



## FACULTY SENATE

Est. 1991

Mike Holt  
President

Brian Ring  
Vice President/  
President Elect

Crystal Randolph  
Secretary

Debbie Paine  
Parliamentarian

Peggy Moch  
Past President

### Agenda January 26, 2017, 3:30 pm University Center Magnolia Room

Items in **bold print** are items that require action by the Faculty Senate. Other items are for information only.

**Special Request:** At the request of the Senate's Executive Committee, any actions sent to the President for possible inclusion in the Senate agenda should be accompanied by a written document with the rationale and purpose of the decision. The Executive Committee requests that these documents be submitted via email as Word.doc attachments.

For the benefit of record keeping, we ask that senators and visitors please identify themselves when speaking to an issue during the meeting. Please use the microphones to assist with accurate recording. All senators must sign the roster in order to be counted present. If you have a senator's proxy, please place their name tag beside your name tag on the table in front of you.

1. Call to Order – Mike Holt
2. **Approval of the minutes of the November 17, 2016 meeting of the Faculty Senate.**  
<http://www.valdosta.edu/administration/faculty-senate/minutes.php> (See link here for minutes for all faculty senate meetings).
3. Reading of proxies obtained prior to the meeting; Request additional proxies for those not given from Senators in attendance – Crystal Randolph.

**Note:** Please send an email to Crystal Randolph ([crandolph@valdosta.edu](mailto:crandolph@valdosta.edu)) regarding proxies a minimum of one (1) week prior to the scheduled Faculty Senate meeting or as soon as possible if an unexpected absence needs to occur.

4. VSU President, Dr. Richard Carvajal: VSU Updates
5. Old & Unfinished Business
  - a. Statutory Committee Reports
    - i. **Academic Committee – Sheri Gravett**  
<http://www.valdosta.edu/academics/registrar/academic-committee.php>
    - ii. Committee on Committees – Dereth Drake

- iii. Faculty Affairs – Eric Howington
  - iv. Faculty Grievance Committee – Marty Williams
  - v. Institutional Planning Committee – Fred Knowles
- b. Meeting minutes from the various committees should be sent to FS Secretary (Crystal Randolph ([crandolph@valdosta.edu](mailto:crandolph@valdosta.edu))) to be uploaded to the Faculty Senate website **AND** to the library ([archives@valdosta.edu](mailto:archives@valdosta.edu)) with “Archives Faculty Senate Papers” in the subject line. Minutes from 2013-2014 and 2014-2015 meetings from the various committees should be sent so these documents can be archived properly. Please label minutes documents as shown in the following examples:
- i. Technology\_Minutes\_04-29-2015
  - ii. Academic\_Honors\_and\_Scholarship\_Minutes\_08-28-2015
- Thank you for your assistance in getting and keeping our records up to date. ☺
- c. Annual reports for all Faculty Senate Committees are due on April 30<sup>th</sup> 2017. Please send these to the FS President (Michael Holt ([moholt@valdosta.edu](mailto:moholt@valdosta.edu))) with “\_\_\_\_\_ Committee Annual Report 2016-17” in the Subject Line. These annual reports should not be reprints of your committee minutes, but one to two paragraph narratives of the committee’s activities for the past year.
- d. **Revisions to University Tenure and Promotion Document**  
**Please see the final suggested revision to the Faculty Senate Tenure and Promotion Document in Attachment A.**
- e. **Revisions to the Faculty Senate Bylaws**  
**Please see proposed changes to the bylaws as presented by the Faculty Senate Special Committee. See Attachment B**
6. New Business
- a. Standing Committee Reports:
    - i. Academic Honors & Scholarships – Abigail Heuss
    - ii. Academic Scheduling & Procedures – Ubaraj Katawal
    - iii. Athletic Committee – Peggy Moch / Jamie Holland
    - iv. Diversity and Equity Committee – Regina Suriel
    - v. Educational Policies – Vacant
    - vi. Environmental Issues – Nancy Sartin
    - vii. Faculty Scholarship – Sudip Chakraborty / Roger McIntyre
    - viii. Internationalization and Globalization Committee – Rebecca Gaskins
    - ix. Library Affairs – Michelle Ocasio
    - x. Student Affairs – Gabrielle Stellmacher / Kelly Devall
    - xi. Technology Committee – Brian Ring, updates on simplifying the Faculty Senate roster and communications as requested by CoCo.
7. General Discussion
8. Adjournment

## **Valdosta State University Tenure and Promotion Policies and Procedures**

Faculty performance at Valdosta State University (VSU) is expected to be consistent with the mission of the university. It follows from this that evaluation of faculty performance, including the awarding of tenure and promotion, should be conducted according to a set of policies and procedures that are adequate, appropriate and administered fairly across all units, as well as in accordance with VSU and University System of Georgia policies.

Each college or division and its respective academic units are expected to focus on particular aspects of the mission in ways which distinguish their contributions from others. However, the tenure and promotion practices of all academic units must be aligned and consistent with the overall mission of VSU as a University System of Georgia comprehensive university and should position Valdosta State University as a leader among similar universities.

The award of tenure constitutes permanent status as a member of the university faculty. Therefore, in developing standards for tenure, academic units may consider not only the candidate's accomplishments prior to applying for tenure but also what those accomplishments indicate about that candidate's potential future contributions to the mission.

### **1. University Tenure and Promotion Committee**

#### **1.1 Committee Purview**

The University Tenure and Promotion Committee (hereafter referred to as the UTPC) is charged with reviewing all tenure and promotion dossiers for **procedural** and **substantive** due-process errors as well as

- To regularly review and assess how tenure and promotion are awarded across campus, by establishing university-wide procedural standards to which all units will be subject, and in this capacity make recommendations to the Provost.
- To act as a process review committee at the university level that evaluates all tenure and promotion dossiers forwarded by a dean or director and makes a formal recommendation to the Provost.

#### **1.2 Committee Membership**

The UTPC shall be a standing committee appointed by the Provost in consultation with the Dean's Council and shall be comprised of the following:

- The Assistant Vice President of Research and Dean of the Graduate School, or designee, will serve as chair of the committee and only vote in cases to break a tie in the balloting. The chair is responsible for convening meetings, drafting memos, and facilitating the overall work of the committee including maintaining correspondence, reports, and formal records.

- Four members from the College of Arts and Sciences: one from the area of the Natural/Physical Sciences; one from the Humanities; one from the Social Sciences; and one from any of the aforementioned areas;
- Three members from the College of Education and Human Services with at least one member from the area of Human Services;
- Two members from the College of the Arts;
- One member each from the following colleges and divisions: College of Nursing and Health Sciences, the Langdale College of Business Administration, and Odum Library.

To fill a vacancy on the UTPC, the Provost shall appoint the necessary number of committee members from the appropriate college or division from a list of names recommended by the dean or director of the unit in which the vacancy occurs.

Terms of committee members shall be three years, with membership changes to be staggered across any three-year period.

All members must be tenured with the rank of associate professor or professor. No member other than the chair may simultaneously hold an administrative appointment.

No individual at the university shall vote in more than one stage of any tenure and promotion review process. UTPC members may participate in discussions at the college or departmental level within their own college or unit. UTPC members vote only at the UTPC level and not at the college or departmental level.

The UTPC is responsible for making recommendations to the Provost to improve or clarify its charge. The Provost, in consultation with the UTPC, will recommend changes to this document at the March meeting of the Faculty Senate. These recommendations will be made available to all faculty via the Academic Affairs Web site and an email shall sent out, by the Provost, to the faculty listserv informing faculty of the availability of the recommended changes to the UTPC document. The Faculty Senate will have until its last meeting of the academic year to adopt the changes, modify the changes, or remand to committee for further consideration. If the faculty senate fails to vote on these changes within 2 scheduled faculty senate meetings, the Provost will meet with the senate Executive Committee to approve or deny the changes. Faculty will be notified of the changes and the changes will be posted on the Academic Affairs Web site by the start of the fall semester one year before the changes are to be implemented.

## **2. University Tenure and Promotion Review Process**

The chain of official recommendation for tenure and promotion proceeds from the unit and its head, to the college or division committee, to the college or division dean or director, to the UTPC, to the Provost, to the President.

Each unit is responsible for the composition and requirements of its own tenure and promotion review committee in accordance with its tenure and promotion guidelines and/or by-laws. A review committee at a lower level can be as small as three or as large as the unit.

Where the unit is small, the committee may not be necessary, and the review function can be filled by the college or division committee. The unit head's recommendation, as well as that of the college or division committee and the dean or director, is required in such a case.

If a department's tenure and promotion guidelines allow for the creation of a personnel subcommittee to initially evaluate a candidate's dossier, the same subcommittees shall evaluate all of the candidates for the same rank within the department who are applying for tenure and promotion in a given year.

The UTPC shall review all dossiers under consideration for tenure, promotion or simultaneous tenure and promotion that have been forwarded by a dean or director. The UTPC will then make a recommendation to the Provost. The Provost is not bound to the UTPC's recommendation but is obligated to meet with the UTPC to discuss any differences in judgment which arise within 20 business days of receiving the UTPC's recommendation.

Candidates have the opportunity to appeal at specific stages of the review process. See Appendix B. An appeal of the academic dean's recommendation must be addressed to the academic dean. The dossier must include the original letter from the dean, the candidate's appeal letter, and, if applicable, the response letter from the academic dean. If the appeal is denied, the candidate can elect to move the dossier forward to the next level for review by the UTPC and the Provost. The appeal letter should not include new material (for example: an additional publication, conference presentation or student opinions of instruction), but may include documentation justifying the reasons for the appeal. If the applicant wishes to appeal the Provost's recommendation to be reviewed by the President, the applicant must file an appeal (including documentation justifying the reasons for the appeal) with the President's Office within 10 business days from the date of the Provost's recommendation notice letter. The appeal decision of the President will be the final institutional decision. If an appeal letter is not received from the applicant within the time period the President will render a decision based on the information on record. A candidate may withdraw their dossier from further review, including after the Provost's recommendation. Further appeals, within the University System of Georgia, where applicable, are governed under the policies and bylaws of the Board of Regents of the University System of Georgia and must be submitted within established timelines in accordance with Board of Regents policy, as published on the Board of Regents website.

## **2.1 Procedural Due-Process Errors**

A procedural due-process error refers to a decision that has failed to comply with adequate and appropriate procedural steps or to fulfill procedural requirements stipulated at any level of the formal review process. Thus, these errors pertain to the formal *conduct* of the review.

Procedural due-process errors include but are not limited to:

- A review process that is inconsistent with university-wide procedural standards and practices.
- A recommendation which violates any explicit written criteria for tenure or promotion applicable to the candidate at any level of the review process.
- Any error or default in procedure when such error or default has had a prejudicial effect on the fair consideration of the candidate's case for tenure or promotion.

## **2.2 Substantive Due-Process Errors**

A substantive due-process error refers to a decision made at a lower level where there has been inadequate consideration of the candidate's qualifications for tenure or promotion, or where the decision is deemed to be arbitrary or capricious.

A substantive due-process error may also refer to an illegal or constitutionally impermissible consideration, such as that which has unlawfully taken into consideration a candidate's gender, race, age, nationality, handicap, sexual orientation, or which has violated the candidate's exercise of his or her protected First Amendment rights.

Substantive due-process errors include but are not limited to:

- A failure to give adequate consideration either to the candidate's qualifications or to the relevant criteria for tenure when such failure has had a prejudicial effect on fair consideration of the candidate's case for tenure or promotion.
- A recommendation significantly based on any consideration which violates academic freedom or which involves discrimination on the basis of race, gender, religion, national origin, age, disability, marital status or sexual orientation.
- A recommendation at a lower level that is deemed arbitrary, capricious or not supported by factual data.

### **3. University-Wide Standards for Tenure and Promotion**

Each academic unit is expected to establish its own criteria for reviewing and awarding tenure and promotion. Such criteria, especially in regard to evaluating the quality of a faculty member's teaching, scholarship, and service are expected to be specific to and consistent with that unit's discipline and expected contribution to the mission of the university.

Moreover, all policies and procedures for the awarding of tenure and promotion should be adequate, appropriate, and fairly administered. To ensure this, the UTPC is charged with reviewing each tenure and promotion application for procedural and substantive due-process errors as these have been defined in this document.

In addition to the specific procedural and substantive standards described in sections 3.1 and 3.2 below, the UTPC shall base its decisions in any review on the following general standards:

**General Standard I:** The focus of any and all tenure and promotion decisions shall be on the evaluation of the following areas of faculty performance only:

- Teaching and Student Learning
- Scholarship (Research and Juried Creative Accomplishments)
- Service

**General Standard II:** All criteria and processes for the review of tenure and promotion shall be consistent with the mission of VSU.

**General Standard III:** All criteria and processes for review of tenure and promotion shall be consistent with practices at peer institutions at all levels.

**General Standard IV:** All criteria and processes for review of tenure and promotion shall be based on the expectation that the individual has been assigned and agreed to workloads (teaching, scholarship, and service) over the probationary period and these workloads were judged to be conducive to meeting all standards for promotion and tenure.

### 3.1 Tenure and Promotion Substantive Standards

#### 3.1.1 General Substantive Standards

**Substantive Standard I: Mastery of Knowledge and Methods** - Faculty members must be well-prepared and knowledgeable about developments in their respective fields. The ability to educate others, conduct meaningful research, produce creative works, and act as an advisor, mentor or supervisor in a professional capacity depends upon mastering existing knowledge in one's area of specialty. In addition, faculty members should use appropriate techniques, methods, and resources in their scholarly work and should subject their ideas to critical inquiry and independent review. In most cases, the latter occurs during the peer-review process.

**Substantive Standard II: Effectiveness of Communication** - Faculty members should communicate effectively with their audiences including colleagues, professional peers and students.

**Substantive Standard III: Significance of Results** - Faculty members should demonstrate the extent to which their scholarly accomplishments have had significant professional impact. Customarily, in the academy, such significance can be evidenced in various ways including the testimony of academic peers or other experts, as well as by published documents such as reviews, citations, acknowledgments, professional correspondence regarding one's work, and records in such publications as the Social Sciences Index.

**Substantive Standard IV: Consistently Professional Behavior** - Faculty members should conduct their work with honesty, integrity, and objectivity. They should foster a respectful relationship with students, colleagues and others who participate in or benefit from their work. Faculty members should uphold recognized standards for academic integrity and professional conduct.

#### 3.1.2 General Substantive Expectations for Faculty Performance Based on Rank

The following policies in section 3.1.2 were added in 2012, and apply only to new hires beginning Fall Semester, 2013: SUMMARY OF MINIMUM YEARS IN RANK AT VSU (Table 1), Lecturers, Promotion to Senior Lecturers, Senior Lecturers, Instructors, and Promotion to Assistant Professor.

<b>Non-Tenure Track Full-Time Faculty</b>		<b>Tenure Track Full-Time Faculty</b>	
<b>For Promotion to</b>	<b>Minimum Service in Previous Rank</b>	<b>For Promotion to</b>	<b>Minimum Service in Previous Rank</b>
Lecturer	Entry-Level Position		
Senior Lecturer	6 years as Lecturer		
		Instructor	Entry-level position

		Assistant Professor	Entry-level position or promotable from Instructor once terminal degree is earned
		Associate Professor	4 years as Assistant Professor
		Professor	5 years as Associate Professor
<p><b>Note:</b> Minimum Service in Previous Rank meets BoR criteria from <i>4.5 Award of Promotion—USG Academic &amp; Student Affairs Handbook</i>. Only assistant professors, associate professors, and professors are eligible for tenure according to BoR Policy 8.3.7.2. The maximum time that may be served in combination of full-time instructional appointments (instructor or professorial ranks) without the award of tenure shall be ten (10) years (BoR Policy 8.3.7.6).</p>			

**Lecturers** – The units of VSU are permitted to employ full-time lecturers “to carry out special instructional functions such as basic skills instruction.” Lecturers are an integral part of the teaching corps of many VSU departments, teaching primarily core and lower-division courses. The Lecturer position is not a tenure-track position and the holder is not eligible for consideration for the award of tenure. Lecturers are not considered to hold professorial academic rank. Full-time lecturers are appointed by the institution on a year-to-year basis. Each unit must establish a policy that governs the review of Lecturer as well as procedures for retention and possible promotion of a Lecturer to Senior Lecturer. These policies must include two types of reviews: a third-year review and a fifth-year review. In these reviews, the primary consideration will be contributions in instruction and service. Lecturers whose reviews do not demonstrate exceptional teaching ability and extraordinary value may be terminated at the end of their sixth year. (BoR 8.3.8.1).

**Promotion to Senior Lecturers** –Lecturers who are reappointed after the fifth year review may be considered for promotion to Senior Lecturer, to begin in their seventh year of service. The promotion of Lecturer to Senior Lecturer at VSU is based upon the experience and academic background of the candidate as well as the instructional needs in the position. An eligible candidate must submit an application for promotion which includes a portfolio with only the appropriate items outlined in section 3.2 of this document.

**Senior Lecturers** – The title of Senior Lecturer applies to positions that call for academic background similar to that of a faculty member with professorial rank but that involves primarily teaching. Additional duties may be assigned, including academic advising, mentoring, and working with tenure-track faculty in course and curriculum development. The position is not a tenure-track position and the holder is not eligible for consideration for the award of tenure. Senior Lecturers are not considered to hold professorial academic rank. Full-time Senior Lecturers are appointed by the institution on a year-to-year basis. (BoR 8.3.8.2).

**Instructors** – The Instructorship is an entry-level position for the University. Candidates do not need a minimum number of years as a Lecturer or Senior Lecturer. Candidates usually do not have the terminal degrees appropriate for their disciplines, but it is presumed that the Instructor is pursuing one in a timely manner. An Instructor’s primary responsibilities are to establish, develop, and refine an effective teaching style and, based on consultation with the unit head, director, and/or Dean, to contribute effort to academic achievement and service that is consistent with the responsibilities of the position and the goals of the unit. Candidates should show promise of moving toward excellence in the criteria appropriate to their work assignments. The assumption is that the Instructor is working toward a tenure-track position; and time spent as Instructor may accrue toward tenure as long as such credit for prior service is approved in writing by the president at the time of the initial appointment at the rank of Assistant Professor or higher



(BoR 8.3.7.4). The maximum period of time that may be served at the rank of full-time instructor shall be seven (7) years (BoR 8.3.7.6).

**Promotion to Assistant Professor** – It is expected that the Instructor has earned a terminal degree in order to be eligible for promotion to Assistant Professor. Typical expectations for assistant professors include: 1) satisfactory teaching, 2) showing promise in the preparation of and dissemination of scholarship or engagement in juried creative works grounded in their areas of expertise, and 3) modest service that is of value to the discipline. An eligible candidate must present a portfolio which includes the items outlined in section 3.2 of this document.

**Assistant Professors** - Assistant professors hold the highest earned terminal/research degree in their field of specialization. Typical of a comprehensive university, a pattern of effective and productive scholarly work or juried creative works by the assistant professor includes the publication of dissertation research or peer reviews of creative work. Service may be modest, but must be of value to the unit, college or division, university and/or discipline. Teaching performance should be aligned with standards found in comparable institutions and be demonstrated by student satisfaction, student learning, achievement of outcomes, and peer recognition.

**Promotion to Associate Professor** – Typical expectations for associate professors include: 1) satisfactory teaching, 2) preparation of and dissemination of scholarship or engagement in juried creative works grounded in their areas of expertise, and 3) modest service that is of value to the discipline. An eligible candidate must present a portfolio which includes the items outlined in section 3.2 of this document.

**Associate Professors** - The areas of expertise and professional activities of associate professors should be more advanced, more clearly-defined, and more widely-recognized as their academic careers progress. Typically, as the faculty member's roles and contributions grow in significance, leadership, and initiative, the faculty member will have established a strong record of accomplishment in at least two of the following three areas: teaching and student learning, scholarship, and service. Since all three areas are informed by scholarship, the ability to conduct and disseminate scholarship or engage in juried creative activities grounded in their area of expertise are important to the work of associate professors.

**Promotion to Professor** - Appointment to associate professor does not entail eventual promotion to Professor. The rank of Professor is reserved for those who have demonstrated continuous intellectual development and academic leadership. Candidates for promotion to professor shall have established themselves as leaders, mentors, and scholars, and contributed to the discipline. Typical expectations for professors include: 1) satisfactory teaching, 2) preparation of and dissemination of significant scholarship or engagement in juried creative works grounded in their areas of expertise, and 3) service that is of value to the discipline. An eligible candidate must present a portfolio which includes the items outlined in section 3.2 of this document.

**Professors** - As faculty members whose careers have advanced to extremely high levels of effectiveness and productivity, professors are typically characterized as leaders, mentors, scholars, experts, and distinguished colleagues.

## **3.2 Tenure and Promotion Procedural Standards and Guidelines**

### **3.2.1 Guidelines for the Contents of the Dossier for Tenure, Promotion, or Simultaneous Tenure and Promotion**

### **Section I: Cover Page and Vita**

- A. Cover page – tenure and promotion application cover forms appropriate to each college or division
- B. Vita
- C. If applicable, the college or unit application form for tenure and promotion which has been completed by the candidate.

### **Section II: Evaluations of the Candidate by Review Committees and Administrators**

- A. Relevant sections of the unit and college or division tenure and promotion guidelines for the appropriate job action.
- B. Annual Faculty Evaluations for each year under review.
  - For a dossier accompanying an application for early promotion, or tenure, or simultaneous tenure and promotion, documents for all years the candidate has been at VSU should be included.
  - For a dossier accompanying an application for promotion to full professor, documents for all years since the last job action should be included.
- C. Pre-Tenure Review Committee letter and unit head letter if applicable (for a dossier accompanying an application for tenure only).
- D. Unit Tenure and/or Promotion review letter(s) (by both the T and P Committee and head if applicable to that unit).
- E. College or division Tenure and/or Promotion review letter(s) (by both the T and P Committee and Dean or Director).

### **Section III: Teaching and Student Learning**

This section of the dossier contains illustrative evidence of the quality and significance of the faculty member's teaching and student learning, supervision and mentoring. For faculty teaching courses for which they are the instructor of record, these materials must include at least two of the following types of evidence:

- SOI (Student Opinion of Instruction) Results. These results should include summary information regarding the numerically-scored questions for each class section the faculty member has taught, including the total number of students and the number of respondents. They should also include summary information about the contents of the student narrative comments but *not* a complete listing of all narrative comments received.
- Peer evaluations of teaching. Each unit will create processes and procedures for peer evaluations of teaching. If a candidate includes evidence of peer evaluations of teaching in the dossier, at least two peer evaluations of teaching across multiple years must be included for a given personnel action such as tenure or promotion. In applications for tenure, a candidate is strongly encouraged to have at least one peer evaluation documented prior to pre-tenure review and at least one additional peer evaluation documented after pre-tenure

- review. A resource guide on best practices, a literature review, and sample instruments for conducting peer evaluations of teaching can be found at the Academic Affairs website.
- Evidence of student learning. Each unit will provide guidelines for acceptable evidence of student learning to be included in the dossier.

Additional evidence in this section of the dossier may include but is not limited to the following:

- Evidence of student advising or mentoring activities
- Examples of course syllabi and/or course outlines, exams, and other assignments
- Evidence of course or curriculum development activities
- Evidence of innovative instruction

#### **Section IV: Scholarship (and Juried Creative Accomplishments)**

This section contains evidence of the quality and significance of the faculty member's research and creative activity. All tenure and promotion committees and administrators shall examine the same factual record of scholarly achievement regardless of at which level such review occurs. Copies of all publications and similar materials documenting research and creative activities will be kept in a file open to all members of the UTPC.

The materials in this part of the dossier must include item A and B listed below and may include item C:

- A. A chronological reference list of peer-reviewed articles or juried creative accomplishments beginning with the most recent. If the applicant's academic unit allows for it, this list may include works that are unconditionally accepted, in press, or forthcoming. The candidate must provide supporting documentation from the editor or publisher.
  - Scholarly activity may be published in any medium. General guidelines for evaluating scholarship are available in Appendix A.
  - For applications for tenure, if the list includes accomplishments that occurred prior to the candidate's appointment at VSU, the list should be organized in a fashion that clearly distinguishes accomplishments prior to the candidate's appointment at VSU from those which have occurred since that time. Copies of these materials should be maintained by the Provost's Office for review by committee members.
  - For applications for promotion, the list should clearly distinguish activities that occurred prior to the candidate's last job action from those which have occurred since that time.
  
- B. A separate chronological reference list of other scholarly or juried creative accomplishments, beginning with the most recent.
  - For tenure applications, if the list includes accomplishments which occurred prior to the candidate's appointment at VSU, the list should be organized in a fashion that clearly distinguishes accomplishments prior to the candidate's appointment at VSU from those which have occurred since that time.
  - For promotion applications, this list should clearly distinguish activities which occurred prior to the candidate's last job action from those which have occurred since that time.
  - Examples of other scholarly or juried creative accomplishments may include but are not limited to the following:
    - Professional presentations
    - Excerpts from conference proceedings

- Evidence of submission and receipt of grants
  - Book, chapter, and article reviews
  - Copies of exhibit and performance programs
  - Photographs of commissioned or exhibited art works
- C. Works-in-Progress including works submitted, conditionally accepted, or under contract should continue to be listed in all dossiers, if the applicant's academic unit permits.

## Section V: Service

This section contains evidence of the quality and significance of the faculty member's service. These materials must include the first item listed below and may include appropriate additional types of evidence as listed thereafter.

- A. List of service activities, starting with the most recent, specifying the dates of each activity, designating the type of activity and one's role in the service (e.g., positions held).
- B. Additional types of evidence for faculty not holding administrative positions:
- Committee assignment documentation
  - Copies of meeting minutes
  - Copies of products developed
  - Recognition by others of the faculty member's contributions Evidence of campus, local, statewide, regional, national, or international professional service
- C. Additional types of evidence for faculty holding administrative positions:
- Documentation of leadership assignments
  - Evidence of program evaluation
  - Supervisor, peer, and employee evaluations
  - Copies of products developed

### 3.2.2 General Guidelines for Dossier Documents

- A. Prior Review Materials – Tenure and promotion decisions require different documentation.
- For tenure, the letters specified in section 3.2.1 section II C, D, and E should be included in the dossier where applicable.
  - For promotion, only the letters specified in 3.2.1 section II D and E pertinent to the current promotion action are to be included. The letters specified in 3.2.1 section II D and E from prior promotion reviews and from prior tenure reviews are *not* to be included.
  - If actions to consider a tenure decision and a promotion decision are simultaneous, one dossier should be prepared with two cover pages, one to document decisions on the tenure consideration and the other to document decisions on the promotion consideration. In such cases, the dossier should include the letters specified in 3.2.1 section II C, D, and E should be included in the dossier, where applicable, in addition to the evaluative statements pertinent to the current promotion action.
- B. Support Materials (e.g., books, reprints, syllabi and/or course outlines, and teaching portfolios) must be collected along with the dossier at the unit and college levels, and it is

expected that they will have been reviewed at those steps in the review process. Dossiers prepared for the UTPC should *not* contain the following items unless unusual circumstances prevail and the committee requests them.

- Evaluative statements written by the candidate unless they are germane to the quality of the candidate's work.
- Statements about a candidate's personal life unless they are germane to the quality of the candidate's work.

### **3.3 Guidelines for Years Granted Towards Tenure and/or Promotion**

At Valdosta State University, any years granted towards tenure and/or promotion, negotiated at the time of appointment, must be specified in the formal letter of offer. A maximum of three (3) years' credit toward the minimum probationary period may be allowed for service in tenure track positions at other institutions or for full-time service at the rank of instructor or lecturer at the same institution (BOR Policy Manual 8.3.7.4). The formal letter of offer from the Provost must stipulate if the faculty member can list and count accomplishments in teaching, scholarship, and service from previous years for tenure and/or promotion review at Valdosta State University. The faculty member must demonstrate sustained accomplishments in teaching, scholarship and service at VSU.

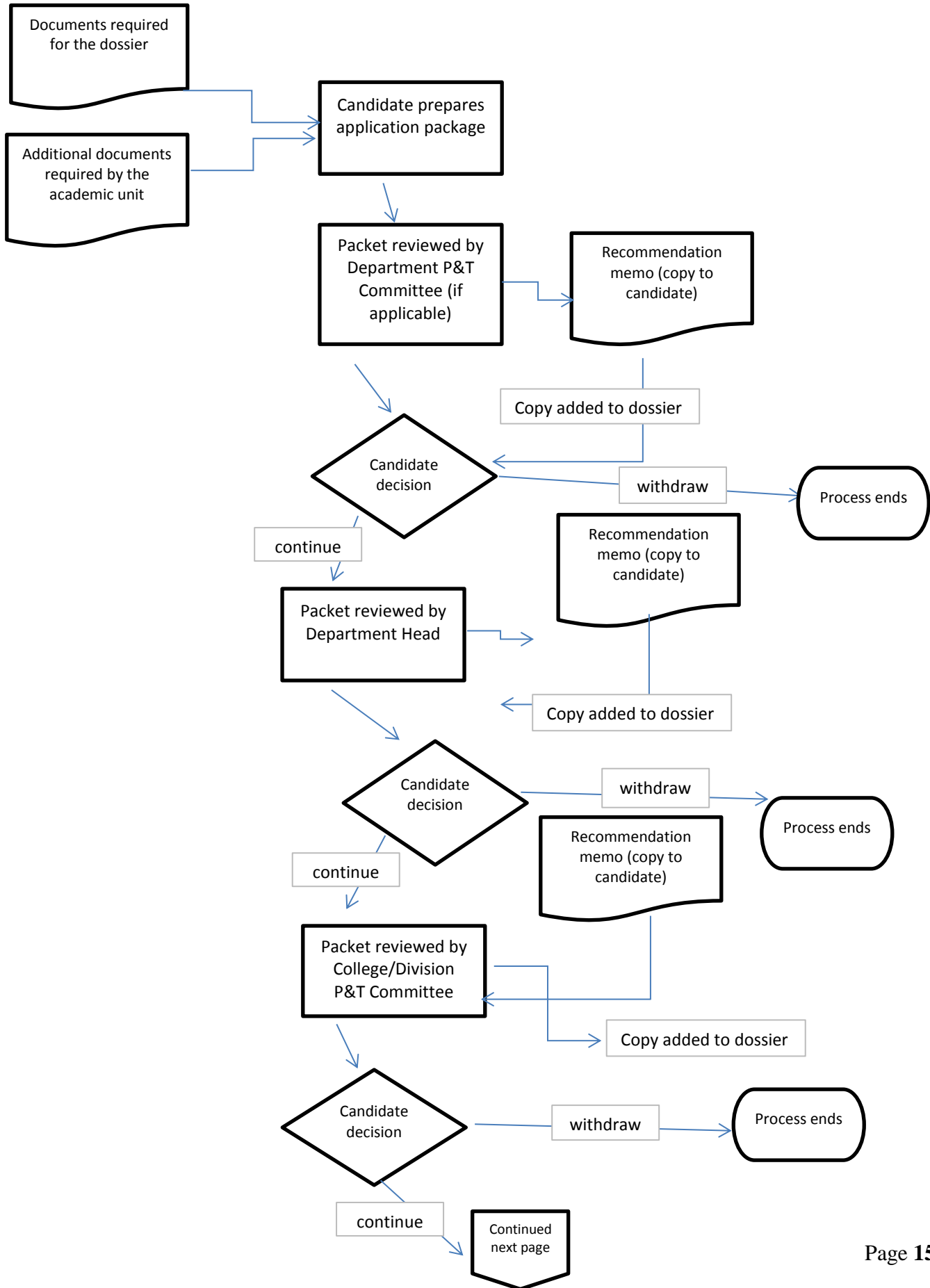
### **3.4 Guidelines for Terminal Contracts and the Seventh Year**

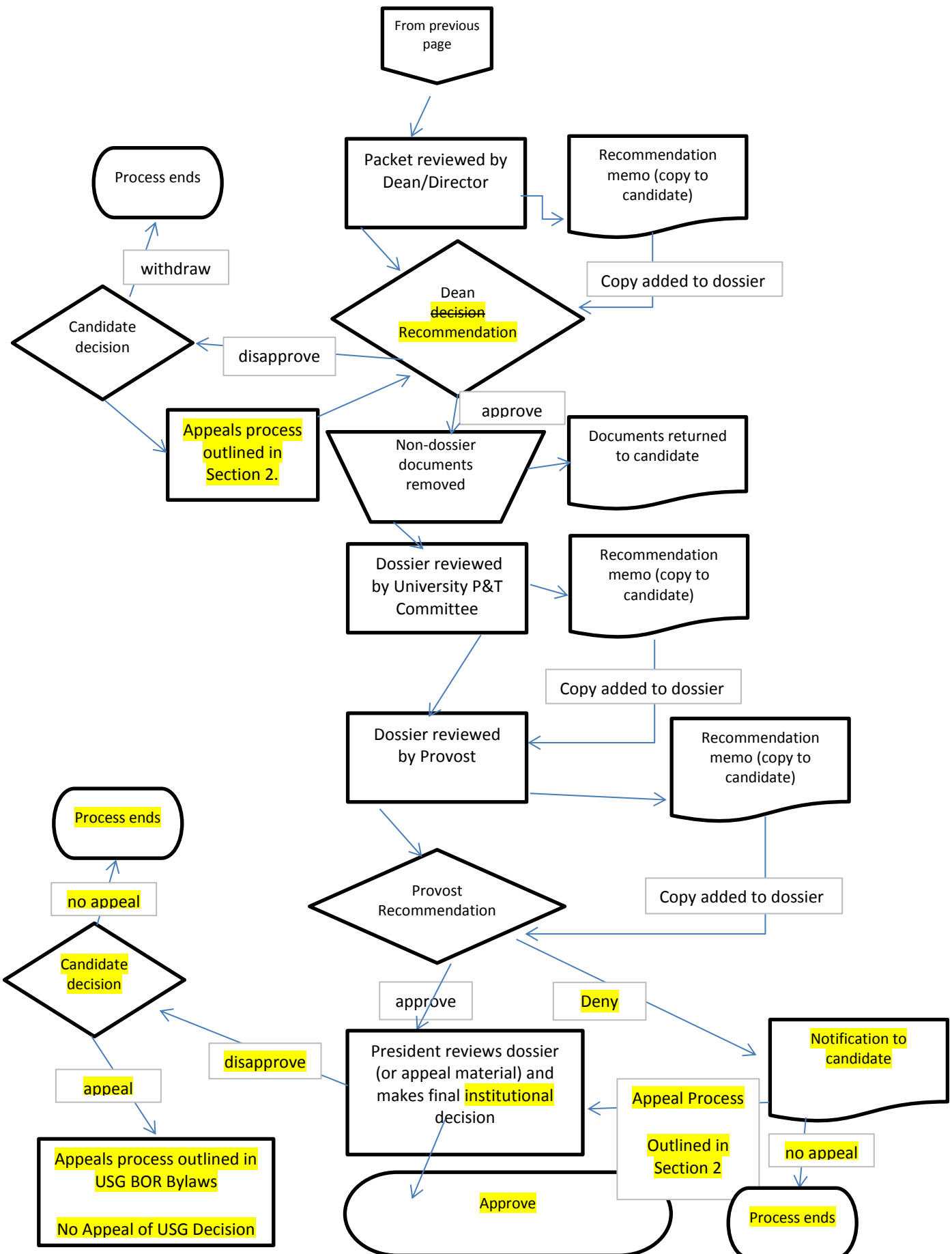
Faculty members must apply for tenure no later than the fall semester of their sixth year of employment. Tenure-track faculty members who are not awarded tenure prior to their seventh year of employment will automatically receive a terminal one-year contract for the seventh year and formal notice from the Provost that they will not receive another employment contract after their seventh year.

## **Appendix A –Scholarship and Juried Creative Accomplishments**

Each academic unit shall define the types of peer reviewed and other scholarly/juried creative accomplishments that are acceptable for consideration for tenure and promotion. However, each unit must establish specific written standards regarding both the type and quantity of such works it will accept. Further, any such standard must be demonstrably consistent with the standards of peer institutions, other units at VSU, and the overall mission of Valdosta State University as a University System of Georgia regional university. Scholarly/juried creative accomplishments should be evaluated according to the standards of the medium (e.g. journal article, painting, musical composition, etc.) and discipline, and academic unit. The Unit's statement on standards of scholarship must be approved by the Provost. The Provost may request the advice of the UTPC.

## Appendix B: Flowchart for VSU Tenure and Promotion Review Process







## **Appendix C: University System of Georgia Board of Regents Criteria for Tenure and Promotion**

The following information is excerpted from the USG BOR Policy Manual sections 8.3.6 and 8.3.7

### **8.3.6 Criteria for Promotion**

Each USG institution shall establish clearly stated promotion criteria and procedures that emphasize excellence in teaching for all teaching faculty. These policies will be submitted to the USG chief academic officer for review.

#### **8.3.6.1 Minimum for All Institutions in All Professorial Ranks**

The minimum criteria are:

1. Superior teaching
2. Outstanding professional service to the institution, and/or the community
3. Outstanding research, scholarship, creative activity or academic achievement
4. Professional growth and development

Noteworthy achievement in all four of the above need not be demanded, but should be expected in at least two. A written recommendation should be submitted by the head of the department concerned setting forth the reasons for promotion. The faculty member's length of service with an institution shall be taken into consideration in determining whether or not the faculty member should be promoted.

#### **8.3.6.2 Research and Regional Universities**

In addition to the minimum requirements above, promotion to the rank of associate or full professor requires the earned doctorate or its equivalent in training, ability, and/or experience. Neither the possession of a doctorate nor longevity of service is a guarantee per se of promotion.

#### **8.3.6.3 State Universities**

In addition to the minimum requirements above, promotion to the rank of professor requires the earned doctorate or its equivalent in training, ability, and/or experience. Neither the possession of a doctorate nor longevity of service is a guarantee per se of promotion.

#### **8.3.6.4 State and Two-Year Colleges**

In addition to the minimum requirements above, promotion to the rank of professor requires a master's degree in the teaching discipline, or, in rare cases, the equivalent of two (2) years of full-time graduate or first professional study beyond the bachelor's degree. Longevity of service is not a guarantee per se of promotion (BoR Minutes, October 2008).

### **8.3.7 Tenure and Criteria for Tenure**

None of the procedures in Section 8.3.7 apply to faculty at Georgia Gwinnett College.

### 8.3.7.1 General Information Regarding Tenure

Each USG institution, with the exception of Georgia Gwinnett College as noted in [Section 8.3.4.4 of this Policy Manual](#), shall establish clearly stated tenure criteria and procedures that emphasize excellence in teaching for all teaching faculty (BoR Minutes, October 2008). Such policies shall conform to the requirements listed below and shall be reviewed and approved by the USG chief academic officer (BoR Minutes, August 2007). The requirements listed below shall be the minimum standard for award of tenure, but they are to be sufficiently flexible to permit an institution to make individual adjustments to its own peculiar problems or circumstances.

These policies are to be considered a statement of general requirements which are capable of application throughout the USG and are not a limitation upon any additional standards and requirements which a particular institution may wish to adopt for its own improvement. Such additional standards and requirements, which must be consistent with the Regents' policies and approved by the Board of Regents, shall be incorporated into the statutes of an institution.

### 8.3.7.2 Tenure Requirements

Tenure resides at the institutional level. Institutional responsibility for employment of a tenured individual is to the extent of continued employment on a 100 percent workload basis for two (2) out of every three (3) consecutive academic terms until retirement, dismissal for cause, or release because of financial exigency, or program modification as determined by the Board.

Only assistant professors, associate professors, and professors are eligible for tenure. Normally, only faculty who are employed full-time (as defined by Regents' policies) by an institution are eligible for tenure. However, faculty members holding these professorial ranks who are employed by or on the staff of the Medical College of Georgia (MCG) on less than a full-time basis, and who also hold an appointment at the Veterans Administration Medical Center- Augusta, shall be eligible for promotion and/or the award of tenure by the institution president (BoR Minutes, August 2007). Refer to [Section 8.3.7.9 of this Policy Manual](#) for more information on tenure for the Medical College of Georgia.

The term "full-time" is used in these tenure regulations to denote service on a 100% work load basis for at least two (2) out of three (3) consecutive academic terms. Faculty with non-tenure track appointments shall not acquire tenure. The award of tenure is limited to the above academic ranks and shall not be construed to include honorific appointments, such as adjunct appointments (BoR Minutes, October 2008).

### 8.3.7.3 Criteria for Tenure

#### Minimum for All Institutions in All Professorial Ranks

The minimum criteria are:

1. Superior teaching; Demonstrating excellence in instruction
2. Academic achievement, as appropriate to the mission
3. Outstanding service to the institution, profession, or community
4. Professional growth and development

(BoR Minutes, October 2008)

Noteworthy achievement in all four of the above need not be demanded, but should be expected in at least two. A written recommendation should be submitted by the head of the department concerned, setting forth

the reasons for tenure. The faculty member's length of service with an institution shall be taken into consideration in determining whether or not the faculty member should be tenured.

### **Research and Regional Universities**

In addition to the minimum criteria above, tenure at the rank of associate or full professor requires the earned doctorate or its equivalent in training, ability, and/or experience. Neither the possession of a doctorate nor longevity of service is a guarantee of tenure.

### **State Universities**

In addition to the minimum criteria above, tenure requires the earned doctorate or its equivalent in training, ability, and/or experience. Neither the possession of a doctorate nor longevity of service is a guarantee of tenure.

### **State and Two-Year Colleges**

In addition to the minimum criteria above, tenure requires at least the equivalent of two years of full-time study beyond the bachelor's degree. Longevity of service is not a guarantee of tenure.

#### **8.3.7.4 Award of Tenure**

Tenure may be awarded, upon approval of the president, upon completion of a probationary period of at least five (5) years of full-time service at the rank of assistant professor or higher (BoR Minutes, August 2007). The five-year period must be continuous, except that a maximum of two (2) years interruption because of a leave of absence or part-time service may be permitted, provided, however, that an award of credit for the probationary period of an interruption shall be at the discretion of the president.

In all cases in which a leave of absence, approved by the president, is based on birth or adoption of a child, or serious disability or prolonged illness of the employee or immediate family member, the five-year probationary period may be suspended during the leave of absence. A maximum of three (3) years' credit toward the minimum probationary period may be allowed for service in tenure track positions at other institutions or for full-time service at the rank of instructor or lecturer at the same institution. Such credit for prior service shall be approved in writing by the president at the time of the initial appointment at the rank of assistant professor or higher.

Notwithstanding anything to the contrary in this Policy Manual, in exceptional cases an institution president may approve an outstanding distinguished senior faculty member for the award of tenure upon the faculty member's initial appointment; such action is otherwise referred to as tenure upon appointment.

Each such recommendation shall be granted only in cases in which the faculty member, at a minimum, is appointed as an associate or full professor, was already tenured at a prior institution, and brings a demonstrably national reputation to the institution. If the person is being appointed to an administrative position and has not previously held tenure, the award of tenure must be approved by the Chancellor (BoR Minutes, August 2007).

#### **8.3.7.5 Notification of Tenure Award**

Upon approval of the award of tenure to an individual by the president, that individual shall be notified in writing by the president of his/her institution, with a copy of the notification forwarded to the Executive Vice Chancellor and Chief Academic Officer.

### **8.3.7.6 Maximum Times without Award of Tenure**

Except for the approved suspension of the probationary period due to a leave of absence, the maximum time that may be served at the rank of assistant professor or above without the award of tenure shall be seven (7) years, provided, however, that a terminal contract for an eighth year may be proffered if a recommendation for tenure is not approved by the president.

The maximum time that may be served in combination of full-time instructional appointments (instructor or professorial ranks) without the award of tenure shall be ten (10) years, provided, however, that a terminal contract for the 11th year may be proffered if a recommendation for tenure is not approved by the president (BoR Minutes, 1992-93, p. 188; April 2000, pp. 31-32; August 2007).

Except for the approved suspension of the probationary period due to a leave of absence, the maximum period of time that may be served at the rank of full-time instructor shall be seven (7) years (BoR Minutes, April 2000, pp. 31-32).

### **8.3.7.7 Loss of Tenure or Probationary Credit towards Tenure**

Tenure or probationary credit towards tenure is lost upon:

1. Resignation from an institution; or
2. Written resignation from a tenured position in order to take a non-tenured position; or,
3. Written resignation from a position for which probationary credit toward tenure is given in order to take a position for which no probationary credit is given.

In the event such an individual is again employed as a candidate for tenure, probationary credit for the prior service may be awarded in the same manner as for service at another institution.

### **8.3.7.8 Institution Tenure Data**

Each institution shall provide data annually to the USG chief academic officer showing the institution's tenure rates by gender and race. Each institution shall provide official data on faculty and other employees each academic term to the Board of Regents. (BoR Minutes, August 2007; October 2008).

**Attachment B:**

The committee on committees and executive committee would like to propose the following amendments to the faculty senate bylaws.

1. Article I, Section 3, A.

Current Language:

On or before November 1, the Committee on Committees will notify the University units of the need to elect persons to fill elected Faculty Senate vacancies of elected Senators. Elections must take place before January 15 except as specified herein, all elections to the Senate are conducted according to the latest revision of Robert's Rules of Order. Proxies will be permitted for the duration of such elections, provided that the faculty member is absent for illness or university-related business and that the faculty member submits the proxy in writing to the Dean or Director before the start of such elections. No faculty member may hold more than one (1) proxy for another faculty member.

Proposed Amended language:

On or before November 1, the Committee on Committees will notify the University units of the need to elect persons to fill elected Faculty Senate vacancies of elected Senators. Elections must take place before the first Monday in February, except as specified herein. All elections to the Senate are conducted according to the latest revision of Robert's Rules of Order. Proxies will be permitted for the duration of such elections, provided that the faculty member is absent for illness or university-related business and that the faculty member submits the proxy in writing to the Dean or Director before the start of such elections. No faculty member may hold more than one (1) proxy for another faculty member.

Justification:

In order to provide each college ample time after the start of the spring semester to complete election, the Committee on Committees recommend extending the deadline for elections to the First Monday in February.

2. Article I, Section 3, L.

Proposed Amended language:

All senators will be appointed and serve as a faculty senate representative on a statutory or standing committee. In the case of standing committees, this position will most likely be a leadership role as stated in Article II, Section 3, part H of these bylaws.

Justification:

The current practice is that all senators serve on a university standing or statutory committee as a senate representative. In the case of standing committees, this could include a leadership role, i.e. chair or chair-elect. This addition will clarify the placement of senators on standing and statutory committees.

3. Article I, Section 5, D.

Proposed Amended language:

All faculty senate executive committee members may be exempt from serving on standing committees in a leadership role, as described in Article II, Section 3, part H of these bylaws.

Justification:

The duties of the executive board for the faculty senate are quite substantial. Because of the amount of time necessary to complete these duties, the Committee on Committees suggests that the executive board may be exempt from additional service.

4. Article II, Section 3, A.

Current Language:

The Committee on Committees will arrange the membership of each committee so that, wherever possible, each school of the University and the Odum Library is properly represented.

Proposed Amended language:

General faculty from each College of the University and Odum Library will fill 12 positions on each committee. These positions will be divided as follows:

- a. Three general faculty will be appointed from the College of Arts and Sciences.
- b. Three general faculty will be appointed from the College of Education and Human Services.
- c. Two general faculty will be appointed from the College of the Arts.
- d. Two general faculty member will be appointed from the College of Nursing and Health Sciences.
- e. One general faculty member will be appointed from the College of Business Administration.
- f. One general faculty member will be appointed from Odum Library.
- g. If enough members from one college or unit are unavailable, additional members from another college or unit may be appointed.

Justification:

In the current version of the bylaws, there is no explanation for how many general faculty will sit on each committee. Additionally, the words “properly represented,” when referring to the five colleges and Odum library, is too vague and can be widely misinterpreted. The proposed change will clarify these items as well as update the bylaws with current practices by the Committee on Committees.

5. Article II, Section 3, D.

Current Language:

No fewer than one (1) Council of Staff Affairs (COSA) member recommended by the President of COSA will sit on each committee.

Proposed Amended language:

One (1) Council of Staff Affairs (COSA) member recommended by the President of COSA will sit on each committee. The COSA members of standing committees are considered voting members.

Justification:

All standing committee members from COSA are considered voting members. However, in order to keep the size of any committee to 17 or less voting members, this would require that COSA have no more than one voting member on each committee. With this change committees will have a better chance of achieving quorum at each meeting.

6. Article II, Section 5, D.

Current Language:

The Committee on Committees will notify the Student Government Association of the number of student vacancies on Standing Committees. The list of student appointments must be submitted to the Committee on Committees no later than April 1.

Proposed Amended language:

On or before April 10 the Committee on Committees will notify the Student Government Association (SGA) of the number of student vacancies on standing Committees. The list of student appointments must be submitted to the Committee on Committees no later than three business days after the April SGA meeting.

Justification:

SGA elections are not held until the end of March and the new senators do not take office until the last meeting of the semester in April, the current version of the bylaws does not meet the needs of the committee or SGA.

7. Article III. Amendments, Section 1. ByLaws, D - G.

Current Language:

ARTICLE III. AMENDMENTS

SECTION 1. BYLAWS



- A. A Senator must send a copy of the proposed amendment to the President of the Faculty Senate one (1) month before the next regular meeting of the Faculty Senate.
- B. The President of the Faculty Senate will send a copy of the proposed amendment to each Senator no less than one (1) week before the next regular meeting of the Faculty Senate.
- C. At the next regular meeting, the President of the Faculty Senate will read the proposal and call for preliminary debate limited to ten (10) minutes for all proponents and ten (10) minutes for all opponents.
- D. For the proposal to be accepted for further study, it must be supported by a majority of the Faculty Senate.
- E. Upon a proposal's acceptance, the President of the Faculty Senate will form an Amendment Committee composed of three (3) Elected Senators.
- F. At the next regular meeting of the Faculty Senate, the Amendment Committee will make a full report on the proposed amendment.
- G. After the Committee makes its report, the Faculty Senate will debate the question of adopting the amendment.
- H. Ratification by the Faculty Senate requires an absolute majority.

Proposed Amended language:

- A. A Senator must send a copy of the proposed amendment to the President of the Faculty Senate one (1) month before the next regular meeting of the Faculty Senate.
- B. The President of the Faculty Senate will send a copy of the proposed amendment to each Senator no less than one (1) week before the next regular meeting of the Faculty Senate.
- C. At the next regular meeting, the President of the Faculty Senate will read the proposal and call for preliminary debate limited to ten (10) minutes for all proponents and ten (10) minutes for all opponents.
- D. Ratification by the Faculty Senate requires an absolute majority.

Justification:

There is no need to form a committee when Senate convenes to ratify the bylaws. If such committee is necessary, it can be formed by a motion to table the ratification or form a committee for further debate. Therefore striking of D through G above is recommended.