Overview of the Faculty Evaluation Process: Department of English

The Department of English will be using the standards for meets and exceeds as stated by the College of Arts and Sciences.

Note: Meeting expectations means having the requisite number of categories as established by the College of Arts and Sciences and exceeding expectations means either having superior work within those categories (e.g. extraordinary service in a category, publication in a leading journal of discipline) or having more than the requisite number of categories.

Exceeds expectations: faculty member has either
a. one box more than required checked or
b. has two checks in one box

Superior: faculty member has either
a. two boxes more than required checked;
b. one box more than required checked and two checks in one box check; or
c. two checks in two different boxes

Criteria for Evaluation (From Faculty Handbook, August 2018)
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 _____

II.   EVALUATION FOR PROMOTION AND/OR TENURE
   A.   CURRENT EVALUATION (Attach a completed copy of the Annual Faculty Evaluation form).
   B.   NORMATIVE EVALUATION (This section is to be completed by the department head or associate dean only. Deans, and School 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

2.   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 of Evaluation	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	
	Special recognitions for teaching accomplishments	
	Other teaching activities*	
	Committee Service	
	Service as a mentor to full-time faculty and/or part-time faculty	
	Advisement and mentoring of students	
	Development of advisement materials	
	Support to student organizations and/or campus activities	

Outstanding Service to the Institution	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.

Scholarship/Publication Category

Applicable Forms of Production/Publication

For English 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
- 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
- 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
- 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 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:
- ➢ 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.