



Policies and Procedures for Promotion, Tenure, and Evaluation of Faculty

**College of the Arts
Valdosta State University
University System of Georgia**

(Effective August 17, 2009 - revised 8.4.09)

College of the Arts — Policies and Procedures for Promotion, Tenure and Evaluation of Faculty

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Tenure and Evaluation of Faculty**

(Effective August 1, 2008 - revised 7-01-08)

Tenure and Promotion Materials — Preparation/Submission Recommendations

Submission Timeline:

On the third Monday in September, by the close of business day, the candidate shall submit all materials pertaining to promotion and/or tenure to the appropriate department head or designee.

Primary File: *Materials should be submitted in Hard Copy Format and assembled in a durable three ring binder, (MAXIMUM 2 inch size), *unless an alternative format is required.*

1. COA cover sheet for promotion and tenure (includes all information required by VSU and the COA for promotion or tenure action). This would serve as page 1.
2. *Statement of purpose:* 1-3 page narrative including:
 - a. Candidate's application for Promotion, Tenure, Pre- or Post- Tenure Review.
 - b. History at Valdosta State University — college, department, etc. — during the relevant time served for the applied promotion or tenure action.
 - c. Employment responsibilities; (Gallery Director, Peach State Summer Theatre Manager, Department Head, Area Head, Studio Manager, etc.)
3. Comprehensive Curriculum Vitae, which may include appropriate narrative.
(*Reverse chronological order)
4. In cases of tenure, a pre-tenure response would be included at this point. In cases of promotion, a post-tenure response would be included when applicable.
5. *Annual Faculty Activity Report and Action Plans* attached to *Annual Evaluations* for the appropriate years; arranged in reverse chronological order.
6. Peer/portfolio review process evaluations; when available.
7. One page summary of all Student Opinion of Instruction numeric results; reverse chronological order, followed by all Student Opinion of Instruction results (including written comments) for all courses taught during relevant time period.

The above would constitute the primary document. Other support materials will be placed in an appendix file.

Appendix File: *Materials should be submitted in Hard Copy Format and assembled in a durable three ring binder, (MAXIMUM 4 inch size, with a MAXIMUM of two (2) binders), *unless an alternative format is necessitated.*

The candidate is responsible for compiling documentation that would be placed in a secondary file (appendix) for review by the committees involved. The organization and structure of the appendix would follow COA policies (See Sections I, II, and III of the College of the Arts Policies and Procedures for Promotion, Tenure, and Evaluation of Faculty. *Example* — Testimonial or supportive letters of teaching would appear in the appropriate section of I. *Teaching and Instruction*, B. 3-4, etc. Regarding section III, *Professional Development/Research and Productivity*; Faculty should submit their accomplishments in a clear, organized, and succinct manner, illustrating the degree, importance, or significance of each event (*i.e.*, International, National, Regional, Local, etc.). The quality of the creative activity or the journal/publisher and the nature of the activity or the publication must be considered. A research article, review essay, or major creative endeavor typically provides stronger evidence than a book review. While publication in a vanity press cannot be considered as evidence of scholarship, publication in a commercial or university press would provide strong evidence of scholarship. It is incumbent upon the applicant to explicate how his or her activity meets standards of quality and provides evidence of scholarship in the field. Juried exhibits provide more evidence of quality than non-juried exhibits. Appropriate supporting materials (*e.g.*, performance reviews, exhibit critiques, etc.) should be included to provide such evidence.

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Preface

Faculty should examine and become familiar with the policies and procedures within these documents:

- *Georgia Board of Regents of the University System of Georgia Policies and Procedures regarding Evaluation of Faculty, Promotion and Tenure.*
- *Valdosta State University Faculty Policies and Procedures/Governance, published in the Faculty Handbook.*
- *Faculty Evaluation Model (FEM) at Valdosta State University available through VSU Academic Affairs.*
- *College of the Arts Policies and Procedures for Promotion, Tenure and Evaluation of Faculty.*

Annual Evaluation

The Annual Faculty Activity Report, Action Plan, and Annual Evaluation document plays an important role for the faculty, departments, and units within the university as part of strategic planning and development. This document is also a critical component of the promotion and tenure process for faculty. It serves as the primary source of information for the university annual report and as a means to evaluate the individual unit's progress toward meeting strategic goals. Individual programs and departments should develop policies that address specific components of the report such as allocation of loads for service or special assignments. It is important that research and scholarly activities be discussed in departments and colleges so that listings of activities are clearly and consistently reported across the unit.

Faculty members completing the *Annual Faculty Activity Report, Action Plan, and Annual Evaluation* form should make every effort to clearly address all of the areas within this document that relate to individual responsibilities at the university.

Valdosta State University annually evaluates the performance of its faculty in order to insure that academic expectations are met and to insure faculty currency, relevancy, and ability of the highest possible quality. These evaluations are intended both to be formative and summative, instructive as well as decisive. The *Annual Evaluation* is intended to inspire and foster outstanding faculty teaching, service activities, and professional development/research.

This evaluation is developed using a university-constructed template, and its content is based upon the evidence of **Teaching, Service, and Professional Development/Research** activities available to the department head for review in a calendar year. Research is defined as creative, scholarly, or performance activity for the faculty of the College of the Arts. Annual evaluations are conducted by department heads and are delivered in person to individual faculty members. The reviewed members of the faculty have the opportunity to respond to evaluations in writing and to have their responses attached to and submitted with the evaluation.

Criteria used by department heads in the course of developing annual evaluations for faculty are the same as those published as departmental expectations for promotion and tenure for faculty.

Pre-Tenure Review

During the faculty member's third year of probationary service, a **PRE-TENURE REVIEW** is conducted to provide a means for "untenured faculty to gain positive and corrective feedback about their performance and how it relates to their tenure progress." VSU Academic Affairs has published guidelines outlining the procedures for conducting this review in the *Faculty Handbook* and provides more detailed information regarding the purpose of the Pre-Tenure Review. Criteria for determining the nature of a reviewed faculty member's progress toward tenure are developed in general in the College of the Arts' *Policies and Procedures for Promotion, Tenure and Evaluation of Faculty* and modified specifically by each department in the college.

Tenure

Tenure resides at the institutional level and is not guaranteed. Normally, only Assistant Professors, Associate Professors, and Full Professors are eligible for tenure. Faculty members with adjunct appointments will not acquire tenure, nor does tenure apply to honorific appointments. The decision to grant tenure to a member of the faculty involves an extensive commitment of the institution's resources. Both the institution and the affected faculty member should closely monitor the individual's progress toward tenure.

Tenure is granted to faculty through procedures established by the **Board of Regents** and **Valdosta State University**. Tenure will be awarded upon completion of a probationary period of at least five (5) years of full-time service at the rank of Assistant Professor or higher and upon recommendation by the President. Candidates may apply for tenure during their fifth year of full-time, tenure track service. To be considered for tenure, applicants must be Assistant Professor (or higher) and must satisfy the criteria for promotion to Associate Professor. *Outstanding Achievement is expected in **Teaching** AND **one other area**, AND Satisfactory performance is expected in the **third area**.*

Promotion

Promotions in rank are based on merit and are not automatic. The requirements for College of the Arts personnel to be promoted in rank from *Instructor* to *Assistant Professor*, from *Assistant* to *Associate Professor*, and from *Associate* to *Full Professor* are listed below. Categories I, II, and III are outlined. Pertaining to Category III, **PROFESSIONAL DEVELOPMENT/RESEARCH – The following abbreviated information and definitions were compiled using a variety of professional associations and accrediting agencies that may not include all programs or areas of study within the College of the Arts. They are meant to serve as a guide in understanding how creative production can be equivalent to “conventional” research and scholarly activity. Faculty are urged to study and examine the entire document(s) within their respective discipline. These documents may be found online, or in each department. The information from NASAD, NASD, NASM, and NAST is quoted directly from the Arts Accreditation-National Association of Schools 2007-2008 Handbook(s); (Section II.) PURPOSES & OPERATIONS (E.) Faculty and Staff (3.) Appointment, Evaluation, and Advancement (a.) Standards.**

- **National Association of Schools of Art & Design (NASAD)** Creative activity and achievement and exhibition must be regarded as being equivalent to scholarly efforts and publication in matters of appointment and advancement when the institution has goals and objectives for the preparation of professional artists and designers.
- **Dance (NASD)** Creative activity and achievement must be regarded as being equivalent to scholarship in matters of appointment and advancement when the institution has goals and objectives for the preparation of dance professionals in performance and choreography.
- **Music (NASM)** Creative activity and achievement must be regarded as being equivalent to scholarly efforts and publication in matters of appointment and advancement when the institution has goals and objectives for the preparation of professional composers and performers.
- **Theatre (NAST)** Creative activity must be regarded as being equivalent to scholarly efforts and publication when the institution has goals and objectives for the preparation of theatre professionals in practice-oriented specializations.
- **College Art Association (CAA)** The work of visual arts faculty is not extra-academic. Their commitment to creative work (production, expression, research, etc) should be regarded as the same as that of academics in other disciplines. Exhibition of creative work is to be regarded as analogous to publication in other fields.
- **Association for Theatre in Higher Education (ATHE)** The ATHE document is congruent with the NAST accreditation guidelines, which state that creative production and professional work in theatre is equivalent to scholarly publication or research as a criterion for appointment and advancement in all institutions.

- **Southeastern College Art Conference (SECAC)** Acknowledgement that research/creative activity and exhibition/presentation expectations should be as discipline-specific as possible, recognizing that digital media, time arts, collaborative projects, and new genre artworks might have different criteria than areas such as painting and sculpture, etc. Professional activities include exhibition/presentation, participation on panels, presenting papers, jurying art competitions, conference attendance, and participation in professional art organizations at the local, regional and national level.
 - **Broadcast Education Association - Festival of Media Arts.** The BEA affirms that creative work that meets established criteria, is reviewed by recognized peers, and is disseminated to others both within and outside the academy is important to the development of the field of electronic media and should be recognized as equal to scholarly publication in promotion and tenure review for faculty in the creative areas of the discipline.
 - **Council for Interior Design Accreditation (CIDA)** Participate in relevant professional, scholarly, or membership associations (for example, American Society of Interior Designers, Interior Designers of Canada, Interior Design Educators Council, International Interior Design Association, Canada or United States Green Building Council). Engage in scholarly research, practice, or creative activity leading to professional growth and the advancement of the profession.
 - **Association Communication Administration (ACA)** Research and Creative Activity; Communication research and creative activity take many forms, but there are principles that apply to a communication researcher, no matter what form of research is utilized. Documents will be accessible through the National Communication Association (NCA) website and will contain links to organizations whose guidelines provide additional detail with respect to research protocols. Researchers are encouraged to review guidelines from professional associations as relevant to their research and creative activity interests.
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The list of requirements below is assessed in each **Annual Evaluation** and at the time of **Promotion**, as well as at those times when faculty undergo **Pre-tenure, Tenure, and Post-tenure Reviews**.

Submission Date for Materials

Candidates must submit all materials by the end of business on the designated submission date during fall semester. Specific dates dictated by Valdosta State University and the College of the Arts administration will be identified in a timely manner.

- I. **TEACHING and INSTRUCTION: Outstanding (required), Satisfactory**
 - A. All Student Opinion of Instruction results for courses taught during the relevant evaluation period
 - B. A rating determined by the department head after reviewing:
 1. All written evidence from the TEACHING section of the Annual Report(s);
 2. The narratives from the peer/portfolio review process; conducted during the relevant period;
 3. The evidence supplied in A above and/or supplemental examples of innovation or efforts to improve teaching effectiveness.
 4. Any and all evidence available representing the extent to which the faculty member's students have met the outcomes identified for the appropriate coursework during the relevant period.
- II. **SERVICE TO THE INSTITUTION AND THE COMMUNITY: Outstanding, Satisfactory**
 - A. University Service indicating chair-ship when applicable
 - B. College of the Arts Committee Service indicating chair-ship when applicable
 - C. Departmental Committee Service
 - D. Community Service
 - E. Other, non-committee University service
 - F. Student Advising

III. PROFESSIONAL DEVELOPMENT/RESEARCH and PRODUCTIVITY: Outstanding, Satisfactory Research and Scholarship — Artistic production (creative exhibitions/performances/juried or reviewed events, etc), scholarly publications (books/journals/articles), delivery of papers, presentations and/or workshops, documentation of ongoing research in major field, etc. Faculty should submit their accomplishments in a clear, organized and succinct manner, illustrating the degree and importance or significance of each event. (*i.e.*, International, National, Regional, Local, etc).

Professional Associations and/or Organizations

- A.** Memberships
- B.** Offices held
- C.** Non-office responsibilities

Grant development

- A.** Institutional grants
 - 1.** Regents level
 - 2.** University level
- B.** Outside public grants
- C.** Private agency grants.

Other significant activities (honors, achievements, recognitions, degree completion, certification, etc.)

At Valdosta State University, the terminal degree or its equivalent is normally required for promotion to Associate or Full Professor. Strong justification should be provided in support of any recommendation for promotion to the ranks of Associate or Full Professor without the terminal degree.

In addition, length of service is considered for promotion:

Promotion to **Assistant Professor**: Candidates must hold a terminal degree in the relevant field and serve a minimum of three (3) years in the rank of Instructor. One may apply for promotion during the third year of full-time, tenure track service at VSU. *Outstanding Achievement is expected in Teaching AND Satisfactory Achievement is expected in the two other areas.*

Promotion to **Associate Professor**: Candidates must hold a terminal degree in the relevant field and serve a minimum of four (4) years in the rank of Assistant Professor. One may apply for promotion during the fourth year of full-time Assistant Professor, tenure track service at VSU. *Outstanding Achievement is expected in Teaching AND one other area, AND Satisfactory performance is expected in the third area.*

Promotion to **Full Professor**: Candidates must hold a terminal degree in the relevant field and serve a minimum of five (5) years in the rank of Associate Professor. One may apply for promotion during the fifth year of full-time Associate Professor, tenure track service at VSU. *Outstanding Achievement is expected in all three areas.*

Post-Tenure Review

Policy developed by the **Board of Regents of the University System of Georgia** dictates that the performance of each tenured faculty member be reviewed every five years, with the purpose of addressing three common goals. These goals are to: 1. expand and strengthen established evaluation procedures; 2. recognize and reward outstanding professional accomplishments; and 3. detect and remediate sub-standard professional performance. The **Board of Regents of the University System of Georgia** and **Valdosta State University** have published guidelines outlining the procedures for conducting this review. These provide more detailed information regarding the purpose of the Post-Tenure Review and will be utilized in those reviews. Criteria for executing the post-tenure review will be the same as those expected for promotion and tenure above. *Merit with regard to the Post-Tenure Review is determined by the individual Departments in the College of the Arts.* The post-tenure review provides an opportunity to assess faculty development goals and achievements and provides assistance to faculty in ensuring continuous intellectual and professional growth. The post-tenure review differs from the annual review in that it requires faculty and administrators to assess achievements and goals over a longer term. *It also merges the faculty and administration into a unit dedicated to expanding and strengthening the overall quality of education at VSU by encouraging highly motivated and professionally active tenured faculty.*

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(revised 8-4-09)

Promotion and Tenure Timeline and Appeals Process

All proposed dates in the Promotion and Tenure timeline are subject to change contingent upon any revisions to the official University schedule.

Submission Timeline

On the third Monday in September, by the close of business day, the candidate shall submit all materials pertaining to promotion and/or tenure to the appropriate department head or designee.

Promotion Timeline

On the first Monday in October, the departmental promotion and tenure advisory committee is to submit a report to the department head, outlining the candidate's strengths and weaknesses, giving the evaluation totals, and making a recommendation about promotion. A copy of the committee's report will be furnished to the candidate at this time.

On the third Monday in October, the department head is to prepare a report, outlining the candidate's strengths and weaknesses, giving the evaluation totals, and making a recommendation about promotion. A copy of the department head's report will be furnished to the candidate at this time. The faculty member may submit a written appeal to the dean within nine faculty working days of notification, defined as days when classes are in session, by the close of business day. (see *Appeals Process*).

On the first Monday in November, the department head shall review applications, prepare statements regarding the candidates' qualifications for promotion, and forward the dossiers to the dean's office. The COA personnel committee will review the materials and submit a report/recommendation to the dean.

Tenure Timeline

On the first Monday in October, the departmental promotion and tenure advisory committee is to submit a report to the department head, outlining the candidate's strengths and weaknesses, giving the evaluation totals, and making a recommendation about tenure. A copy of the committee's report will be furnished to the candidate at this time.

On the third Monday in October, the department head is to prepare a report, outlining the candidate's strengths and weaknesses, giving the evaluation totals, and making a recommendation about tenure. A copy of the department head's report will be furnished to the candidate at this time. The faculty member may submit a written appeal to the dean within nine faculty working days of notification, defined as days when classes are in session, by the close of business day. (see *Appeals Process*).

On the first Monday in November, the department head shall review applications, prepare statements regarding the candidates' qualifications for tenure, and forward the dossiers to the dean's office. The COA personnel committee will review the materials and submit a report/recommendation to the dean.

Appeals Procedures

Departmental Appeals

If the department head makes non-support recommendation, the department head will notify the faculty member of this decision by the third week in October. The faculty member may submit a written appeal to the Department Head within nine faculty working days of notification, defined as days when classes are in session. The Department Head then has five business days to review the appeal and notify the candidate of the result.

If the department head upholds a non-support recommendation, the faculty member may appeal this recommendation in writing to the dean by first week of November and shall forward the entire application packet, with the department head's recommendation, to the dean for further consideration.

College Appeals

If a faculty member's application for promotion or tenure is denied at college level, the dean will notify the faculty member of this decision by the fourth week of November; the faculty member may submit a written appeal to the dean within nine faculty working days of notification, defined as days when classes are in session, by the close of business day. When appeals are made to the dean, the College of the Arts Personnel Committee shall reconsider the candidate's application. The dean shall consider recommendations of the advisory committee and then shall submit his or her recommendations to the vice president for academic affairs and provost. If, after reconsideration, the dean upholds the non-support recommendation and so informs the faculty member, the faculty member may submit an appeal to the vice president for academic affairs and provost. Candidates who wish to appeal beyond the dean's level should first review the university grievance process.

Final Recommendation and System Appeals

The vice president for academic affairs and provost shall review the dean's recommendations, the dossiers of all candidates who appealed, and other pertinent material before making recommendations to the president. After reviewing all recommendations, the president shall recommend to the Chancellor the names of those faculty members judged fully qualified.

The Policy Manual and USG Bylaws of the Board of Regents provides information for appeals to the Board: Any person in the University System aggrieved by a final decision of the president of an institution may apply to the Board of Regents without prejudice to his or her position for a review of the decision. The application for review shall be submitted in writing to the Board's Office of Legal Affairs within a period of twenty days following the decision of the president. It shall state the decision complained of and the redress desired. A hearing before the Board (or a Committee of or appointed by the Board) is not a matter of right but is within the sound discretion of the Board. (Board of Regents, University System of Georgia – copied 7.14.09)

Revisions

Proposals for revisions in the promotion and tenure policies of the College of Arts are to be made to the dean. The dean will appoint a committee to consider such proposals. The committee will make recommendations to the Executive Committee of the College of Arts. The Executive Committee may amend the recommendations. If approved by two-thirds of the Executive Committee, the dean will circulate the amended recommendations and call a faculty meeting to discuss the recommendations. Subsequent voting may be conducted by secret ballot during a COA general meeting, or within individual department meetings. Revisions will be adopted if approved by a majority vote of *full time faculty members* (defined as non-tenure, tenure track and tenured) within the College of Arts. A quorum is required.