

Department Approval: 01/25/2023

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**SOUTHEAST MISSOURI STATE UNIVERSITY
DEPARTMENT OF ART AND DESIGN**

CRITERIA FOR TENURE/PROMOTION

Degree Requirements for Tenure and Promotion

MFA for all Studio Art Disciplines

PhD for Art History

PhD, MFA, or equivalent number of hours for Interior Design

Faculty Member Responsibilities

1. To be primarily and continuously effective in the teaching-learning process, successful teaching requires continuous professional growth in creative activity, scholarship, subject matter, and teaching strategies on the part of the individual faculty member.
2. To follow the college-approved learning outcomes of each course taught.
3. To maintain the university, college, and departmental expected standards for teaching effectiveness, professional growth, and service.
4. To follow all departmental and university procedures and timetables for tenure/promotion.
5. To conduct oneself in a collegial, respectful, and ethical manner toward colleagues, students, and staff.
6. To participate fully in departmental and institutional assessment of student learning outcomes.
7. To maintain high professional standards in candidate's individual discipline (*required for tenure or promotion only*).

EVALUATION OF PERFORMANCE FOR TENURE AND PROMOTION

Tenure and Promotion Evaluation Categories

In determining whether to recommend a candidate for tenure and/or promotion, the Department of Art and Design will assess the following:

1. **Teaching Effectiveness**
2. **Professional Growth**
3. **Service**

Performance Level Requirements for Tenure and/or Promotion

The time-period covered within the dossier must reflect the minimum number of years as stipulated per rank in the Faculty Handbook.

The Department of Art and Design requires the following *minimum* Performance Levels for Tenure and Promotion:

1. **Promotion to rank of Associate Professor and Tenure**
 - One rating of Superior in Teaching Effectiveness.
 - One rating of Superior in either Professional Growth or Service
 - One rating of Good in either Professional Growth or Service
2. **Promotion to rank of Professor and Promotion to rank of Post-Professorial Merit**
 - One rating of Outstanding in Teaching Effectiveness; Professional Growth; or Service
 - Two ratings of Superior in Teaching Effectiveness; Professional Growth; or Service

Evaluation Category Performance Levels

The Department of Art and Design recognizes the following Performance Levels defined under each category. Based on the criteria described in each of the three Evaluation Categories, a **quantitative and qualitative** judgment will be made according to the following:

Outstanding:

A sustained* significant record that indicates the quality and quantity of achievements for Teaching Effectiveness; Professional Growth; or Service to the University, College, Department, and Community as supported through quantitative calculations using the evaluative rubric.

Superior:

A sustained* achievement record that indicates the quality and quantity of achievements for Teaching Effectiveness; Professional Growth; or Service to the University, College, Department, and Community as supported through quantitative calculations using the evaluative rubric.

Good:

A sustained* record that indicates the quality and quantity of achievements for Teaching Effectiveness; Professional Growth; or Service to the University, College, Department, and Community as supported through quantitative calculations using the evaluative rubric.

*In the evaluation of accomplishments within each Performance Level, beyond Unsatisfactory, the Department of Art and Design charges faculty to present a sustained record of performance over the period of existing rank since last promotion. Additionally, the Department of Art and Design strongly encourages faculty to engage in accomplishments that demonstrate an upward mobility in the field of art and design.

**SOUTHEAST MISSOURI STATE UNIVERSITY
DEPARTMENT OF ART AND DESIGN**

DOSSIER PERFORMANCE CATEGORIES

I. COLLEGE AND DEPARTMENTAL EVALUATIONS OF PERFORMANCE

- A. College Dean Recommendation (*included in dossier by the Dean after review*)
- B. College Tenure & Promotion Advisory Committee Recommendation (*included in dossier after Committee review*)
- C. Department Chairperson Recommendation (*included in dossier by the Chairperson after review*)
- D. Departmental Tenure & Promotion Advisory Committee Recommendation (*included in dossier after Committee review*)
- E. Departmental Chairperson Observation Summaries (*required for tenure only*)
- F. Tenure & Promotion Committee Classroom Observation Reports (*required for tenure only*)
- G. Curriculum Vita
- H. Three Letters of Recommendation by Qualified Colleagues, or Other Qualified Professionals in the Field (*three letters required. At least one letter must be from a professional colleague from outside the university, an internal or external higher-ranking faculty, or other qualified professionals in the field when applying for Tenure and Promotion to Associate Professor. Three letters from qualified colleagues or qualified professionals--at least one letter must be from a professional colleague from outside the university when applying for Full Professor or Post-Professorial Merit--maximum one of three of the required letters may be from qualified colleagues or professionals outside of the university.*)
- I. Annual Faculty Performance Evaluations (*required for tenure only*)

II. EVIDENCE OF EFFECTIVE TEACHING

Faculty are expected to instruct all assigned classes on a regular basis and make all reasonable efforts to have their classes covered during excused absences (e.g. professional travel, illness) during the semester when courses are assigned. Teaching effectiveness includes classroom performance, curriculum development, and the education of students beyond the classroom.

The following activities provide evidence of teaching effectiveness. Faculty may engage in any of the following activities. However, faculty are neither expected nor required to participate in all listed areas. Activities listed in one area cannot be listed in another unless justification can be made detailing separate activities.

In order to reach qualitative judgments in determining performance levels, a quantitative point system is used for some sections to designate minimum requirements.

A. Teaching Effectiveness Self-Assessment Statement (concise maximum 1 page statement addressing growth, change and improvement; sabbaticals; and teaching philosophy)

B. Effective Planning, Preparation, and Success in the Classroom

1. List courses taught (per year/semester with course numbers and course titles). Provide most current syllabi, course outlines, assignment descriptions, etc. in supplemental materials.
2. Evidence of student achievement - Faculty student portfolio (*at least 15 examples of completed student written projects, design work, and/or artwork submitted in Support Material Binder. Printed images of artwork must include assignment information. No more than 3 supporting images may represent an individual artwork.*)
3. Student evaluations of instruction in any departmentally approved form (as described in the Faculty Handbook.) (*May be included in the supportive documentation of effective teaching, but not required for rating requirements.*)
4. Student evaluation comments. (*Not required for rating purposes, but may be included in supporting documents.*)

5. Other

C. Mentorship of Students Beyond the Classroom (activities included in this section may be listed here **OR** in IV.B Service to the University, but not both)

1. Tutorials, seminars, and workshops with students outside of regular committee duties and course requirements
- Each activity in this category is worth 1 point for rating purposes.
2. Exhibitions, performances, competitions, and reviews outside normal classroom collaboration and outside of regular committee duties and course requirements
- Each activity in this category is worth 1 point for rating purposes.
3. Accompanying students to conferences, workshops, and seminars outside of regular committee duties and course requirements
- Each activity in this category is worth 1 point for rating purposes.
4. Fieldtrips outside of regular committee duties and course requirements
- Each activity in this category is worth 1 point for rating purposes.
5. Special meetings with students outside of regular committee duties and course requirements (including but not limited to: career advising, mentorship meetings, portfolio building)
- Each activity in this category is worth 1 point for rating purposes.
6. Other

D. Continuing Effort to Improve as a Teacher

1. Revision of teaching techniques as suggested by subjective and normative evaluations
- Each activity in this category is worth 1 point for rating purposes.
2. New technology within a course/classroom
- Each activity in this category is worth 1 point for rating purposes.
3. Space and safety improvements within a course/classroom
- Each activity in this category is worth 1 point for rating purposes
4. Attendance at teaching related seminars, workshops, or conferences
-Each activity in this category is worth 1 point for rating purposes
5. Receipt of funding to improve teaching and/or teaching a course funded by a grant (e.g. NEH, MHC summer workshop, FFR, CSTL)
- Each activity in this category is worth 1 point for rating purposes
6. Teaching a course not previously taught
- Each activity in this category is worth 1 point for rating purposes
7. Other

E. Teaching-Related Activities

1. Instances where a faculty member's students have exceeded the norm, outside of regular committee duties and course requirements, while enrolled at university (including but not limited to: internships, exhibitions, design competitions, delivering papers, presentations, honors projects)
- Each activity in this category is worth 1 point for rating purposes with a limit of 5 total points allowed toward rating.
2. Instances where a faculty member's students have exceeded the norm after graduation (including but not limited to: successful placement in graduate programs, employment in field of study or related area, professional exhibitions, competitions, assessments, or presentations)
- Each activity in this category is worth 1 point for rating purposes.

3. Committee membership on BFA senior projects
- Each activity in this category is worth 1 point for rating purposes.
4. Chair of BFA senior projects
- Each activity in this category is worth 1 point in addition to committee membership for rating purposes.
5. On site internship research and or on site student observation by faculty member
- Each activity in this category is worth 1 point for rating purposes.
6. Membership on thesis, honors, graduate, or doctoral committees
- Each activity in this category is worth 1 point for rating purposes.
7. Chair of thesis, honors, graduate, or doctoral committees
- Each activity in this category is worth 1 point in addition to committee membership for rating purposes.
8. Supervision of staff and assistants (classroom, studio, office, gallery, figure models, etc.)
- Each activity in this category is worth 1 point for rating purposes.
9. Interdisciplinary or interdepartmental class collaboration
- Each activity in this category is worth 1 point for rating purposes.
10. Team teaching
- Each activity in this category is worth 1 point for rating purposes.
11. Teaching as a visiting artist or scholar at other universities, colleges, community colleges, art centers, and/or abroad
- Each activity in this category is worth 1 point for rating purposes.
12. Receipt of teaching award
- Each activity in this category is worth 2 points for rating purposes.
13. Active participation on required benchmark reviews
- Each activity in this category is worth 1 point per semester for rating purposes.
14. Other

F. Evidence of Involvement in Curriculum Development

1. Active participation in course revisions
- Each activity in this category is worth 1 point for rating purposes.
2. Active participation in development of new courses
- Each activity in this category is worth 1 point for rating purposes.
3. Development of revised courses with college level approval (include syllabi where appropriate)
- Each activity in this category is worth 1 point for rating purposes.
4. Significant program and curriculum revisions
- Each activity in this category is worth 2 points for rating purposes.
5. Creation of a new program
- Each activity in this category is worth 2 points for rating purposes.
6. Adopting new course publications, resources, or software
- Each activity in this category is worth 1 point for rating purposes.
7. Other

G. Other

Evaluation Ratings of Teaching Effectiveness

In order to reach qualitative judgments in determining Performance Levels, a quantitative point system is used to designate minimum requirements. The Minimum Rating Requirements below directly refer to dossier performance categories represented by documented evidence within the candidate's eligible dossier time period. The time period covered within the dossier must reflect the minimum number of years as stipulated per rank in the Faculty Handbook.

Teaching Effectiveness <i>All activities NOT listed below may be optionally included to support teaching effectiveness</i>	Minimum Required Performance Levels			
	Good	Superior	Outstanding	Total Score
A. <i>(Qualitative evidence <u>required</u> for all Faculty)</i>				
B. 1 <i>(Qualitative evidence <u>required</u> for all Faculty)</i> <i>B.1.a required for Studio Faculty. B.1.b required for Art History</i>				
B. 2 <i>(Qualitative evidence <u>required</u> for all Studio Faculty)</i>				
C. 1 – 5	3	4	5	
D. 1 – 6	1	2	3	
E. 1 – 12	8	10	15	
E. 13 <i>(Qualitative evidence <u>required</u> for all participating Faculty)</i>				
F. 1 – 6	1	2	3	

Evaluation Ratings of Teaching Effectiveness

In order to reach qualitative judgments in determining Performance Levels, a quantitative point system is used to designate minimum requirements. The Minimum Rating Requirements below directly refer to dossier performance categories represented by documented evidence within the candidate's eligible dossier time period. The time period covered within the dossier must reflect the minimum number of years as stipulated per rank in the Faculty Handbook.

Teaching Effectiveness <i>All activities NOT listed below may be optionally included to support teaching effectiveness</i>	Scoring Tracking						
	Individual	Department	Chair	College	Dean	University	Provost
A. <i>(Qualitative evidence required for all Faculty)</i>							
B. 1 <i>(Qualitative evidence required for all Faculty)</i> <i>B.1.a required for Studio Faculty. B.1.b required for Art History</i>							
B. 2 <i>(Qualitative evidence required for all Studio Faculty)</i>							
C. 1 – 5							
D. 1 – 6							
E. 1 – 2							
E. 3 – 12							
E. 13 <i>(Qualitative evidence required for all participating Faculty)</i>							
F. 1 – 6							

III. EVIDENCE OF PROFESSIONAL GROWTH

The boundaries between artistic disciplines may overlap and intermix within academia. The faculty of the Department of Art and Design are drawn from art and design disciplines. All candidates for Tenure and/or Promotion are required to submit documentation and supplemental materials in support of their creative and scholarly activities. Faculty are neither expected nor required to participate in all of the listed areas. Activities listed in one area cannot be listed in another unless justification can be made detailing separate activities.

In order to reach qualitative judgments in determining performance levels, a quantitative point system is used for some sections to designate minimum requirements.

A. Professional Growth Self-Assessment Statement (concise maximum 1 page statement addressing growth, change and improvement, sabbaticals, opportunities, research philosophy)

B. Creative and Scholarly Research

1. Professional Portfolio (*at least 15 images of completed art or design work, 5 excerpts of professional research, or a combination submitted in Support Material Binder. Titles, media, scale, and year of completion must be included. No more than 3 images may represent an individual artwork. Professional Research/Data excerpts must include full research or book/publication on digital device or weblink.*)
2. Other

C. Creative Exhibitions and Scholarly Publications

1. International solo exhibition or commissioned art or design work (*indicate if juried or invitational exhibition, and private or public commission.*)
- Each activity in this category is worth 4 points for rating purposes.
2. National solo exhibition or commissioned art or design work (*indicate if juried or invitational exhibition, and private or public commission.*)
- Each activity in this category is worth 3 points for rating purposes.
3. Regional solo exhibition or commissioned art or design work (*indicate if juried or invitational exhibition, and private or public commission.*)
- Each activity in this category is worth 2 points for rating purposes.
4. International group exhibition, portfolio exhibition, or commission finalist in art or design (*indicate if juried or invitational exhibition, and private or public commission.*)
- Each activity in this category is worth 3 points for rating purposes.
5. National group exhibition, portfolio exhibition, or commission finalist in art or design (*indicate if juried or invitational exhibition, and private or public commission.*)
- Each activity in this category is worth 2 points for rating purposes.
6. Regional group exhibition, portfolio exhibition, or commission finalist in art or design (*indicate if juried or invitational exhibition, and private or public commission.*)
- Each activity in this category is worth 1 point for rating purposes.
7. Creative work in fields of art or design for clients and/or on a commission or pro-bono basis
- Each activity in this category is worth 2 points for rating purposes.
8. Publication of a book pertinent to discipline (*not including self-publication*)
- Each activity in this category is worth 4 points for rating purposes.
9. Researching and writing a book pertinent to discipline
- Each activity in this category is worth 2 points for rating purposes.
10. Publication of non-peer-reviewed manuscripts, chapters, papers, catalogue articles, and/or inclusions to exhibition catalogues,

magazines, or journals of articles or artwork pertinent to discipline
- *Each activity in this category is worth 2 points for rating purposes.*

11. Publication of peer-reviewed manuscripts, chapters, papers, catalogue articles, and/or inclusions to exhibition catalogues, magazines, or journals of articles or artwork pertinent to discipline
- *Each activity in this category is worth 3 points for rating purposes.*
12. Authored publication of a book, exhibition, or article review pertinent to discipline (*indicate selection process*)
- *Each activity in this category is worth 1 point for rating purposes.*
13. Performance as editor, referee, or reviewer (*indicate selection process*)
- *Each activity in this category is worth 1 point for rating purposes.*
14. Peer-reviewed manuscripts or articles pending notification of publication.
- *Each activity in this category is worth 1 point for rating purposes with a maximum of 3 points total.*
15. Other

D. Lectures and Representation

1. International presentation at professional conferences and/or coordinating international professional conferences pertinent to discipline
- *Each activity in this category is worth 4 points for rating purposes.*
2. National presentation at professional conferences and/or coordinating national professional conferences pertinent to discipline
- *Each activity in this category is worth 3 points for rating purposes.*
3. Regional presentation at professional conferences and/or coordinating regional professional conferences pertinent to discipline
- *Each activity in this category is worth 2 points for rating purposes.*
4. Curating art or design exhibitions
- *Each activity in this category is worth 1 point for rating purposes.*
5. Gallery representation and/or active member in exhibiting artists group.
- *Each activity in this category is worth 1 point for rating purposes.*
6. Jurying art or design exhibitions or competitions
- *Each activity in this category is worth 1 point for rating purposes.*
7. Conducting professional book lectures or gallery talks, and/or delivering presentations of expertise
- *Each activity in this category is worth 1 point for rating purposes.*
8. Professional poster or portfolio presentation at conferences pertinent to discipline
- *Each activity in this category is worth 1 point for rating purposes.*
9. Inclusion in public and/or private collections (*indicate whether public or private*)
- *Each activity in this category is worth 1 point for rating purposes.*
10. Published art or design reviews pertinent to the discipline in print or online media formats, such as professional and personal artist websites, blogs, artist databases, professional listings, and other exhibition publicity
- *Each activity in this category is worth 1 point for rating purposes.*
11. Other

E. Other Professional Activities

1. Residencies, professional certifications, and additional degrees
- *Each activity in this category is worth 3 points for rating purposes.*

2. Continued educational or professional experience contributing to effectiveness as a faculty member (classes, workshops, etc.)
- Each activity in this category is worth 1 point for rating purposes.
3. Attendance at professional institutes, seminars, and conferences
- Each activity in this category is worth 1 point for rating purposes.
4. Active participation in professional organizations (e.g., as a member, officer, or participant in a program)
- Each activity in this category is worth 1 point for rating purposes.
5. Performance as interviewer pertaining to research (artists, designers, curators, historians, K-12 students and teachers, and other populations)
- Each activity in this category is worth 1 point for rating purposes.
6. External program reviewer
- Each activity in this category is worth 1 point for rating purposes.
7. Training seminars for professional accreditation agencies
- Each activity in this category is worth 1 point for rating purposes.
8. Membership on boards of museums, arts councils, art associations, or other art or design agencies.
- Each activity in this category is worth 1 point for rating purposes.
9. Internal and external awards, grants, scholarships, and fellowships received
- Each activity in this category is worth 2 points for rating purposes.
10. Serving as an art or design consultant to individual, public, private or corporate institutions
- Each activity in this category is worth 1 point for rating purposes.
11. Travel to museums, galleries, and other venues to view works of art or design, which contribute to professional growth
- Examples are NOT required or worth points, however, they can be used to demonstrate a commitment to professional growth
12. Other

F. Other

Evaluation Ratings of Professional Growth

In order to reach qualitative judgments in determining Performance Levels, a quantitative point system is used to designate minimum requirements. The Minimum Rating Requirements below directly refer to dossier performance categories represented by documented evidence within the candidate's eligible dossier time period. The time period covered within the dossier must reflect the minimum number of years as stipulated per rank in the Faculty Handbook.

Professional Growth <i>All activities NOT listed below may be optionally included to support professional growth</i>	Minimum Required Performance Levels			
	Good	Superior	Outstanding	Total Score
A. <i>(Qualitative evidence <u>required</u> for all Faculty)</i>				
B. <i>(Qualitative evidence <u>required</u> for all Faculty)</i>				
C. 1 - 14	12	15	20	
D. 1 - 10	4	5	6	
<i>At least two activities in C. or D. must be performed on the international or national level for Associate. At least three activities in C. or D. must be performed on the international or national level for Full and Post Prof.</i>				
E. 1 - 10	2	3	4	

Evaluation Ratings of Professional Growth

In order to reach qualitative judgments in determining Performance Levels, a quantitative point system is used to designate minimum requirements. The Minimum Rating Requirements below directly refer to dossier performance categories represented by documented evidence within the candidate’s eligible dossier time period. The time period covered within the dossier must reflect the minimum number of years as stipulated per rank in the Faculty Handbook.

Professional Growth <i>All activities NOT listed below may be optionally included to support teaching effectiveness</i>	Score Tracking						
	Individual	Department	Chair	College	Dean	University	Provost
A. <i>(Qualitative evidence required for all Faculty)</i>							
B. <i>(Qualitative evidence required for all Faculty)</i>							
C. 1 – 14							
D. 1 – 10							
E. 1 – 10							

IV. EVIDENCE OF SERVICE

Faculty members are expected to render institutional service through active participation in committee work and through involvement in the problem-solving/decision-making structure at the department, college or university levels. Faculty may engage in any of the following activities yet are neither expected nor required to participate in all listed areas. Activities listed in one area cannot be listed in another unless justification can be made detailing separate activities.

In order to reach qualitative judgments in determining performance levels, a quantitative point system is used for some sections to designate minimum requirements.

A. Service Self-Assessment Statement (concise maximum 1 page statement addressing growth, change and improvement, opportunities, sabbaticals, service philosophy)

B. Service to the University

Activities listed below use a point system as defined in the evaluation ratings at the end of section IV.

1. Departmental advising of students
- *Qualitative evidence required for all Faculty*
2. Membership on departmental committees
- *Each activity in this category is worth 1 point for rating purposes.*
3. Membership on college and/or university level committees (*indicate whether college or university level*)
- *Each activity in this category is worth 2 points for rating purposes.*
4. Chair of departmental committees
- *Each activity in this category is worth 1 point in addition to committee membership for rating purposes.*
5. Chair of college and/or university-level committees (*indicate whether college or university level*)
- *Each activity in this category is worth 2 points in addition to committee membership for rating purposes.*
6. Accreditation report authorship
- *Each activity in this category is worth 3 points in addition to committee membership for rating purposes.*
7. Accreditation assistance (editor, co-author, etc.)
- *Each activity in this category is worth 2 points in addition to committee membership for rating purposes.*
8. Non-committee departmental contributions (web page, recruitment material preparation, etc.)
- *Each activity in this category is worth 1 point for rating purposes.*
9. Recruitment related services (can include annual departmental and university recruitment activities, Show-Me Days, special meetings with students, campus tours, prospective student visits, etc.)
- *Each activity in this category is worth 1 point for rating purposes.*
10. Advising leadership (responsibilities that require additional meetings or coordination with faculty and students beyond normal advising responsibilities)
- *Each activity in this category is worth 1 point for rating purposes.*
11. Achieving and maintaining Master Advisor status.
- *Each activity in this category is worth 3 point for rating purposes.*
12. Campus organization or group sponsorship and advisement (departmental, college, or university-wide)
- *Each activity in this category is worth 1 point for rating purposes.*
13. Intradepartmental or interdepartmental contributions or collaboration
- *Each activity in this category is worth 1 point for rating purposes.*
14. International student advisement and international student services collaboration
- *Each activity in this category is worth 1 point for rating purposes.*

15. Attendance at service related seminars or workshops
- Each activity in this category is worth 1 point for rating purposes.
16. Receipt of service award
- Each activity in this category is worth 2 points for rating purposes.
17. Substitute for colleague absence
- Each activity in this category is worth 1 point for rating purposes with a limit of 4 points allowed per year
18. Networking with K-12 art teachers/school administrators, mentoring and developing K-12 educators
- Each activity in this category is worth 1 point for rating purposes.
19. Special events attended (including but not limited to exhibitions, departmental community-building activities, high school art exhibitions, etc.)
- Examples are NOT required or worth points, however, they can be used to demonstrate a commitment to service
20. Other

C. Service to Community

1. Contributions to local or regional groups, schools, or municipalities specific to area of expertise (councils, committees, performances, demonstrations, workshops, volunteer work, evaluation committees, consultancies, contest judging, lectures, etc.)
- Each activity in this category is worth 1 point for rating purposes.
2. Contributions to national and/or international groups, schools, municipalities specific to area of expertise (councils, committees, performances, demonstrations, workshops, volunteer work, evaluation committees, consultancies, contest judging, lectures, etc.)
- Each activity in this category is worth 2 points for rating purposes.
3. Other

D. Other

Evaluation Ratings of Service

In order to reach qualitative judgments in determining Performance Levels, a quantitative point system is used to designate minimum requirements. The Minimum Rating Requirements below directly refer to dossier performance categories represented by documented evidence within the candidate's eligible dossier time period. The time period covered within the dossier must reflect the minimum number of years as stipulated per rank in the Faculty Handbook.

Service <i>All activities NOT listed below may be optionally included to support service</i>	Minimum Required Performance Levels			
	Good	Superior	Outstanding	Total Score
A. <i>(Qualitative evidence <u>required</u> for all Faculty)</i>				
B. 1 <i>(Qualitative evidence <u>required</u> for all Faculty)</i>				
B. 2 - 5 <i>(With a minimum of 2 points per academic year in section B.2. for all Faculty)</i>	22	24	26	
B. 6 - 18	6	7	8	
B. 19 <i>(Qualitative evidence <u>required</u> for all Faculty)</i>				
C. 1 - 2	1	4	5	

Evaluation Ratings of Service

In order to reach qualitative judgments in determining Performance Levels, a quantitative point system is used to designate minimum requirements. The Minimum Rating Requirements below directly refer to dossier performance categories represented by documented evidence within the candidate's eligible dossier time period. The time period covered within the dossier must reflect the minimum number of years as stipulated per rank in the Faculty Handbook.

Professional Growth	Score Tracking						
	Individual	Department	Chair	College	Dean	University	Provost
<i>All activities NOT listed below may be optionally included to support teaching effectiveness</i>							
A. <i>(Qualitative evidence required for all Faculty)</i>							
B. 1 <i>(Qualitative evidence required for all Faculty)</i>							
B. 2 – 5 <i>(With a minimum of 2 points per academic year in section B.2. for all Faculty)</i>							
B. 6 – 18							
B. 19 <i>(Qualitative evidence required for all Faculty)</i>							
C. 1 – 2							