

**Criminal Justice Department  
Evidence to Provide Tenure/Promotion**

-Faculty members of the criminal justice department will meet once annually with the department chair to discuss their progress toward promotion and tenure.

-Faculty members who have not gone through the promotion and tenure process at PSU are required to attend at least one campus-wide meeting on promotion and tenure requirements of the university, as sponsored by the provost.

-Faculty members applying for promotion and tenure will be expected to provide evidence of skills related to teaching, scholarship and service. The following are examples of evidence which may be considered in each of the three areas when applying for promotion and tenure:

Teaching:

Course evaluations

Annual evaluation letters from department chair

Course observations/classroom visits (by VP, chair, colleagues, etc.)

Syllabi

Samples of assignments, tests, etc.

Samples of student work/exemplary student performance

Correspondence with students

Evidence of actively advising students within the department

Participation in professional development activities related to teaching (conferences, workshops, etc.)

Blackboard courses

Any other materials which demonstrate teaching abilities

Scholarship:

Published academic books

Published academic textbooks

Published academic books edited by the candidate

Published peer-reviewed academic journal articles

Published peer-reviewed academic book chapters

Published peer-reviewed encyclopedia articles

Published reviews in refereed journals

Academic conference presentations (local, national or international)

Presentation of research findings at campus events or workshops

Copies of submitted grant proposals (both accepted and/or rejected)

Scholarship related awards

Copies of scholarly works in progress (but not yet published)

Letters indicating submission of articles to journals (even if rejected)

Any other materials which demonstrate an active scholarship agenda

Service:

Organizing, attending and/or actively participating in departmental activities and events

Attending/participating in faculty meetings

Evidence of involvement in departmental planning/curriculum development

Evidence of contribution to committees, councils, and/or task forces

Serving as administrator/coordinator of academic programs

Serving as an advisor to student organizations or groups

Participating in convocation and commencement

Participating in new-student orientation, open houses, first-class sessions, etc.

Consulting activities in area of expertise

Outreach efforts that enhance university image in the community

Any other materials which demonstrate service to the department, university or community