SDSU | **San Diego State University**

PROBATIONARY FACULTY PERIODIC EVALUATION
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 teaching, scholarship [/] research, and/or service.

Teaching Effectiveness

The University Senate Policy File indicates *"criteria for evaluating teaching effectiveness may include: command of the subject and currency in the field; skill in organizing and presenting material in ways that engage and motivate diverse student populations to participate in their own learning; ability to foster critical thinking; integration of professional growth into the curriculum; reflection upon and adjustment of teaching strategies in response to assessment of student learning; and use of innovative or creative pedagogies"* and encourages faculty to demonstrate a *"continuing process of reflection and adjustment intended to promote a learner-centered and evidence-based approach to teaching effectiveness."*

🗁 Narrate your work in teaching effectiveness, and describe how you have met these criteria, using data from teaching evaluations, peer observations, and up to five (5) additional "significant items" that represent your efforts during your probationary period,[1] or (for faculty seeking promotion to Professor) since your last promotion[2]. A Center for Teaching and Learning guide to help candidates match criteria to evidence is here. When referencing a significant item, be sure to **bold** the name of the item. *Please note: a significant item represents one accomplishment, not a "group" of accomplishments.*
(**Maximum 2 pages**)

Professional Growth

The University Senate Policy File indicates *"Criteria for evaluating professional growth shall include significant and sustained contributions of high quality to the field; a well-developed, coherent, and focused research plan or artistic vision; originality of thought and creativity; a demonstrated capacity for independent intellectual progress; and innovative contributions to the body of knowledge."*

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[1] The probationary period consists of the total time in rank at assistant professor, 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.

[2] For faculty seeking promotion to professor, 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.

🗁 Narrate your work in professional growth, and describe how you have met these criteria, using up to five (5) "significant items" that represent your efforts during your probationary period,[3] or (for faculty seeking promotion to Professor) since your last promotion[4]. When referencing a significant item, be sure to **bold** the name and number of the item (e.g., **Professional Growth item 4: Article**). Describe its significance, the role you played in developing the item (if jointly authored, your contribution), the status of the journal, publisher, or venue in which it appeared, the journal or event 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, the candidate's role in developing the grant, the dollar amount, the status (e.g., private, federal, state, local) 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 3 pages**)

Service to the University, the Profession, and the Community

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" that represent your efforts during your probationary period,[5] or (for faculty seeking promotion to Professor) since your last promotion[6]. Note that according to the University Senate Policy File, "A higher level of service and participation in shared governance is expected and more weight shall be given to them for promotion to the rank of Professor." *Please note: a significant item represents one accomplishment, not a "group" of accomplishments.*
(**Maximum 1 page**)

COVID Interruptions

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

Curriculum Vitae

🗁 Please see the CV Template & Instructions found on the Faculty Advancement website. The Provost and University Panel request that all candidates follow the recommended CV format in order to allow reviewers to locate information essential to rendering a recommendation.

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[4] For faculty seeking promotion to professor, 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.

[5] The probationary period consists of the total time in rank at assistant professor, 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.

[6] For faculty seeking promotion to professor, 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.