## Promotion and Tenure Evaluation Form

NAME OF FACULTY MEMBER       FACULTY RANK

CHECK APPROPRIATE CATEGORY

   \_\_\_Promotion evaluation   Tenure evaluation   Promotion and Tenure evaluation

PERIOD OF EVALUATION From       Through

1. EVALUATION FOR PROMOTION AND/OR TENURE
2. CURRENT EVALUATION (Attach a completed copy of the Annual Faculty Evaluation form).
3. NORMATIVE EVALUATION (This section is to be completed by the department head or associate dean only. Deans, Departmental, College and University committee members omit this section.)

|  |  |  |
| --- | --- | --- |
|  |  Total points of annual evaluations of candidate | Total points of annual evaluations of other faculty in department (or school for those not in departments) 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 |
| Current evaluation |       |    |       |       |
| One Year Ago |       |    |       |       |
| Two Years Ago |       |    |       |       |
| Three Years Ago |       |    |       |       |
| Four Years Ago |       |    |       |       |

C. SUMMARY OF EVALUATION BASED UPON CRITERIA FOR PROMOTION/TENURE

1. Minimum requirements (criteria and number of evidentiary credits)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Rank | Evaluation area |  Criteria | Criteria met? (Yes/No) | Number of evidentiary credits required | Number of evidentiary credits granted  |
| Assistant Professor | Superior Teaching | Demonstration of potential for effectiveness in teaching with evidence from student evaluations. |     | 2 |     |
| Outstanding Service to the Institution | Demonstration of potential for effectiveness in service to the institution. |     | 2 |     |
| Scholarly Activities and Professional Development | Demonstration for potential for effectiveness in the candidate’s discipline. |     | 2 |     |
| 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. |     | 3 |     |
| Outstanding Service to the Institution | Demonstration of significant contributions in service to the institution and a strong likelihood of continuing effectiveness in such service. |     | 3 |     |
| Scholarly Activities and Professional Development | Demonstration of significant contributions to the candidate’s discipline and a strong likelihood of continuing effectiveness. |     | 3 |     |
| Professor | Superior Teaching | Demonstration of a clear and convincing record of a high level of sustained effectiveness with evidence from student evaluations. |     | 4 |     |
| Outstanding Service to the Institution | Demonstration of a clear and convincing record of a high level of sustained effectiveness in service to the institution. |     | 4 |     |
| Scholarly Activities and Professional Development | Demonstration of a clear and convincing record of a high level of sustained effectiveness in the candidate’s discipline. |     | 4 |     |

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 ofEvaluation |  Evidentiary Categories | Number of Credits |
| Superior Teaching | **Evidence from Student Evaluation of Instructor** Yes\_\_\_\_\_ No\_\_\_\_\_ |  |
| Course development |     |
| Application of technology to courses  |     |
| Program or curriculum development |     |
| Peer or mentor evaluations |     |
| Direction of individual student research or internships  |     |
| Participation in cross-disciplinary programs |     |
| Implementation of programs in K-12 schools |  |
| Special recognitions for teaching accomplishments |     |
| 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 |     |
| Development of advisement materials |     |
| Support to student organizations and/or campus activities |     |
| Coordination of department, school or university-wide programs |     |
| Management of department, school or university-wide budgets |     |
| Contributions to system or regional accreditation programs |     |
| Contributions to the improvement of campus life |     |
| Contributions to the improvement of community life related to one’s discipline |     |
| Participation in community activities and organizations which enhances 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 societies |     |
| Receipt of competitively awarded grants, fellowships or contracts |     |
| Development of new grant proposals, contracts or fellowship applications |     |
| Research activities |     |
| Presentations before learned societies, professional organizations or public institutions |     |
| Consulting or other applications of professional expertise |     |
| Professional licenses or certifications |     |
| Development of professional applications of technology |     |
| Participation in professional development training related to one’s discipline, scholarship and/or creative activities |     |
| Honors and awards for research, scholarship or other creative activities |     |
| 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 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.

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II, PROMOTION/TENURE RECOMMENDATION

   AWARD PROMOTION

  AWARD TENURE

  AWARD PROMOTION and TENURE

   DO NOT AWARD PROMOTION or TENURE

III, COMMENTS:

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| CERTIFICATION:Signatures of Evaluators \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |