preparation for students.	1
Teaching in cross-disciplinary program (e.g., Honors courses, team teaching, etc.)	1

Program implementation in K-12 schools	0.5 to 2
*Teaching of courses in the Core (e.g., larger grading load, higher head count, eCore, etc.)	1 to 2
*Inclusion of graded activities demonstrating active learning from students (rather than quizzes/exams) on the syllabus	0.5
*Significant pedagogical activities accomplished in support of diversity, equity, and inclusion as described by the Handbook. (e.g., use of pedagogical approaches that increase a sense of belonging and recognize the identities and aspirations for diverse, historically underserved, and/or underrepresented students)	1 to 3
*Demonstrate clear articulation of course activities with learning outcomes	0.5
*Demonstrate regular and appropriate assessments that align with the learning outcomes	0.5
*Participation in the experience and/or activities of Honors Program students or Study Abroad programs	0.5 to 3
*Partner with international institutions or organizations for Teaching	1
*Teaching courses in addition to initially contracted faculty workload (e.g., overload, independent study, additional courses, etc.)	1 to 2
Attaining or recertifying Graduate Faculty status.	1
*Participation in one graduate or undergraduate Capstone Project or Thesis committee. Serving as Chair for a Project counts as 2 projects.	1
*Additional course content reviews such as test review sessions out of regularly scheduled class time	0.5
*Completion of workshop and/or professional development training focused on instructional innovation or improvement of teaching	0.5 to 1.5
*Other teaching activities. <i>For an activity to count in this category, it must be explained by the faculty member and approved by the Department Chair.</i>	

\* Examples of student success overlay teaching activities

<b>Sample Evidentiary Sources for Service to the Institution and Larger Community</b>	<b>Points Assigned</b>
<b>Committee Service</b> <i>(Only one of the following to items may be claimed so that maximum points for Committee Service is 4 points.)</i>	
1 beyond mandatory requirements (1), or 2 committees per year. Serving as a chair counts as 2 committees, as does serving on higher workload committees (e.g., Faculty Senate, SACS, Curriculum Committee, etc.)	1 to 2
2 beyond mandatory requirements (1), or 3 committees per year. Serving as a chair counts as 2 committees, as does serving on higher workload committees (e.g., Faculty Senate, SACS, Curriculum Committee, etc.).	2 to 4
*Service as an active mentor to full-time and/or part-time faculty	1 to 2
*Mentoring of students: can include participation in short-term or one-time mentoring activities for current students, or longer mentoring activities; shorter activities could include participation in organized departmental activities (e.g., Creative Career Fairs, limited meetings with students about academic and professional goals, etc.). <i>This evidentiary source cannot also be counted in Teaching simultaneously.</i>	0.5 to 1.5

*Writing recommendation letters	0.5 to 1
*Academic advisement of students	0.5 to 1.5
*Advising or mentoring of prospective students, alumni, or junior professionals (outside of the institution) for professional and academic purposes	1
*Contribution to program development (e.g., involvement in a new program proposal, development of new course proposals for a new program, etc.) <i>These activities cannot also be counted as curriculum development under Teaching.</i>	1 to 3
*Development or significant revision of advisement or mentoring materials for the department	1
*Participation in student organization events or campus activities (including open house and orientations, convocations, attending the CSU Academic Conference, organizing department research presentations, recruitment activities, Tutoring Blitz, speaker for student organization, working with a graduate student as a teaching assistant, advisor for student organizations, etc.).	1 to 2
Management of academic unit-, school-, college-, or university-wide budgets	1
Coordination of academic unit-, school-, college-, or university-wide programs	1 to 2
*Coordinating (assessment, data compilation, report writing, etc.) for system or regional accreditation program for one academic year	1
Participation in <i>discipline-related</i> community outreach events that enhance CSU's image in the community. Ongoing service on a board or in a leadership capacity for a <i>discipline-related</i> community organization counts as two points.	1 to 2
*Recruitment	1 to 3
*Significant activities accomplished in support of diversity, equity, and inclusion as described by the Handbook. (e.g., activities that increase a sense of belonging and recognize the identities and aspirations for diverse, historically underserved, and/or underrepresented students)	1 to 3
Special recognition for service accomplishments (nomination earns half credit)	0.5 to 1.5
*Collaboration with professional advisors	1
*Partner with international institutions or organizations for Service. <i>This evidentiary source cannot be claimed under Teaching simultaneously.</i>	1
*Fundraising. <i>This evidentiary source cannot be claimed under Professional Development (e.g., Grants, etc.) simultaneously.</i>	1 to 2
*Other service activities. <i>For an activity to count in this category, it must be explained by the faculty member and approved by the Department Chair.</i>	

\*Examples of student success overlay service activities

<b>Sample Evidentiary Sources for Scholarly/Creative Activities and Professional Development</b>	<b>Points Assigned</b>
<b>*Publications, Artistic Performances, and/or Creative Activities as outlined in the FCPA Departmental Guidelines</b>	0.5 to 7
Membership in professional societies (serving as an officer qualifies for higher points)	0.5 to 2
Receipt of new external grants, fellowships, or contracts	1 to 3
Development of new external grant proposals, contracts, or fellowship applications	1 to 2
Receipt of new internal grants, fellowships, or contracts	1 to 2

Development of new internal grant proposals, contracts, or fellowship applications	0.5 to 1
Professional licenses, certifications, or other continuing education credentials/credits	1
*Participation in <i>significant</i> professional development training related to teaching effectiveness and/or one's discipline, scholarship, and/or creative activities.	1 to 2
*Participation in <i>minor</i> professional development training related to teaching effectiveness and/or one's discipline, scholarship, and/or creative activities.	0.5 to 1
*Presentations of poster/oral paper before learned societies, professional organizations, or public/private institutions. <i>This category includes refereed, invited, and other professional presentations; discipline-related presentations for community organizations, etc. qualify under Service.</i>	1 to 3
*Research with undergraduate or graduate students. <i>This category is different from capstone or other Teaching research.</i>	0.5 to 1
*Special recognition for research, scholarship, or other creative activities (nomination earns half credit)	0.5 to 1.5
*Research activities (e.g., archival research, literature review, festival attendance, non-professional conferences, works in progress, etc.)	0.5 to 2
Professional peer-reviewing activities for journals, books, grants, and/or conferences	1 to 3
Development of professional applications of technology	1
Consulting or other applications of professional expertise (e.g., adjudication, leading workshops or trainings, master classes, etc.)	1 to 3
*Significant scholarship and/or creative activities in support of diversity, equity, and inclusion as described by the Handbook. (e.g., activities that increase a sense of belonging and recognize the identities and aspirations for diverse, historically underserved, and/or underrepresented students)	1 to 3
*Presentation to professional organizations with students	0.5 to 1
*Publications with students	0.5 to 1
*Grant or contract development with and/or for students	0.5 to 1
*Grant or contract execution with and/or for students	0.5 to 1
*Other activities identified by the lowest academic unit that establishes Promotion and Tenure criteria. <i>For an activity to count in this category, it must be explained by the faculty member and approved by the Department Chair.</i>	

\*Examples of student success overlay scholarship activities