

Faculty Performance Evaluation
Tenure, Promotion, Annual Review, Pre-tenure Review, Post-tenure Review
(accepted 2.2022)

Department of Biology, College of Letters and Science
Columbus State University

- Within University System of Georgia and Columbus State University policy, the tenured faculty of the Department of Biology shall, by majority vote, recommend to the department chair policies for faculty performance evaluation.
- By the vote of a simple majority, the tenured faculty may recommend that the chair alter the methods of implementation in effect.
- The faculty of the Department of Biology respects and values debate and dissent.
 - The faculty expects that contested decisions shall be made through debate and collegial persuasion.
 - The faculty expects that the vote of the majority shall be considered as a recommendation by the department chair.
 - The faculty expects that once a decision is made, all members of the department shall implement the outcome of that decision until such a time that a majority recommends changing that decision.
- The chair of the Department of Biology shall be responsible for the implementation of these policies at the appropriate times during each academic year.
 - The Process as defined in the CSU faculty handbook
 - The department chair will discuss with the faculty member in a scheduled conference the content of that faculty member's annual written evaluation.
 - The faculty member will sign a statement acknowledging having been apprised of the content of the annual written evaluation.
 - The faculty member may elect to respond in writing to the content of the evaluation. The response must be submitted to the department chair within ten working days and will be attached to the evaluation.
 - The department chair will acknowledge in writing receipt of this response, noting changes, if any, in the annual written evaluation made as a result of either the conference or the faculty member's written response. All written responses, including this acknowledgement will also become a part of the record.
 - The evaluator's recommendations for merit pay increases will reflect the results of the evaluation. Only faculty receiving ratings of satisfactory and / or excellent performance will be considered for merit pay increases.
- Areas of performance evaluated shall be: teaching effectiveness, research or scholarly development and service to the institution, profession and community.
- Each of the three areas of performance shall be evaluated at three levels using the included points based rubric.
 - Unsatisfactory performance
 - Satisfactory performance.
 - Excellent performance

- Documentation of performance in each area will be presented in a portfolio, the form of which is prescribed by the College of Letters and Sciences (COLS) Tenure and Promotion Policies document.
- Each faculty member shall submit an annual self-evaluation and performance plan to the department chair. This document shall include the following items
 - This document shall include a self-assessment of the three areas of performance in teaching effectiveness, research or scholarly development and service to the institution, profession and community.
 - For all areas, documentation of evidence for consideration of excellence where appropriate
 - Teaching
 - A thoughtful review of each course
 - All original student evaluations (except those courses not meeting the prescribed participation threshold) and associated scores
 - Research
 - Peer evaluations and rubric with associated scores
 - An updated CV will be included as part of the annual portfolio (an electronic version must be provided for the departmental P drive). The CV will follow the format found in the Faculty Handbook.
 - Grant applications, if listed, must indicate; pending, granted or denied
 - Faculty publications, presentations and grants should be listed separately from undergraduate and graduate student publications, presentations and grants.
 - Service
 - List of departmental, college and university committees
 - List external committees and service
 - Professional Development Plan
 - This document shall include a list of goals met from the previous assessment year.
 - This document shall outline goals for the upcoming assessment year.
 - The department chair shall review this plan and suggest alterations if needed to better serve our students, program and department.
 - The faculty member and the chair shall agree on the final version of the performance plan.
 - Should the faculty member and the chair be unable to agree, the tenured members of the faculty shall arbitrate a resolution.
- The performance plan shall be a component of the department chair's annual evaluation of each faculty member.
- Pre-tenure review shall also be based upon annual progress towards achieving goals in the professional development plan.

- Review for tenure, promotion, and post-tenure shall be based upon assessment of composites of sets of annual reviews and criteria established in the faculty handbook. <https://faculty.columbusstate.edu/handbooks/faculty-handbook/evaluation-promotion-tenure.php>

The review standards for teaching effectiveness, research and scholarly development and service are to be self-assessed using the included rubric

Promotion to Assistant Professor, Associate Professor and Professor

University policies specify criteria for promotion to the ranks of Assistant Professor, Associate Professor and Professor (<https://facstaff.columbusstate.edu/handbooks/faculty-handbook/evaluation-promotion-tenure.php>). Promotion to Associate professor requires five years of full-time service at the rank of Assistant professor. Individuals may stand for promotion in their fifth year. Promotion to professor requires five years of service at the rank of associate professor. Individuals may stand for promotion in their fifth year. Under special circumstances, faculty who are performing significantly above the expectations for their current rank may be considered for early promotion. (See [Academic & Student Affairs Handbook, section 4.5](#) for current Board of Regents policy.) Early promotion from Instructor to Assistant Professor, requires a minimum of three years of service as an Instructor. Early promotion from Assistant Professor to Associate Professor, requires a minimum of four years of service as an Assistant Professor. Early promotion from Associate Professor to Full Professor requires a minimum of four years of service as an Associate Professor.

In addition to the above, faculty must also exhibit satisfactory performance in all three areas: Teaching effectiveness; Research, scholarly or creative engagement; and Service to the institution, profession and community, with demonstrated excellence in two of the three (one of which must be teaching). Keeping in mind that professional growth and development is expected and is considered in the evaluation of the areas reviewed. The department of Biology’s criteria for satisfactory and excellent ratings for each area are based on the approved rubric. Points required for both satisfactory and excellent ratings for each area are shown in the table below.

Area of Review	Satisfactory	Excellent
Teaching effectiveness	7	17
research, scholarly or creative engagement	6	16
service to the institution, profession, and community	6	16

Promotion and Tenure Process

A detailed description of the promotion and tenure process can be found at <https://facstaff.columbusstate.edu/handbooks/faculty-handbook/evaluation-promotion-tenure.php>. But a general overview of the procedure for Promotion and Tenure is as follows:

The Dean will notify faculty of their eligibility for promotion and tenure. The eligible faculty member must then notify the Dean in writing of their intent to apply or withdraw from consideration. If faculty chooses to apply, then all required materials are to be submitted electronically for review.

Promotion is based on a vote of simple majority by each committee as well as the review and recommendations made by the committees and individuals. Candidates may elect to write a response to any recommendation and include any additional materials to be considered by the next level of review; however, recommendations made at a prior level of review will not be reconsidered. The levels of review are as follows:

1. Departmental Promotion and Tenure Committee
2. Candidate's Department Chair
3. COLS Promotion and Tenure Committee
4. Candidate's Dean
5. The Provost
6. The University President

If a negative decision on promotion and/or tenure is made, the faculty member has a right to appeal.

Appeal Process

The candidate for promotion and/or tenure may appeal a negative decision through a faculty grievance. Section IV.A.3 of the Faculty Handbook

(<https://facstaff.columbusstate.edu/handbooks/faculty-handbook/rights-privileges-responsibilities.php#a3>) provides details on the processes related to filing a formal grievance. If the candidate has questions about the process, the candidate may contact the [Associate Provost for Faculty Affairs](#).