

Faculty Retention, Promotion, and Tenure Rubric

Candidate's Name: _____

Advancement Sought (new rank, tenure, both) _____

Terminal Degree in Field is : _____

(promotion to full professor requires doctorate in an academic field, or an MFA)

Check below if included, all are required:

- Curriculum Vitae _____
- Letter Requesting Promotion/Tenure _____
- Letter from HR indicating date of hire, if official transcript is on file or not, rank at hire, any rank/tenure changes subsequent, signed by HR _____
- Letter from Department/Division Committee chair _____
- Letter from Dean with recommendation _____

*Interim reviews require ALL of the same contents to be considered by the committee.

Note: Scoring should be 0-5, 5 is excellent, 0 is absent:

Criteria	Score	Comments from Reviewers
1. Supervisor Evaluations ¹		
2. Student Evaluations ²		
3. Peer Evaluations ¹		
4. Self Evaluations (one per year)		
5. Samples of Syllabi		
6. Examples of Professional Development (usually off-campus meetings, trips, etc.)		
7. Examples of candidate's pedagogical techniques		
8. Sample Assignments and Exams		
9. Examples of Student Work (papers, essays)		
10. Evidence of Service to Campus (for example, letters from fellow campus committee members of strong service)		
11. Evidence of Service to Community or outside organization (eg., proof of service as a chair or discussant in a conference sponsored by an outside organization)		
12. Evidence of Creative/Scholarly Activity, including research, publication, artwork, curriculum development, etc. (only counts if undertaken while employed by DSC)		
13. General letters of recommendation		

1. Two per year for first two years and one per year for subsequent years
2. Two sets per year for the first two years covering all courses and one set per year for the subsequent years covering all courses in the selected semester

In the above table, the column for score is for your own guidance purposes only.