

SUPPLEMENTARY INFORMATION FORM

Accomplishments for Academic Years:

Name:

Date submitted:

REAPPOINTMENT, TENURE and PROMOTION CRITERIA

The following list is illustrative of professional achievement, not exhaustive. Not every illustration must be used; they may be adapted to fit the needs of the individual's job description or of individual departments, and other types of evidence may be added.

1. Evidence of Performance of Primary Duties

- 1.1 A description of goals which have been agreed upon by SAO and supervisor. Evidence of progress toward meeting goals
- 1.2 Evidence of effect of functions upon programs and goals within the department, University College and throughout the University as a whole.
- 1.3 Evidence of effectiveness in functioning within established policies, procedures and precedents and judgments in the selection and application of established university guidelines.
- 1.4 Evidence of Effectiveness in working relationships with students, both individually and in groups.
- 1.5 Evidence of any innovations for which the SAO has been partially or wholly responsible; include such items as increase in programmatic functions.
- 1.6 Evidence of abilities to work with colleagues and to interface with members of the campus professional and academic staff outside the department.
- 1.7 Evidence of effectiveness in supervision, both student and staff, and in administrative, where applicable.
- 1.8 Copies of Perceived Performance Evaluations (supervisory or non-supervisory as appropriate).

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2. Evidence of Professional Activities, Development and Scholarship

- 2.1. Continuing education, including, but not limited to, attainment of advanced degrees and terminal degrees.
- 2.2. Completion of supervised practicums, internships, or advanced training programs related to duties and responsibilities.
- 2.3. Professional recognition of Specialized Skills, Competencies or Levels of Educational or Professional Excellence.
- 2.4. Oral presentations, research, proposals, programs, or other creative, scientific or professional endeavors in public, educational or institutional forums. Such presentations may be described in terms of their probable impact, scholarly value, and/or relationship to California State University Dominguez Hills and University College goals.
- 2.5. Activities as a teacher or trainer in a relevant subject matter field or in applied experiences which are part of academic programs or which lead to personal and professional development for professional members of the college and university community (this does not include regularly scheduled California State University Dominguez Hills classes).
- 2.6. Membership in professional or institutional organizations and/or active involvement in their activities and programs.
 - 2.6.1. Significant participation in professional organizations.
 - 2.6.2. Active participation through papers, panels, symposia, etc., in meetings and conferences of professional organizations.
 - 2.6.2. Service as a consultant or related activities.
 - 2.6.4. Recipient of significant awards, commissions, prizes, honors or grants.
- 2.7. Significant research resulting in publication and reports.

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Evidence of Effective Functioning in the Institution and in the Community

- 3.1 Effective participation and contributions as a member of departmental, interdisciplinary, school, university-wide and system-wide committees.
- 3.2 Non-routine service in advising or consulting with students.
- 3.3 Participation in student activities as sponsor or advisor.
- 3.4. Representation of the University in community groups or agencies (other than those of a purely social nature),, e.g. Speeches, consultantships, committee memberships.

3. Evidence of Effective Functioning in the Institution and in the Community

3.4 Participation and Contributions as a Committee Member.

3.2 Non-routine Service in Advising or Consulting with Students.

3.5. Representation of the University in Community Groups or Agencies, e.g. Speeches.