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Service activities will be evaluated based upon the documented nature and extent to which the individual applies professional expertise at: a) local, state, regional, national, or international professional organizations, b) University community in support of teaching, service, and research functions, and c) community and/or non-profit organizations, governmental groups, or private business/agencies whose missions align with this department, college, and university.

WSON follows the [KSU Faculty Handbook Section 3.3 Basic Categories of Faculty Performance.](#)

III. Faculty Review Process

Administrative and teaching faculty performance is evaluated via two basic and interrelated processes: annual reviews and multi-year reviews. An annual review is an evaluation of the faculty member's performance over one year, but within the context of the multi-year reviews. The multi-year reviews, involving multiple reviewers, are a more comprehensive examination of a faculty member's contribution to the department, college, and University.

2.

- degree equivalency for promotion consideration to Clinical Associate Professor or Clinical Professor.
- **Promotion of Non-Tenure Track Clinical Faculty and Lecturers**
As stated in the KSU Faculty Handbook, the review for the promotion of lecturers is optional ([KSU Faculty Handbook, Section 3.10](#))

annual evaluation, they will be put on a Performance Remediation Plan (PRP).

4. Post-tenure Review

The Post-Tenure review is required by the Georgia Board of Regents and is completed beginning in the sixth year after the faculty member's most recent promotion or personnel action. Information about the Post Tenure Review process can be found in the [KSU Faculty Handbook Section 3.5](#)

| | | |
|---|--|--|
| Service Expectations Appropriate for Rank in Table IV | 10% Service: Leadership activities with substantive involvement at the school, college and/or university level. Demonstration of formal contributions with professionally related state, regional, or national organizations. | 10% Service: Leadership activities with substantive involvement at the school, college and/or university level. Demonstration of formal contributions with professionally related state, regional, or national organizations. |
|---|--|--|

Note: The teaching assignments and other workload efforts outlined above reflect typical expectations for each track, but may be modified in certain circumstances, which would be at the discretion of the department chair.

Table II: Number of Units Based on Scholarship and Creative Activity Workload

Tenure-track and tenured faculty pursuing promotion and/or tenure and operating under the normal workload (e.g., 60-30-10) are expected to document the target goal of a minimum of one peer-reviewed publication per year. In addition to the minimum annual “peer-reviewed publication” requirement, faculty are expected to actively establish their scholarly progress in their discipline through the development and dissemination of peer-reviewed research. Meeting the SCA units alone without meeting the publication requirement is not sufficient. Satisfactory progress in any one year does not guarantee that a faculty member will be successful in promotion and/or tenure or will have a successful post-tenure review.

It is the faculty’s responsibility to document and substantiate the quality and significance of their Scholarship and Creative Activity as well as meeting the minimum expectations. [KSU Faculty Handbook](#)

Table II represents percentage of SCA and required units per year. Refer to Table III for examples of SCA products and designated units.

| | |
|-----------------------------------|--|
| <u>Workload Percentage</u> | |
|-----------------------------------|--|

Table IV -

Implied within this rubric is that faculty in the next rank meet and demonstrate the previous rank's expectations. Each table contains **examples** of activities for each rank. Not all examples listed would have to be completed prior to promotion to the next rank.

| Non-Tenure Track Criteria for Teaching | | |
|---|------------------------|---------------------------|
| Lecturer | Senior Lecturer | Principal Lecturer |
| | | |

| | | |
|--|--|---|
| <p>and utilizes opportunities with agency personnel in clinical course implementation and evaluation</p> | | |
| <p>Non-Tenure Track Criteria for Service</p> | | |
| <p>Lecturer</p> | <p>Senior Lecturer</p> | <p>Principal Lecturer</p> |
| <p>Criterion: Participates in professional and community service</p> | <p>Criterion: Demonstrates effective professional and community service</p> | <p>Criterion: Demonstrate Leadership in professional and community service</p> |

| Non-Tenure Track Criteria for Teaching | | |
|---|--|---|
| Clinical Assistant Professor | Clinical Associate Professor | Clinical Professor |
| Criterion: Establishes self as a highly effective teacher. | Criterion: Establishes self as a leader in instructional and educational initiatives. | Criterion: Establishes self as a highly effective and highly accomplished teacher. |
| Examples | Examples | Examples |
| <ul style="list-style-type: none"> • Develops effective teaching methods and applies novice teaching skills • Develops a well-stated philosophy of teaching and learning • Effectively participates in course and curricular design, implementation and evaluation • Documents individual contributions to assigned team-taught courses • Incorporates current evidence-based developments in the WSON curriculum • Experiments with a variety of teaching innovations/incorporate into teaching strategies and methodologies • Develops and engages in formal assessment of student learning outcomes • Develops and maintains currency in instructional context and delivery by updating course content and plans • Analyzes/evaluates course evaluations as well as incorporate data in revising teaching strategies and methodologies • Participates in the role of course as co-coordinator or coordinator • Demonstrates collaborative relationships and utilizes opportunities with agency personnel in clinical course implementation and evaluation | <ul style="list-style-type: none"> • Substantiates terminal degree | |

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| Tenure Track Criteria for Service | | |
|--|----------------------------|------------------|
| Assistant Professor | Associate Professor | Professor |
| | | |

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Kennesaw State University
Academic Affairs

Approval Form for Department Promotion and Tenure Guidelines

A copy of this form, completed, must be attached as a cover sheet to the department guidelines included in portfolios for Pre-Tenure, Review, Promotion and Tenure and Post-Tenure Review.

I confirm that the attached guidelines, dated 11 / 06 /2023, were approved by the faculty of the Department of WSON in accordance with department bylaws:

Anne White

DocuSigned by:
Anne White
C8050C654AA476

Name (printed or typed) / DFC or P&T chair

Signature/ Date

Department Chair Approval - I approve the attached guidelines:

Name (printed or typed)

Signature/ Date

College P&T Committee Approval - I approve the attached guidelines:

DocuSigned by:
Brian Culp
C06208E1C366446

Name (printed or typed)

Signature/ Date

College Dean Approval - I approve the attached guidelines:

DocuSigned by:

Name (printed or typed)

Signature/ Date

Provost Approval - I approve the attached guidelines:

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