

**DIVISION OF STUDENT AFFAIRS**  
**PERFORMANCE REVIEW**  
**PERSONNEL DATA SUMMARY (PDS) FORM**

The PDS provides an opportunity to narrate your professional development and show how the accomplishments documented in your dossier meet university criteria for reappointment, tenure, and promotion. Criteria are established by a vote of the tenured faculty and memorialized in the University Senate Policy File; college and departmental / school criteria are also memorialized in written policies.

The University Senate Policy File states, *“In presenting one’s work to peer review committees, each candidate shall write a narrative summarizing and, when appropriate, integrating work in these three areas; and explaining how this work contributes to the candidate’s continuous development as a member of the faculty.”* Please keep this in mind as you write your narratives below, and write with readers outside your discipline in mind, so they can understand your accomplishments.

The University Senate Policy File indicates under “Reappointment, Tenure, and Promotion: Criteria” that *“because the university provides access to underrepresented groups as well as traditional groups, the faculty shall be responsive to diverse student populations and needs through teaching, scholarship [ / ] research and service” (2.0).* Wherever relevant, describe your efforts to be responsive to diversity in your counseling/programming, scholarship [ / ] research, and/or service.

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**Counseling Effectiveness**

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The University Senate Policy File indicates *“...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.”*

- ☞ Narrate your work in counseling, and describe how you met these criteria, using up to five (5) significant items (peer reviews, case presentations, case consultations, chart review, student evaluations of counseling, intern evaluations of supervision and training, program evaluation, and publications or presentations., etc.) represent your efforts during your probationary period,<sup>1</sup> or (for faculty seeking promotion) since your last promotion<sup>2</sup>. *Please note: a significant item represents one accomplishment, not a "group" of accomplishments.*  
(Maximum 5 pages)

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**Professional Growth**

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The University Senate Policy File indicates *“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 158 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;*

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<sup>1</sup> The probationary period consists of the total time in rank at SSPAR, inclusive of probationary period extensions due to leaves or COVID. If you were appointed at SDSU after holding an academic appointment at another university, you may include items from your prior appointment so long as they date within the last six years, plus whatever time you may have taken due to leave or COVID-related extensions of the probationary period.

<sup>2</sup> For faculty seeking promotion to SSPARIII, if you were appointed at SDSU after holding an academic appointment at another university, you may include items from your prior appointment so long as they date within your time in rank.

*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.”*

☞ Narrate your work in professional development, and describe how you have met these criteria, using up to five (5) significant items (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) included in your dossier that represent your efforts during your probationary period,<sup>3</sup> or (for faculty seeking promotion) since your last promotion<sup>4</sup>. When referencing a significant item, be sure to **bold** the name and number of the item (eg., **Professional Growth item 4: Article**) so that reviewers can locate it in your dossier. Describe the significance of the item, the role you played in developing the item (if joint authored, your contribution), and the status of the journal or publisher. Also include the journal acceptance rate (if applicable), the status of the item (in press, accepted for publication, accepted for publication with revisions, submitted), and impact factor, if relevant to your field. For grants, be sure to provide the grant title, your role in developing the grant, the dollar amount, the status of the granting agency, acceptance rate, and the start and end date of the grant. *Please note: a significant item represents one accomplishment, not a "group" of accomplishments.*  
(Maximum 2 pages)

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## **Service to the University, the Profession, and the Community**

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The University Senate Policy File criteria asks for evidence of service that *“appl(ies) the faculty member’s professional expertise to the benefit of the university and community.”*

☞ Narrate your work in service, and describe how you have met these criteria, using up to five (5) significant items (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, etc.) included in your dossier that represent your efforts during your probationary period,<sup>5</sup> or (for faculty seeking promotion) since your last promotion<sup>6</sup>. Note that according to the University Senate Policy File, “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.” *Please note: a significant item represents one accomplishment, not a "group" of accomplishments.*  
(Maximum 3 pages)

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## **COVID Interruptions**

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☞ Please provide any information you’d like to share with reviewers about how COVID-19 has impacted your work.

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<sup>3</sup> The probationary period consists of the total time in rank at SSPAR, inclusive of probationary period extensions due to leaves or COVID. If you were appointed at SDSU after holding an academic appointment at another university, you may include items from your prior appointment so long as they date within the last six years, plus whatever time you may have taken due to leave or COVID-related extensions of the probationary period.

<sup>4</sup> For faculty seeking promotion to SSPARIII, if you were appointed at SDSU after holding an academic appointment at another university, you may include items from your prior appointment so long as they date within your time in rank.

<sup>5</sup> The probationary period consists of the total time in rank at SSPAR, inclusive of probationary period extensions due to leaves or COVID. If you were appointed at SDSU after holding an academic appointment at another university, you may include items from your prior appointment so long as they date within the last six years, plus whatever time you may have taken due to leave or COVID-related extensions of the probationary period.

<sup>6</sup> For faculty seeking promotion to SSPARIII, if you were appointed at SDSU after holding an academic appointment at another university, you may include items from your prior appointment so long as they date within your time in rank.

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## Curriculum Vitae

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📁 Please see the CV Template & Instructions found on the Faculty Advancement [website](#). The Provost requests that all candidates follow the recommended CV format in order to allow reviewers to locate information essential to rendering a recommendation.