Directions for Faculty Completing the promotion and tenure process.

· Please review Promotion, Tenure Policies and Procedures and Approved Standards of Excellence

· Make sure you have added all of your faculty activities and achievements in the "Activities" section of Digital Measures. This information will be pulled into the process for you.

· Once you have uploaded your evidence into the Workflow Process, Click "Submit to "Dean" under the tab "Action" in the top right-hand corner.

· The faculty candidate will have the opportunity to respond after each phase of the tenure process. Candidates do not need to respond and the dossier will be automatically forwarded to the next step in the process. If candidates do want to respond, they must do so within two days, the dossier will automatically forward to the next stage- no other action is required.

· Faculty will have the opportunity to withdraw their application at each point of the process.

If you have questions regarding Digital Measures, please email kmcelveen@columbusstate.edu.

Promotion and Tenure Application

* Current Rank   [▼]

* Number of Years at CSU: (Include current
year; exclude periods of Leave(s) of Absence   [▼]

* Approved Number of Years of Probationary
Credit Toward Tenure   [▼]

Attach Offer Letter if Applying Probationary
Credit Toward Tenure

                                        Drop files here or click to upload

* Are you applying for promotion?   [▼]

* Are you applying for tenure?   [▼]

Approved Standards of Excellence by College and Department
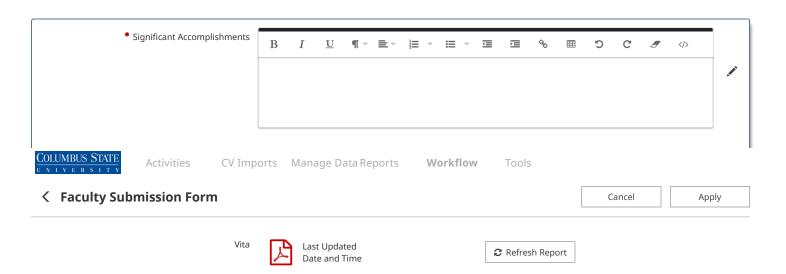
Professional Development Plan that was approved and signed by chair.

Professional Development Plan (PDP)

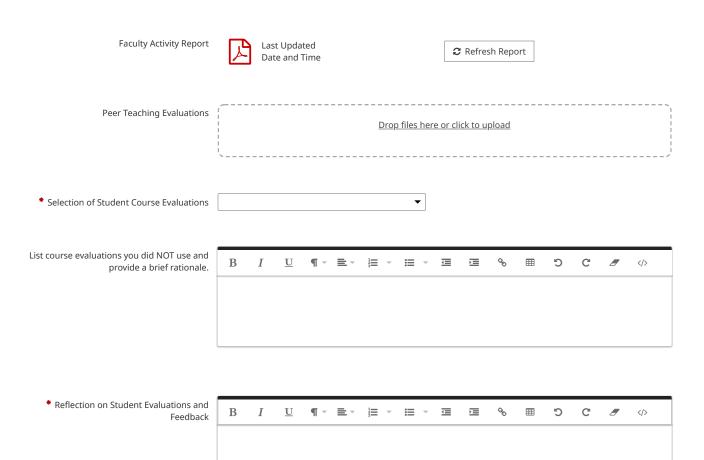   _Drop files here or click to upload_

Past Annual Evaluations

* Past Annual Evaluations

> Drop files here or click to upload

Significant Accomplishments for Period Under Review

* Significant Accomplishments

B   I   U   ¶ ▾   ≡ ▾   ≔ ▾   ≔ ▾   ⇥   ⇤   🔗   ⊞   ↺   ↻   ⌫   </>

COLUMBUS STATE
UNIVERSITY

Activities   CV Imports   Manage Data   Reports   **Workflow**   Tools

‹   **Faculty Submission Form**

[Cancel]   [Apply]

Vita   📄   Last Updated Date and Time   ⟳ Refresh Report

Candidate's Teaching, Research, and Service

Faculty Activity Report   📄   Last Updated Date and Time   ⟳ Refresh Report

Peer Teaching Evaluations

> Drop files here or click to upload

* Selection of Student Course Evaluations   [▾]

List course evaluations you did NOT use and provide a brief rationale.

B   I   U   ¶ ▾   ≡ ▾   ≔ ▾   ≔ ▾   ⇥   ⇤   🔗   ⊞   ↺   ↻   ⌫   </>

* Reflection on Student Evaluations and Feedback

B   I   U   ¶ ▾   ≡ ▾   ≔ ▾   ≔ ▾   ⇥   ⇤   🔗   ⊞   ↺   ↻   ⌫   </>

* Samples of Syllabi

Drop files here or click to upload

Letters of Support (optional)

Drop files here or click to upload

Advising, Mentoring, Recruitment of Students

B   *I*   U   ¶ ▾   ≡ ▾   ≔ ▾   ☰ ▾   ⇥   ⇤   🔗   ⊞   ↺   ↻   ✐   </>

Additional Documentation for Teaching

Drop files here or click to upload

Additional Documentation for Research and Creative Endeavors

Drop files here or click to upload

Additional Documentation for Service

Drop files here or click to upload