

annually forward requests for revision of the PDS format to the Associate Vice President for Academic Affairs / Faculty Advancement or to the Committee on Faculty Affairs.

- 7.0 The supporting documentation considered by the Library peer review committee shall include (a) peer evaluations, (b) available student evaluations, (c) one copy of all tangible evidence of professional growth specified in the PDS, and (d) previous letters of review by committees and administrators.
- 8.0 At the conclusion of the reappointment, tenure, and promotion process, the supporting materials shall be returned to the candidate. A copy of the PDS shall be placed in the official personnel file.

Reappointment, Tenure and Promotion of Student Affairs Faculty: Criteria

- 1.0 The primary mission of Counseling and Psychological Services (CPS) is to provide services to students and the university community that support and enhance the education of the whole person and nurture a healthy and productive learner-centered environment. Student Health Services (SHS) is an on-campus ambulatory medical and health promotion facility designed to provide the students with medical and preventive health care supportive of the educational mission of San Diego State University.
- 2.0 The SDSU learning community is extremely diverse. In order to work effectively on campus, CPS and SHS faculty must have demonstrable respect for diversity and an ability to work effectively from a cross cultural perspective with people from a wide range of backgrounds and value systems. Probationary and tenured counseling faculty shall be evaluated in a) counseling effectiveness (CPS) or programming effectiveness (SHS) b) professional growth, and c) service to the university and community.

- 2.1 The primary qualification for reappointment, tenure, or promotion is excellence in counseling/programming. Evidence of counseling effectiveness (CPS) or programming effectiveness (SHS) may include knowledge and skill with a broad range of psychotherapeutic theories and interventions; integration of professional growth into the psychological or other services provided to students and the university community; knowledge and competence to work effectively with students from multicultural backgrounds; the ability to make discerning judgments regarding the full range of complex legal and ethical issues that relate to counseling/clinical work

Counseling effectiveness (CPS) or programming effectiveness (SHS) may be evaluated by various methods such as peer reviews, case presentations, case consultations, chart review, student evaluations of counseling, intern evaluations of supervision and training, program evaluation, and publications or presentations.

- 2.2 Professional Growth: Evidence of growth in counseling skills, professional research, and scholarship that complements and strengthens one's ability to provide competent professional service is essential to the effectiveness of all Student Affairs Faculty members, to their own professional stature, and the stature of the University.

The forms of scholarship expected from Student Affairs Faculty could best be described as the scholarship of integration and the scholarship of application. More specifically, this is assimilating the knowledge acquired by study of a particular topic and translating said knowledge base to applied clinical or program settings. The scholarship of discovery in the form of refereed articles would not be expected to predominate amongst criteria to demonstrate Student Affairs Faculty professional growth.

Evidence of professional growth includes activities which substantially improve or expand counselors knowledge and counseling skills in providing psychological services to students and the university community and may include: attendance and/or scholarly presentations at professional training institutes and workshops; developing curriculum for trainees, interns and/or peer educators; presentation of professional projects; publications of merit; awards and honors; grants and contracts; participation in workshops and panels; and active participation in professional organizations. It is expected that Student Affairs Faculty demonstrate that they have knowledge of current treatments and techniques.

- 2.3 Service to the University and Community: Every counseling faculty member shall assume responsibility for participating in activities that apply their expertise for the benefit of the

University and community. Examples of valued service would include: efforts to improve student outreach and retention; service on department and University committees; holding offices in University-associated or relevant community organizations; offering counseling related lectures and seminars for community groups; consulting with community groups; and volunteering in community organizations.

When a candidate distinguishes himself or herself in performing such duties to the significant benefit of the University, and this performance is appropriately documented over a significant length of time, then service to the University shall have more than the usual bearing on reappointment, tenure, and promotion decisions. However the primary criterion is effectiveness of counseling/programming with professional growth an important consideration.

- 3.0 There shall be three tenure track counselor ranks, SSPAR-I, SSPAR-II, and SSPAR-III. Standards for promotion shall be higher at each higher rank. Counseling faculty being considered for promotion shall not serve on promotion or tenure committees. For promotion considerations, committee members shall have a higher rank or classification than those being considered.
- 4.0 Candidates will submit a Personnel Data Summary (PDS) with no more than five examples of important achievements in each of these three areas (counseling or programming effectiveness, professional growth, and service to the university and community). Candidates will also submit a current curriculum vitae.
- 5.0 The entire professional record of the candidate shall be considered.
- 6.0 The counseling faculty shall adhere as closely as possible to the format for reappointment, tenure, and promotion materials that shall be distributed before the beginning of the academic year by the Associate Vice President for Academic Affairs / Faculty Advancement or to the Committee on Faculty Affairs.
- 7.0 The supporting documentation considered by the Counseling Faculty peer review committee shall include (a) available student evaluations, if applicable (b) one copy of all tangible evidence of professional growth specified in the PDS, and (c) previous letters of review by committees and administrators.
- 8.0 At the conclusion of the reappointment, tenure, and promotion process, the supporting materials shall be returned to the candidate. A copy of the PDS shall be placed in the official personnel file.

Retention and Development

- 1.0 The retention and development of faculty shall be a crucial call for actions by the university administration, by colleges, schools, and departments, and by faculty.
- 2.0 The university administration, colleges, schools, and departments shall provide appropriate material resources to foster and support retention and development.
 - 2.1 Funding opportunities for retention and development shall be made available to faculty throughout the calendar year.
 - 2.2 Sabbaticals, leaves, and research grants shall be recognized as essential for retention and development and supported accordingly.
 - 2.3 Initiatives, programs, committees, presentations, and other efforts directed at retention and development shall be supported accordingly.
- 3.0 Colleges, schools, and departments shall establish and maintain programs to foster retention and development.
 - 3.1 Colleges shall direct schools and departments to review regularly and, if necessary, to revise their Reappointment, Tenure, and Promotion (RTP) policies and to bring them to the attention of their faculty.
 - 3.2 Schools and departments, through well designed mentoring programs, shall work with probationary and other faculty to clarify expectations in the RTP process and to provide meaningful assistance in the preparation of RTP materials.