

## THE PROMOTION AND TENURE REVIEW PROCESS

### College of Nursing

Promotion or Tenure Review in the College of Nursing is completed to ensure that faculty members are appropriately evaluated in a timely fashion for promotion and/or tenure. Four types of review are described below: The Pre-Tenure Review, the Promotion Review, the Tenure Review, and the Post-Tenure Review.

#### **THE PRE-TENURE REVIEW**

The purpose of the Pre-Tenure Review is to assist the faculty member in determining whether they are making appropriate progress toward promotion or tenure requirements. This review occurs before a faculty member becomes eligible for tenure or promotion. A favorable Pre-Tenure Review at *all* levels of the review process implies that a faculty member is making satisfactory progress toward promotion and/or tenure, but it does not result in a tenure or promotion decision. Rather, the review provides feedback to the faculty member about performance strengths and weaknesses, and this review provides additional information to the Dean of the College of Nursing for making a decision regarding the performance of the faculty member.

- The *Required Pre-Tenure Review* is conducted within the College of Nursing during the **third year** of a faculty member's employment in a full-time, tenure-track or non tenure-track position at Valdosta State University.

#### **THE PROMOTION REVIEW**

A *Promotion Review* is conducted to assist in making a decision about the promotion of faculty within the College of Nursing.

- An Elective Promotion Review is conducted to make a decision about the promotion of a faculty member who has become eligible for such a decision, as specified by policies of Board of Regents of the University System of Georgia. *Eligibility for promotion, relative to rank and years in service, does not imply readiness for promotion.* An eligible faculty member should consult the promotion requirements in the Valdosta State University Faculty Handbook and confer with the Dean of the College of Nursing to determine readiness and the appropriateness of initiating an *Elective Promotion Review*.

## **THE TENURE REVIEW**

A *Tenure Review* is conducted to assist in making a decision about the awarding of tenure to faculty members in the College of Nursing.

- A *Required Tenure Review* is to assist in making a decision about awarding tenure to a faculty member who has been employed for the maximum allowable time without an award of tenure in accordance with Board of Regents' policy.
- An *Elective Tenure Review* is conducted to make a decision about the awarding of tenure to a faculty member who has become eligible for such a review, but has not yet met the time requirement for such a decision as specified by the Valdosta State University Faculty Handbook. *Eligibility for tenure, relative to rank and years in service, does not imply readiness for tenure.* An eligible faculty member should consult the requirements in the Valdosta State University Faculty Handbook and confer with the Dean of the College of Nursing to determine readiness and appropriateness for initiating an *Elective Tenure Review*. Faculty members who received probationary credit toward tenure on initial appointment at VSU have the opportunity to initiate an *Elective Tenure Review earlier* than those who do not receive probationary credit.

## **PROBATIONARY CREDIT**

Recommendations for probationary credit are subject to the approval of the Dean and Vice President for Academic Affairs. Probationary credit is awarded at the time of initial appointment. Criteria used for awarding probationary credit are as follows:

1. Individuals who have previously earned tenure at a regionally accredited institution may be granted up to three years of probationary credit and may apply this toward the time requirement of five years.
2. Individuals who served in tenure track positions may be granted up to two years of probationary credit based upon evaluation of years of prior service and professional credentials and may apply this toward the time requirement of six years.
3. Individuals who are promoted to Assistant Professor may be granted probationary credit for up to three years of service as an instructor at Valdosta State University.

## **THE POST-TENURE REVIEW**

- See “Appendix IV: Flow Chart for Post-tenure Review” in the Valdosta State University Faculty Handbook. The **fifth year** triggers *Post-Tenure Review*. Faculty submit vitae and copies of all five most recent annual evaluations by the regular date required by the College of Nursing for promotion and tenure actions. The College of Nursing Faculty Development Promotion and Tenure Committee examines submitted materials. **Three or more Outstanding** annual evaluations with **at least two** of these within the **three years** prior to the review and no *unsatisfactory* evaluations will result in reward and recognition of outstanding performance. A report from the Committee is forwarded to the faculty member, Dean, and Vice-President for Academic Affairs.
- **Two or more Unsatisfactory** annual evaluations with **at least one** of these within the three years prior to the review requires a remediation plan by the candidate. The Committee submits a report to the faculty member, Dean, and Vice-President for Academic Affairs.
- All other cases result in a Committee report to the faculty member, Dean, and Vice-President for Academic Affairs.

## PROMOTION AND TENURE EXPECTATIONS SPECIFIC TO RANK

### Promotion and Pre-Tenure Review Guidelines: Instructor to Assistant Professor Rank

#### A. *Timing for Promotion On Track/Pre-Tenure Reviews*

Faculty will have a *Required On Track/Pre-Tenure Review* for promotion during the **third year** of employment as a full-time Instructor in the College.

Faculty will have a *Required Promotion Review* during the **sixth year** of employment as a full-time Instructor in the College.

Faculty may initiate an *Elective Promotion Review* upon entering eligibility within the College of Nursing (completion of the terminal degree and **three years** as a full-time, Instructor in the College). While faculty without the terminal degree may initiate an *Elective Promotion Review* any year upon meeting the University System minimum time in rank of **three years** as an Instructor, promotions resulting from such “early” review are rare and should not be expected.

#### B. *Promotion Criteria*

An Instructor’s primary responsibilities are to establish, develop, and refine an effective teaching style and, based on consultation with the Dean, to contribute effort to academic achievement and service that is consistent with the responsibilities of the position and the goals of the department. It is presumed that the Instructor is pursuing the terminal degree in a timely manner.

It is expected that the Instructor receive a terminal degree or that the Instructor’s contributions be sustained for a minimum of **six years** in order to be eligible for promotion to Assistant Professor. Promotions to Assistant Professor for individuals who have not completed at least fifty percent of the coursework towards the terminal degree **and** have not served in rank for a minimum of **six years** are rare and should not be expected.

### Tenure and Post-Tenure Guidelines: Faculty Initially Appointed at the Instructor Rank

Tenure is not awarded to faculty holding the Instructor rank.

Faculty without the terminal degree, who were initially appointed at the Instructor rank but subsequently appointed to Assistant Professor, will have a *Required Tenure Review* during the **sixth year** after promotion to Assistant Professor or during the **ninth year** of employment at Valdosta State University, whichever comes first.

Faculty initially appointed at the Instructor rank who earn the terminal degree and are promoted to Assistant Professor may initiate an *Elective Tenure Review* after achieving eligibility expected in the College of Nursing (completion of the terminal degree and minimum time served in rank at the Assistant Professor level).

For *Post-Tenure Review* follow the guidelines as described in the next Section (for Assistant Professors).

## **Promotion and Pre-Tenure Review Guidelines: Assistant Professor to Associate Professor Rank**

### A. *Timing for Promotion/Pre-Tenure Reviews*

Faculty will have a Required Pre-Tenure Review during the **third year** of service after initial appointment to a full-time, tenure track **or** non tenure-track position as Assistant Professor at Valdosta State University. If the faculty is seeking promotion to the Associate Professor Rank, this pre-tenure review may be used for promotion. *It should be noted that some individuals may provide valuable service at the rank of Assistant Professor and may be progressing toward tenure in a positive manner, but may not have achieved a level of service required to be promoted to Associate Professor.*

Faculty may initiate an *Elective Promotion Review* upon entering eligibility expected within the College of Nursing (completion of terminal degree and minimum time in rank of **six years** as an Assistant Professor, **four** of which must be at Valdosta State University). While faculty may initiate a promotion review any year upon meeting the University System minimum time in rank of **four years** as an Assistant Professor, promotions resulting from such “early” reviews are rare and should not be expected.

### B. *Promotion Criteria*

Assistant Professors should continue to develop and demonstrate an effective teaching style which reflects the refinements of teaching techniques. Additionally, these faculty should have evidence of academic achievement and service that enables them to stay current in their disciplines. *Collegial relationships should be developed that are professional and productive*, and evidence of leadership should be demonstrated.

Notable sustained performance in teaching, academic achievement, and service that demonstrates a high level of accomplishments in scholarly activities and research are required for promotion to Associate Professor. In addition, meritorious achievement should be evident in professional growth and development and service which includes active involvement in leadership roles internal and external to the institution and region. The College of Nursing guidelines for promotion eligibility expect faculty to have served a minimum of **six years** in rank as an Assistant Professor (minimum of **four** at the institution), and to have completed the terminal degree. These requirements are minimum, and one should not anticipate automatic promotion after teaching for the minimum years required and completing the terminal degree. Promotions to the rank of Associate Professor for faculty who have not satisfied the College of Nursing eligibility requirements are rare and should not be expected.

## **Tenure and Post-Tenure Review Guidelines:**

### **Faculty Initially Appointed at the Assistant Professor Rank**

Faculty will have a *Required Tenure Review* during the sixth year of service after initial appointment to a full-time, tenure track position as Assistant Professor at Valdosta State University.

Faculty awarded probationary tenure credit upon appointment may initiate an *Elective Tenure Review* after entering eligibility as defined in the letter of appointment.

Required Post-Tenure Review occurs five years after the awarding of tenure. See Valdosta State University Faculty Handbook (Appendix IV: Flow Chart For Post-tenure Review).

#### **COMPOSITION OF THE FACULTY DEVELOPMENT PROMOTION AND TENURE COMMITTEE**

The Faculty Development Promotion and Tenure Committee of the College of Nursing at Valdosta State University is composed of a maximum of five elected members. When possible, the majority of members will be tenured faculty. There will be non-tenured representation.

Eligible members must have been members of the Faculty Organization for at least two years and have at least the rank of Assistant Professor. Faculty Organization members with 50% or greater administrative appointments are not eligible to serve on this committee. Each member is elected to serve a two-year term. Terms are staggered. The Committee elects a chairperson annually. (Source: College of Nursing Bylaws).

## **DEFINITIONS OF EVALUATION CRITERIA AND STANDARDS OF PERFORMANCE**

Evaluations by the Faculty Development Promotion and Tenure Committee for Pre- Tenure, Promotion, Tenure, and Post-Tenure Review will be based upon the following definitions and performance standards for teaching, academic achievement, outstanding service, and collegiality.

**Teaching:** Provide documentation of superior performance in three areas: teaching effectiveness, teaching load, and professional growth and development.

1. Citations of the effectiveness of teaching include but will not be limited to student performance, development of teaching tools that have been adopted by other institutions, and teaching awards. The primary focus in determining teaching effectiveness shall be administrator, peer, student and self evaluations provided by the candidate.
2. Citations of teaching load include but will not be limited to the number of courses taught; level of responsibility in course development, coordination, evaluation, and revision; and participation on thesis committees.
3. Citations of professional growth and development include but will not be limited to advanced degrees obtained since appointment, substantive professional presentations, and appointments to state, regional, and/or national boards or site visit teams.

### **Standards of Performance for Teaching:**

The instruction of students is the primary duty of faculty in the College of Nursing Faculty must:

1. achieve teaching competency and sustain and increase their competency in teaching (The methods that may be used to assess teaching include self evaluation, student evaluation, peer evaluation, and other proper measures and sources of information.);
2. review instructional techniques that they employ and the extent of their success with those techniques;
3. determine what aspects of their teaching performance are in need of improvement and make the necessary modifications;
4. participate in the creation of new courses and/or new academic programs when occasion arises and to contribute in other suitable ways to the College of Nursing's program of instruction; and,
5. keep regular office hours, as required by the institution and University System policies, so as to be available to students for consultation.

**Academic Achievement:** Documentation of academic achievement should include two elements: research/scholarly achievement and growth and development as a scholar. As members of the College of Nursing faculty, activities should support the mission, purposes, and strategic plan of the College of Nursing and contribute to the advancement of the discipline of nursing.

1. **Research and Scholarly Achievement:** Evidence of achievement includes original research and scholarship leading to significant advances in nursing/nursing education and to publications in the form of refereed journal articles, book chapters, textbooks, monographs, and computer software; external grants supporting research and scholarship; and presentation of original research and scholarship at state and/or national meetings.
2. **Growth and Development as a Scholar:** Evidence of professional growth and development as a scholar includes appointment to review panels (journal, book, grant), to project review site teams, to offices and major committees of academic societies at state and/or national level, and consultantships.

**Standards of Performance for Academic Achievement:** College of Nursing faculty must participate in activities contributing to academic achievement in both research and scholarship and in growth and development as a scholar. The major components may include:

1. obtain the terminal degree;
2. original research and scholarship;
3. publication of original research and scholarship;
4. external grants supporting research and scholarship;
5. presentations of research and scholarship at academic conferences; and,
6. appointment to review panels, project review site teams, academic society offices and major committees (state and/or national), and consultantships.

**Outstanding Service:** Documentation of service should include two elements: service to the regional community and service to the institution.

1. **Service to the community:** The principal public service activity of faculty should be in health care delivery. However, other forms and types of public service should not be excluded, if the activities support the mission, purposes, and strategic plan of the College of Nursing. Evidence of professional faculty development should include certifications, licensures, boards and citations of merit as well as evidence of special expertise such as internal and external consultantships or practice, and the development of innovative approaches to health care delivery.
2. **Service to the institution:** As members of the instructional faculty of Valdosta State University, faculty are expected to be participants in the collegial functions of higher education. These include, but are not limited to, participation in college and

institutional faculty governing bodies; service on college and institutional academic committees, including those concerned with student recruitment, admissions, and counseling; the envelopment of and/or participation as a teacher in continuing education programs; and, service on governmental and agency boards and commissions. Participation is defined as faculty member's ability to produce significant contributions beyond minimal job expectations.

**Standards of Performance for Outstanding Service:**

Satisfactory faculty service to the community in the area of health care delivery may include the performance of the following services to the community:

1. attainment and maintenance of advanced certification in an area appropriate to the primary course topics taught;
2. maintenance of licensure (required);
3. planning and/or conducting seminars, conferences, workshops, and non-credit courses;
4. obtaining external grants;
5. providing public lectures, presentations, or performing community services related to the profession of nursing;
6. performing paid or non-paid external consultantships/practice in professional nursing;
7. developing or maintaining a professional organization; and,
8. making other appropriate contributions to the community not included in the above.

Satisfactory faculty service to the institution by College of Nursing faculty may be provided as evidenced by:

1. serving as member and/or chairperson and taking part in college, university and University System committees;
2. advising undergraduate and graduate nursing students;
3. obtaining internal grants;
4. service on governmental, agency boards, and committees;
5. performing internal consultantships to the college or university; and,
6. making other appropriate contributions to the institution not included in the above.

## **APPLICATION CONTENT**

1. Cover Page (will be provided by committee chair)
2. Summary Sheet (to be completed by Dean)
3. Vita
4. Narrative Self-Study (a self-rating of each evaluation criterion: teaching, academic achievement, and outstanding service)
5. Annual Evaluation Summary Comments for Each Relevant Year

## CALENDAR

| <u>DATE</u> | <u>ACTION</u>   |
|-------------|---|
| September   | Dean notifies individuals of eligibility for review.  |
| October     | Submit application to Chairperson of FDPT Committee. Additional materials may be requested by the Chairperson or Dean.  |
| November    | Committee reviews application and any requested additional materials. A letter of recommendation is forwarded to the Faculty Member and Dean (also see Faculty Handbook). |
| December    | Dean submits summary and recommendation to Vice President for Academic Affairs.   |
| March       | Faculty Member may inquire to the Office of Vice President for Academic Affairs if recommendation has been sent forward to the Board of Regents.                          |
| May         | Faculty Member is notified of any Board of Regents' decision.   |

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