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	Scholarship and Creative Activity (SCA)	
	Professional Service	



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 (<u>KSU Faculty Handbook</u>, Section 3.10

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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 of personnel action. Information about the Post Tenure Review process can be found in the KSU Faculty Handbook Section 3.5



workshops to implementing new techniques and ideas into their classrooms to building their scholarship. Like student success, faculty should identify how they will pursue continuous professional growth in at least one area of their teaching, scholarship, and creative activity, and/or professional service in their FPA. Faculty will then annually record their progress in the narrative for their ARD."

IV.

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

<u>Note:</u> 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.

Workload Percentage

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-Tent Criteria fo	ıre Track r Teaching	
Lecturer	Senior Lecturer	Principal Lecturer

and utilizes opportunities with agency personnel in clinical course implementation and evaluation		
Non-Tenu	ure Track	
Criteria f	or Service	
Lecturer	Senior Lecturer	Principal Lecturer
Criterion: Participates in professional and community service	Criterion: Demonstrates effective professional and community service	Criterion: Demonstrate Leadership in professional and community service
Criteria for Lecturer Criterion: Participates in professional and	or Service Senior Lecturer Criterion: Demonstrates effective	Criterion: Demonstrate Lea in professional and commun

Non-Tenure Track				
Criteria for Teaching				
Clinical Assistant Professor Clinical Associate Professor Clinical Professor				
Criterion: Establishes self as a highly	Criterion: Establishes self as a leader in	Criterion: Establishes self as a highly		
effective teacher. instructional and educational initiatives. effective and highly accomplished teacher				
Examples	Examples	Examples		

- 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 cocoordinator or coordinator
- Demonstrates collaborative relationships and utilizes opportunities with agency personnel in clinical course implementation and evaluation

• Substantiates terminal degre 440.0snQu9(i)-4





Tenure Track Criteria for Service			
Assistant Professor	Associate Professor	Professor	



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.

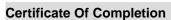
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Anne White	Docusigned by: One White
Name (printed or typed) / DFC or P&T chair	Signature/ Date
Department Chair Approval - I approve the attac	ched guidelines:
Name (printed or typed)	Signature/ Date
College P&T Committee Approval - I approve t	he attached guidelines:
College P&T Committee Approval - I approve t	DocuSigned by:
College P&T Committee Approval - I approve t	_
College P&T Committee Approval - I approve to the second s	DocuSigned by:
	Brian Cup C06208E1C366446
	Bran Cup C06208E1C366446 Signature/ Date
Name (printed or typed)	Bran Cup C06208E1C366446 Signature/ Date
Name (printed or typed)	Brian Cup C06208E1C366446 Signature/ Date guidelines:
Name (printed or typed) College Dean Approval - I approve the attached	Brian Cup C06208E1C366446. Signature/ Date guidelines:
Name (printed or typed)	Brian Cup C06208E1C366446 Signature/ Date guidelines:

Provost Approval - I approve the attached guidelines:

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ii. send us an email to asklegal@kennesaw.edu and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

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