

Internal Case Sections

Uploaded by Department Administrative Professional

NOTE: The following internal case sections are the minimum university requirements for promotion of Professional Track (Non-Tenure Track) Faculty. Many CSU's have additional requirements. It is the responsibility of both the candidate and administrative professional to be versed in the specific requirements of your CSU. For questions, your Chair or designated Associate Dean will be your best resource for obtaining this information.

Department Review

- Recommendation of the Department/Division Chair is required. Please follow your CSU guidelines for additional requirements at the department level.
- Use the following naming convention: LastName, F._Department Letter (Graham, M._Department Letter)

CSU Internal Review

- Please follow your CSU guidelines for additional requirements at the college/school level.
- Use the following naming convention: LastName, F._CSU Letter (Graham, M._CSU Letter)

Course List with Enrollment and Course Evaluations

The Office of Faculty Success will upload the following items:

- Course List w/Enrollment (up to the past 8 academic years)
- Course Evaluations (up to the past 8 academic years)

Peer Evaluation of Teaching (Minimum of 5 Required)

- The minimum number of evaluations should equal the number of years between promotion steps, with a minimum of 5.
- Documentation of in-class visitation should be provided through letters or other shared feedback tools.
- Use the following naming convention: LastName, F._Peer Review (Graham, M._Peer Review)