As cited in the University System Board of Regents Policy Manual (§8.3.6), The Board of Regents for the University System of Georgia has stipulated four minimum criteria for all institutions in all professional ranks, including 1) superior teaching, 2) outstanding service to the institution, 3) academic achievement, and 4) professional growth and development, with an expectation of noteworthy achievement in at least two of the four criteria. According to the University of West Georgia Faculty Handbook, those in traditional faculty positions (with the exception of librarians and administrators) are expected to have noteworthy achievement in teaching and at least one other area (Academic Year 2017/2018, §103.0302). Further, for promotion to the rank of associate or full professor at research and comprehensive universities the Board of Regents mandates the terminal degree in the appropriate discipline or its equivalent in training, ability, and/or experience.

In accordance with the University of West Georgia Faculty Handbook, departments, schools, and colleges must specify acceptable additional evidentiary sources for teaching, service, and professional growth and development. These additional evidentiary sources must be approved by the faculty and the Dean of the respective school or college, the Vice President for Academic Affairs/Provost, and must be published in the academic unit’s respective promotion and tenure documents (Academic Year 2017/2018, §103.0302.5).

By the end of the first week of fall semester classes, the Provost and Vice President for Academic Affairs shall establish the date by which recommendations shall be submitted at each level of the promotion/tenure process. Any faculty member who meets the criteria for promotion and tenure established herein and who desires to be considered shall submit an electronic dossier to his or her department chair, library supervisor, or other designated supervisor (in the absence of a department chair). Effective Fall 2018, dossiers must be submitted electronically in a format approved by the Provost. Department chairs or supervisors shall see that dossiers are organized uniformly according to the appropriate criteria specified. Each dossier shall include, at a minimum, the following:

- a curriculum vitae appropriate to the candidate’s discipline;
- the two evaluations of teaching effectiveness and performance of allied duties specified in Section 103.05 and 103.06;
- any letters of recommendation which the department chair has received;
- and reprints of scholarly publications or other evidence of scholarly or creative work.

The promotion/tenure process shall include reviews at the levels of both the Department and the College or School, except in those units without academic departments, which may choose a single-level process. Given the diverse nature of academic disciplines and the rigorous
professional standards associated with each, departments may formulate specific criteria appropriate to their discipline. If a department specifies unique criteria, such criteria must be in written form and approved by the governing body of the College, the Dean, and the Provost. Department criteria must be made immediately available to candidates after their approval. Such approved department criteria must be made available to candidates at their point of entry into UWG, and reinforced during periodic pre-tenure / promotion reviews; they must also be included as part of a candidate’s dossier at each subsequent level of review. Departmental criteria must not conflict with University criteria. Each subsequent level of review must consider the dossier in terms of these stated criteria, thus ensuring that candidates are considered in the professional contexts of both their discipline and of the University (Academic Year 2017/2018, §103.02).

The departmental specific criteria for the department of criminology are outlined hereafter, in order of rank.
Guidelines for Promotion to Senior Lecturer

1.1 Teaching

Demonstration of excellence in teaching. At a minimum, the portfolio should include a list of courses taught, at least two years of student evaluation of instruction (SEI) for each class taught, and evidence from at least three additional sources listed in the University of West Georgia Faculty Handbook (Academic Year 2017/2018, § 103.0302.5.1).

- 5.1.1. Effectiveness as shown by peer or supervisor evaluation
- 5.1.2. Honors or special recognitions for teaching accomplishments
- 5.1.3. Letters from former students attesting to the candidate's instructional abilities
- 5.1.4. Successful direction of individual student work (e.g., independent projects, theses, exit papers, etc.)
- 5.1.5. Scholarship related to teaching
- 5.1.6. Successful development of courses
- 5.1.7. Development of effective curricula and/or instructional methods
- 5.1.8. Faculty directed student research that complements classroom learning
- 5.1.9. Student evaluations
- 5.1.10. Evidence of student learning such as student self-assessments, pre- and post-test results, external test scores, rubric-based assessments, portfolios, examples of student work, and other relevant discipline-specific evidence.

- Department-Specific Evidentiary Sources of Teaching. In addition to the evidentiary sources listed in section 103.0302.5.1 of the University of West Georgia Faculty Handbook, the Criminology Department recognizes the following as evidentiary sources for teaching:
  - Internal and external teaching related grants
  - Coordination and implementation of study abroad programs
  - Delivering professional development workshops

1.2 Service to the Institution

Demonstration of effectiveness as shown by successful, collegial service on departmental, college/school-wide, institutional or system-wide committees and evidence from at least three sources listed in the University of West Georgia Faculty Handbook (Academic Year 2017/2018, § 103.0302.5.2).

- 5.2.1. Successful development of service programs or projects.
- 5.2.2. Effective service-related consultation work or technical assistance.
- 5.2.3. Effective advisement of student organizations.
- 5.2.4. Successful counseling/advising of students.
- 5.2.5. Successful service on local, statewide, regional, national, or international levels in community-service organizations (e.g., committees, boards, panels).
- 5.2.6. Honors, awards and special recognitions for service to the institution or the community.
5.2.7. Significant contributions to the improvement of student, faculty or community life.
5.2.8. Successful mentoring of colleagues.
5.2.9. Collaborating with PK-12 schools, university colleagues, or external agencies to strengthen teaching quality and to increase student learning (as stipulated in B.O.R. policy 8.3.15).

**Department-Specific Evidentiary Sources of Service.** *In addition to the evidentiary sources listed in section 103.0302.5.2 of the University of West Georgia Faculty Handbook for 2017-2018 Academic Year, the Criminology Department recognizes the following as evidentiary sources for service:*

- Participation on professional editorial boards and reviewing manuscripts for journals or academic book publishers
- Presentations to non-professional organizations and groups

**1.3 Academic Achievement**

*Graduate degree in discipline.* *(University of West Georgia Faculty Handbook, Academic Year 2017-2018, §1.3).*

**1.4 Professional Growth and Development**

Professional Growth and Development:

*Demonstration of professional development in the candidate’s discipline with evidence of at least three sources listed in the University of West Georgia Faculty Handbook (Academic Year 2017/2018, § 103.0302.6).*

- 6.1. Significant contributions to continuing education programs for the community or local educators
- 6.2. Significant contributions to workshops on teaching, pedagogy, or educational technology
- 6.3. Significant consulting work related to teaching, pedagogy, or educational technology
- 6.4. Completion of coursework required to obtain or maintain teacher certification
- 6.5. Completion of graduate coursework in one’s primary field beyond the Master’s level
- 6.6. Supervision and training of instructors, teaching assistants, lab assistants, or tutors
- 6.7. Significant contributions to curricular development
- 6.8. Academic publications and/or presentations at academic conferences
Guidelines for Promotion to Assistant Professor

2.1 Teaching

*Demonstration of excellence in teaching. At a minimum, the portfolio should include a list of courses taught, at least two years of student evaluation of instruction (SEI) for each class taught, and evidence from at least three additional sources listed in the University of West Georgia Faculty Handbook (Academic Year 2017/2018, § 103.0302.5.1), to include accomplishments in previous rank.*

- 5.1.1. Effectiveness as shown by peer or supervisor evaluation
- 5.1.2. Honors or special recognitions for teaching accomplishments
- 5.1.3. Letters from former students attesting to the candidate's instructional abilities
- 5.1.4. Successful direction of individual student work (e.g., independent projects, theses, exit papers, etc.)
- 5.1.5. Scholarship related to teaching
- 5.1.6. Successful development of courses
- 5.1.7. Development of effective curricula and/or instructional methods
- 5.1.8. Faculty directed student research that complements classroom learning
- 5.1.9. Student evaluations
- 5.1.10. Evidence of student learning such as student self-assessments, pre- and post-test results, external test scores, rubric-based assessments, portfolios, examples of student work, and other relevant discipline-specific evidence.

- **Department-Specific Evidentiary Sources of Teaching**
  *In addition to the evidentiary sources listed in section 103.0302.5.1 of the University of West Georgia Faculty Handbook, the Criminology Department recognizes the following as evidentiary sources for teaching:*
  - Internal and external teaching-related grants
  - Coordination and implementation of study abroad programs
  - Delivering professional development workshops

2.2 Service to the Institution

*Demonstration of effectiveness as shown by successful, collegial service on departmental, college/school-wide, institutional or system-wide committees with evidence from at least three sources listed in the University of West Georgia Faculty Handbook (Academic Year 2017/2018, § 103.0302.5.2), to include accomplishments in previous rank.*

- 5.2.1. Successful development of service programs or projects.
- 5.2.2. Effective service-related consultation work or technical assistance.
- 5.2.3. Effective advisement of student organizations.
- 5.2.4. Successful counseling/advising of students.
- 5.2.5. Successful service on local, statewide, regional, national, or international levels in community-service organizations (e.g., committees, boards, panels).
5.2.6. Honors, awards and special recognitions for service to the institution or the community.
5.2.7. Significant contributions to the improvement of student, faculty or community life.
5.2.8. Successful mentoring of colleagues.
5.2.9. Collaborating with PK-12 schools, university colleagues, or external agencies to strengthen teaching quality and to increase student learning (as stipulated in B.O.R. policy 8.3.15).

Department-Specific Evidentiary Sources of Service. In addition to the evidentiary sources listed in section 103.0302.5.2 of the University of West Georgia Faculty Handbook for 2017-2018 Academic Year, the Criminology Department recognizes the following as evidentiary sources for service:

- Participation on professional editorial boards and reviewing manuscripts for journals or academic book publishers
- Presentations to non-professional organizations and groups

2.3 Academic Achievement
Terminal degree in discipline. (University of West Georgia Faculty Handbook, Academic Year 2017-2018, §2.3).

2.4 Professional Growth and Development
Demonstration of scholarly contributions, creative work, or successful professional practice in the candidate’s discipline with evidence of primary authorship of at least one accepted peer-reviewed publication and at least three additional sources listed in the University of West Georgia Faculty Handbook (Academic Year 2017/2018, § 103.0302.5.2), to include accomplishments in previous rank.

- 5.3.1. Scholarly Publications (as determined by the disciplines):
  - Books published by peer-reviewed presses
  - Other published books related to the candidate’s professional field
  - Articles published in refereed journals
  - Papers and articles published elsewhere
- 5.3.2. Presentations before learned societies and professional organizations
- 5.3.3. Scholarship of Teaching and Learning (e.g., publications and/or presentations on research conducted in schools or the university classroom that are peer-reviewed. For a complete description see the USG Academic and Student Affairs Handbook, section 4.7.2).
- 5.3.4. Grants
  - Grants received for research, scholarship, or creative activity
  - Grants received for curricular development or other academic projects
  - Submitted proposals for competitive external grants

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1 Primary authorship involves significant original and independent contribution to scholarship; publication includes articles accepted for publication.
5.3.5. Honors and awards for research, scholarship, or other creative activities
5.3.6. Recognition by professional peers
   - Reviews of a candidate's publications or creative work by persons of recognized competence in the discipline.
   - Election or appointment to offices in professional organizations, successful committee work and important service to state, regional, national or international professional associations and learned societies, including editorial work.
   - Receipt of competitively awarded fellowships, or selective admission to seminars related to one's discipline, scholarship, and/or creative activities.
   - Successful performances in significant recitals or productions in which such performances are invited or selected after competitive review.
   - Other performances related to academic field.
   - Exhibitions of creative works in which such works are invited or selected after competitive review.
   - Non-refereed exhibitions.
   - Membership on editorial boards, juries judging art works, or juries auditioning performing artists.
   - Development of scholarly applications of technology, e.g., laboratory devices, computer software packages or programs, videotapes, etc.
   - Consultation which involves scholarly application of professional expertise
5.3.7. Scholarship that promotes and improves student learning and achievement in PK-12 schools and/or in the university (as stipulated in B.O.R policy 8.3.15)
5.3.8. Other as approved by departments and colleges

Department-Specific Evidentiary Sources of Professional Growth and Development. In addition to the evidentiary sources listed in section 103.0302.5.3 of the University of West Georgia Faculty Handbook for 2017-2018 Academic Year, the Criminology Department recognizes the following as evidentiary sources of professional growth and development:

- Peer-Reviewed Scholarly Publications
  - Book chapters
  - Edited books
- Other Scholarly Publications
  - Encyclopedia entries
  - Book reviews
  - Technical reports
- Attending professional development workshops
- Editorial work leading to a published collection, anthology, special issue of a journal, or symposium within a journal
- Organizing conferences or sessions within academic conferences
Guidelines for Promotion to Associate Professor

3.1 Teaching

Demonstration of significant contributions as a teacher and a high level of sustained excellence in teaching. At a minimum, the portfolio should include a list of courses taught, at least two years of student evaluation of instruction (SEI) for each class taught, and evidence from at least four additional sources listed in the University of West Georgia Faculty Handbook (Academic Year 2017/2018, § 103.0302.5.1), to include accomplishments in previous rank.

- 5.1.1. Effectiveness as shown by peer or supervisor evaluation
- 5.1.2. Honors or special recognitions for teaching accomplishments
- 5.1.3. Letters from former students attesting to the candidate's instructional abilities
- 5.1.4. Successful direction of individual student work (e.g., independent projects, theses, exit papers, etc.)
- 5.1.5. Scholarship related to teaching
- 5.1.6. Successful development of courses
- 5.1.7. Development of effective curricula and/or instructional methods
- 5.1.8. Faculty directed student research that complements classroom learning
- 5.1.9. Student evaluations
- 5.1.10. Evidence of student learning such as student self-assessments, pre- and post-test results, external test scores, rubric-based assessments, portfolios, examples of student work, and other relevant discipline-specific evidence.

- Department-Specific Evidentiary Sources of Teaching. In addition to the evidentiary sources listed in section 103.0302.5.1 of the University of West Georgia Faculty Handbook, the Criminology Department recognizes the following as evidentiary sources for teaching:
  - Internal and external teaching related grants
  - Coordination and implementation of study abroad programs
  - Delivering professional development workshops

3.2 Service to the Institution

Demonstration of significant contributions in such service and a strong likelihood of continuing effectiveness as shown by successful, collegial service on departmental, college/school-wide, institutional or system-wide committees with evidence from at least four sources listed in the University of West Georgia Faculty Handbook (Academic Year 2017/2018, § 103.0302.5.2), to include accomplishments in previous rank.

- 5.2.1. Successful development of service programs or projects.
- 5.2.2. Effective service-related consultation work or technical assistance.
- 5.2.3. Effective advisement of student organizations.
- 5.2.4. Successful counseling/advising of students.
- 5.2.5. Successful service on local, statewide, regional, national, or international levels in community-service organizations (e.g., committees, boards, panels).
5.2.6. Honors, awards and special recognitions for service to the institution or the community.
5.2.7. Significant contributions to the improvement of student, faculty or community life.
5.2.8. Successful mentoring of colleagues.
5.2.9. Collaborating with PK-12 schools, university colleagues, or external agencies to strengthen teaching quality and to increase student learning (as stipulated in B.O.R. policy 8.3.15).

Department-Specific Evidentiary Sources of Service. In addition to the evidentiary sources listed in section 103.0302.5.2 of the University of West Georgia Faculty Handbook for 2017-2018 Academic Year, the Criminology Department recognizes the following as evidentiary sources for service:

- Participation on professional editorial boards and reviewing manuscripts for journals or academic book publishers
- Presentations to non-professional organizations and groups

3.3 Academic Achievement
Terminal degree in discipline. (University of West Georgia Faculty Handbook, Academic Year 2017-2018, §2.3).

3.4 Professional Growth and Development
Demonstration of scholarly contributions, creative work, or successful professional practice in the candidate's discipline and a strong likelihood of continuing effectiveness with evidence of primary authorship of at least three accepted peer-reviewed publications and at least four additional sources listed in the University of West Georgia Faculty Handbook (Academic Year 2017/2018, § 103.0302.5.2), to include accomplishments in previous rank.

- 5.3.1. Scholarly Publications (as determined by the disciplines):
  - Books published by peer-reviewed presses
  - Other published books related to the candidate’s professional field
  - Articles published in refereed journals
  - Papers and articles published elsewhere

- 5.3.2. Presentations before learned societies and professional organizations

- 5.3.3. Scholarship of Teaching and Learning (e.g., publications and/or presentations on research conducted in schools or the university classroom that are peer-reviewed. For a complete description see the USG Academic and Student Affairs Handbook, section 4.7.2).

- 5.3.4. Grants
  - Grants received for research, scholarship, or creative activity
  - Grants received for curricular development or other academic projects
  - Submitted proposals for competitive external grants

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2 Primary authorship involves significant original and independent contribution to scholarship; publication includes articles accepted for publication.
• 5.3.5. Honors and awards for research, scholarship, or other creative activities
• 5.3.6. Recognition by professional peers
  o Reviews of a candidate's publications or creative work by persons of recognized competence in the discipline.
  o Election or appointment to offices in professional organizations, successful committee work and important service to state, regional, national or international professional associations and learned societies, including editorial work.
  o Receipt of competitively awarded fellowships, or selective admission to seminars related to one's discipline, scholarship, and/or creative activities.
  o Successful performances in significant recitals or productions in which such performances are invited or selected after competitive review.
  o Other performances related to academic field.
  o Exhibitions of creative works in which such works are invited or selected after competitive review.
  o Non-refereed exhibitions.
  o Membership on editorial boards, juries judging art works, or juries auditioning performing artists.
  o Development of scholarly applications of technology, e.g., laboratory devices, computer software packages or programs, videotapes, etc.
  o Consultation which involves scholarly application of professional expertise
• 5.3.7. Scholarship that promotes and improves student learning and achievement in PK-12 schools and/or in the university (as stipulated in B.O.R policy 8.3.15)
• 5.3.8. Other as approved by departments and colleges

• Department-Specific Evidentiary Sources of Professional Growth and Development. In addition to the evidentiary sources listed in section 103.0302.5.3 of the University of West Georgia Faculty Handbook for 2017-2018 Academic Year, the Criminology Department recognizes the following as evidentiary sources of professional growth and development:
  o Peer-Reviewed Scholarly Publications
    • Book chapters
    • Edited books
  o Other Scholarly Publications
    • Encyclopedia entries
    • Book reviews
    • Technical reports
  o Attending professional development workshops
  o Editorial work leading to a published collection, anthology, special issue of a journal, or symposium within a journal
  o Organizing conferences or sessions within academic conferences
Guidelines for Promotion to Professor

4.1 Teaching

Demonstration of a clear and convincing record of a high level of sustained excellence. At a minimum, the portfolio should include a list of courses taught, at least two years of student evaluation of instruction (SEI) for each class taught, and evidence from at least four additional sources listed in the University of West Georgia Faculty Handbook (Academic Year 2017/2018, § 103.0302.5.1), to include accomplishments in previous rank.

- 5.1.1. Effectiveness as shown by peer or supervisor evaluation
- 5.1.2. Honors or special recognitions for teaching accomplishments
- 5.1.3. Letters from former students attesting to the candidate's instructional abilities
- 5.1.4. Successful direction of individual student work (e.g., independent projects, theses, exit papers, etc.)
- 5.1.5. Scholarship related to teaching
- 5.1.6. Successful development of courses
- 5.1.7. Development of effective curricula and/or instructional methods
- 5.1.8. Faculty directed student research that complements classroom learning
- 5.1.9. Student evaluations
- 5.1.10. Evidence of student learning such as student self-assessments, pre- and post-test results, external test scores, rubric-based assessments, portfolios, examples of student work, and other relevant discipline-specific evidence.

- Department-Specific Evidentiary Sources of Teaching. In addition to the evidentiary sources listed in section 103.0302.5.1 of the University of West Georgia Faculty Handbook for 2017-2018 Academic Year, the Criminology Department recognizes the following as evidentiary sources for teaching:
  - Internal and external teaching related grants
  - Coordination and implementation of study abroad programs
  - Delivering professional development workshops

4.2 Service to the Institution

Demonstration of a clear and convincing record of a high level of sustained effectiveness as shown by successful, collegial service on departmental, college/school-wide, institutional or system-wide committees and with evidence from at least four sources listed in the University of West Georgia Faculty Handbook (Academic Year 2017/2018, § 103.0302.5.2), to include accomplishments in previous rank.

- 5.2.1. Successful development of service programs or projects.
- 5.2.2. Effective service-related consultation work or technical assistance.
- 5.2.3. Effective advisement of student organizations.
- 5.2.4. Successful counseling/advising of students.
- 5.2.5. Successful service on local, statewide, regional, national, or international levels in community-service organizations (e.g., committees, boards, panels).
• 5.2.6. Honors, awards and special recognitions for service to the institution or the community.
• 5.2.7. Significant contributions to the improvement of student, faculty or community life.
• 5.2.8. Successful mentoring of colleagues.
• 5.2.9. Collaborating with PK-12 schools, university colleagues, or external agencies to strengthen teaching quality and to increase student learning (as stipulated in B.O.R. policy 8.3.15).

• Department-Specific Evidentiary Sources of Service. In addition to the evidentiary sources listed in section 103.0302.5.2 of the University of West Georgia Faculty Handbook for 2017-2018 Academic Year, the Criminology Department recognizes the following as evidentiary sources for service:
  o Participation on professional editorial boards and reviewing manuscripts for journals or academic book publishers
  o Presentations to non-professional organizations and groups

4.3 Academic Achievement
Terminal degree in discipline. (University of West Georgia Faculty Handbook, Academic Year 2017-2018, §2.3).

4.4 Professional Growth and Development
Professional Growth and Development:
Demonstration of a clear and convincing record of emerging stature as regional, national, or international authority within the candidate’s discipline, and/or a clear and convincing record of a high level of sustained effectiveness in the candidate’s discipline with evidence of primary authorship of at least six accepted peer-reviewed publications and evidence from at least four additional sources listed in the University of West Georgia Faculty Handbook (Academic Year 2017/2018, § 103.0302.5.2), to include accomplishments in previous rank.

• 5.3.1. Scholarly Publications (as determined by the disciplines):
  o Books published by peer-reviewed presses
  o Other published books related to the candidate’s professional field
  o Articles published in refereed journals
  o Papers and articles published elsewhere
• 5.3.2. Presentations before learned societies and professional organizations
• 5.3.3. Scholarship of Teaching and Learning (e.g., publications and/or presentations on research conducted in schools or the university classroom that are peer-reviewed. For a complete description see the USG Academic and Student Affairs Handbook, section 4.7.2).
• 5.3.4. Grants

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3 Primary authorship involves significant original and independent contribution to scholarship; publication includes articles accepted for publication.
Promotion & Tenure Guidelines, Department of Criminology, University of West Georgia, 2017

- Grants received for research, scholarship, or creative activity
- Grants received for curricular development or other academic projects
- Submitted proposals for competitive external grants
  - 5.3.5. Honors and awards for research, scholarship, or other creative activities
  - 5.3.6. Recognition by professional peers
    - Reviews of a candidate's publications or creative work by persons of recognized competence in the discipline.
    - Election or appointment to offices in professional organizations, successful committee work and important service to state, regional, national or international professional associations and learned societies, including editorial work.
    - Receipt of competitively awarded fellowships, or selective admission to seminars related to one's discipline, scholarship, and/or creative activities.
    - Successful performances in significant recitals or productions in which such performances are invited or selected after competitive review.
    - Other performances related to academic field.
    - Exhibitions of creative works in which such works are invited or selected after competitive review.
    - Non-refereed exhibitions.
    - Membership on editorial boards, juries judging art works, or juries auditioning performing artists.
    - Development of scholarly applications of technology, e.g., laboratory devices, computer software packages or programs, videotapes, etc.
    - Consultation which involves scholarly application of professional expertise
  - 5.3.7. Scholarship that promotes and improves student learning and achievement in PK-12 schools and/or in the university (as stipulated in B.O.R policy 8.3.15)
  - 5.3.8. Other as approved by departments and colleges

- Department-Specific Evidentiary Sources of Professional Growth and Development

  In addition to the evidentiary sources listed in section 103.0302.5.3 of the University of West Georgia Faculty Handbook for 2017-2018 Academic Year, the Criminology Department recognizes the following as evidentiary sources of professional growth and development:

  - Peer-Reviewed Scholarly Publications
    - Book chapters
    - Edited books
  - Other Scholarly Publications
    - Encyclopedia entries
    - Book reviews
    - Technical reports
  - Attending professional development workshops

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Guidelines for Award of Tenure
103.0403 Specific Minimum Criteria for the Award of Tenure

1. **Teaching.** *Same as criteria for promotion to Associate Professor*

2. **Service to the Institution.** *Same as criteria for promotion to Associate Professor*

3. **Academic Achievement.** *Same as criteria for promotion to Associate Professor*

4. **Professional Growth and Development.** *Same as criteria for promotion to Associate Professor*