Valdosta State University
Tenure and Promotion Policies and Procedures

Faculty performance at Valdosta State University 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.

Each college or division and its respective units are expected to focus on particular aspects of the mission in ways which distinguish its contributions from others. However, the tenure and promotion practices of all academic units must be aligned and consistent with the overall mission of Valdosta State as a regional masters I institution and should position Valdosta State 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 function of the University Tenure and Promotion Committee (hereafter referred to as the UTPC) is twofold:

- To regularly review and assess how tenure and promotion are awarded across campus, 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 review committee at the university level that evaluates all tenure and promotion dossiers forwarded by a dean or director, resulting in 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 will serve as chair of the committee and as a non-voting member. The chair is responsible for convening meetings and facilitating the overall work of the committee including maintaining correspondence, reports, and formal records.
- Three members from the College of Arts and Sciences: one from the area of the Natural/Physical Sciences; one from the Humanities; and one from the Social Sciences
- Two members each from the College of Arts and the College of Education,

- One member each from the following colleges and divisions: Nursing, Social Work, Business, and MLIS/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 participate in more than one stage of any tenure and promotion review process. Therefore, members of the UTPC shall recuse themselves from any tenure and promotion decisions at a lower level.

At the end of each academic year, the UTPC shall review its work for the year. The committee is responsible for making recommendations to the Provost to improve or clarify its charge.

2. University Tenure and Promotion Review Process

The chain of official recommendation for tenure and promotion runs from the departmental committee to the department 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 department and each college or division is responsible for the size and requirements of its own tenure and promotion review committees. A review committee at a lower level can be as small as three or as large as the whole department or school. Only tenured faculty members can serve on these committees.

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

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 but that have not yet been reviewed by the Provost. The committee will then make a recommendation to the Provost. The Provost and President are not bound to the university committee's recommendation but are obligated to meet with the UTPC to discuss any differences in judgment which arise.

Candidates have the opportunity to appeal at specific stages of the review process. See Appendix C.

2.1 Procedural Due-Process Errors

The UTPC is charged with reviewing all tenure and promotion dossiers for **procedural** and **substantive** due-process errors.

A procedural due-process error refers to a decision that has failed to take an adequate and appropriate procedural step or to fulfill a procedural requirement stipulated at any level of the formal review process. Thus, these violations 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, physical handicap, 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 character and quality of a faculty member's scholarship of research and teaching, are expected to be specific to and consistent with that unit's discipline and expected contribution to the mission of the university.

However, all policies and procedures for the awarding of tenure and promotion should be adequate, appropriate and fairly administered**.** To insure 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 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
- Scholarship
- Service

General Standard II: All criteria and processes for the review of tenure and promotion shall be consistent with the values and standards of higher education, academic rigor and professional conduct.

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

General Standard IV: All criteria and processes for review of tenure and promotion shall be consistent with practices at peer institutions at all levels (university, college or division, and department).

General Standard V: All criteria and processes for review of tenure and promotion shall be substantively and procedurally consistent with other units at VSU.

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

3.1 Tenure and Promotion Procedural Standards and Guidelines

3.1.1 General Guidelines for Dossier Documents

A. Prior Review Materials – Tenure and promotion decisions require different documentation.

- For tenure, the letter from the pre-tenure review committee shall be included in sections II C, D and E of the dossier.
- For promotion, only evaluative statements pertinent to the current promotion action are to be included. Evaluative statements 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 memo of the pre-tenure review committee in addition to the evaluative statements pertinent to the current promotion action.

B. Support Materials (e.g., books, reprints, syllabi and teaching portfolios) must be collected along with the dossier at the campus and departmental 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
- Statements about a candidate's personal life unless they are germane to the quality of the candidate's work
- Letters of appreciation or thanks
- Course outlines

3.1.2 Guidelines for the Contents of the Dossier for Tenure, Promotion or Simultaneous Tenure and Promotion

All dossiers forwarded to the University Tenure and Promotion Committee for tenure, promotion, or simultaneous tenure and promotion shall be organized into sections as follows:

Section I: Cover Page and Vita

A. Cover page – Tenure and Promotion Application Cover Forms Appropriate to Each College or Division
B. Vita

Section II- Evaluations of the Candidate by Review Committees and Administrators

A. Relevant sections of the department 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 tenure or simultaneous tenure and promotion, documents for all years the candidate has been at Valdosta State University should be included.

- For a dossier accompanying an application for promotion only, documents for all years since the last job action (i.e., tenure or previous promotion) should be included.

C. 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.
D. Pre-Tenure Review Committee letter and department head letter if applicable (for a dossier accompanying an application for tenure **only**).
E. Departmental Tenure and/or Promotion review letter (by both the T and P Committee and head if applicable to that unit)
F. College or division Tenure and/or Promotion review letter (by both the T and P Committee and Dean or Director)

Section III: Teaching and Learning

This section of the dossier contains illustrative evidence of the quality and significance of the faculty member's teaching, supervision and mentoring. For faculty teaching courses for which they are the instructor of record, these materials must include the first item listed below plus at least one additional type of evidence:

- SOI Results. These results should include summary information regarding the numerically-scored questions for each class section the faulty member has taught. They should also include summary information about the contents of the student narrative comments but *not* a complete listing of all narrative comments received.

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

- Peer evaluations of teaching
- Evidence of student learning
- Evidence of effective student advising activities
- Examples of course syllabi, exams and other assignments
- Evidence of course or curriculum development activities
- Evidence of innovative and effective instruction

Section IV: Research and Creative Accomplishments

This section contains evidence of the quality and significance of the faculty member's research and creative activity. All committees and administrators shall examine the same factual record of scholarly achievement regardless of at which level such review occurs. The materials in this part of the dossier must include the first two items listed below and may include appropriate additional types of evidence listed thereafter:

A. A chronological reference list of peer-reviewed articles or creative accomplishments that are juried or peer reviewed, beginning with the most recent.

- For applications for tenure, if the list includes accomplishments that occurred prior to the candidate's appointment at Valdosta State University, the list should be organized in a fashion that clearly distinguishes accomplishments prior to the candidate's appointment at Valdosta State University 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 creative accomplishments, beginning with the most recent.

- For applications for tenure, if the list includes accomplishments which occurred prior to the candidate's appointment at Valdosta State University, the list should be organized in a fashion that clearly distinguishes accomplishments prior to the candidate's appointment at Valdosta State University from those which have occurred since that time.

- For applications for promotion, 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 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. Electronic Publications - Electronic publications, whether journal articles, book chapters, conference proceedings, or any of the other categories of publications should be evaluated in the same manner as publications which appear in print. The following guidelines shall be used:

- Departments should use their existing criteria for evaluating print publications, such as credentials of editorial board members, utilization of a blind review process, and reputation of the publisher.
- Departments should consider the quality and reputation of the publisher. Examples of reputable electronic publishers are well-known commercial presses, university presses, and established academic and professional associations.
- For articles published only electronically and listed under the category of refereed publications, confirmation of its refereed status and of its editorial board must be included in the dossier.
- For articles published only electronically and listed under the category of non-refereed publications, a description of the publication's selection process and the nature of the sponsoring organization or publisher must be included in the dossier so that its readers can gauge the academic integrity of the publication. In both cases, this information is frequently found at the publisher's or sponsoring organization's homepage; if not, the candidate should obtain a suitable statement from the editor.
- Articles posted electronically by the individual faculty member without a formal review are not to be listed in the dossier.

D. Works-in-Progress

Listings of work-in-progress should not be included in tenure reviews beyond the fourth year and all promotion reviews beyond the assistant professor level or its equivalent. Work accepted, submitted, or under contract should continue to be listed in all dossiers.

Section V: Service to the University, Society, and the Profession.

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

A. List of Professional Service Activities, starting with the most recent and designating the type of activity and its role in the service (e.g., committee chair, committee member)

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 Tenure and Promotion Substantive Standards

3.2.1 General Substantive Standards

Substantive Standard I: Mastery of Knowledge and Methods - Faculty members must be well-prepared and knowledgeable about developments in their respective field. 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 Science 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.

3.2.2 General Substantive Expectations for Faculty Performance Based on Rank

Assistant Professors - Assistant professors hold the highest earned terminal/research degree in their field of specialization. In most fields the Ph.D. or Ed.D. is required. First professional degrees generally are not considered the highest earned degree. Adapting to the expectations of the academy and of VSU and establishing one's credentials as a scholar are among the primary concerns of an assistant professor. Typical of a regional university is a pattern of effective and productive scholarly work for the assistant professor including the publication of dissertation research is one which begins modestly in the early years and expands in depth, focus, significance, recognition, and productivity in later years. Contributions to departmental, college or division and university service may be modest but of value to the discipline. Teaching performance should be aligned with standards found in comparable institutions and be demonstrated by student satisfaction, student learning, and peer recognition.

Promotion to Associate Professor - Prior to submitting an application for promotion to Associate Professor, a candidate must present a portfolio of scholarly work, a portion of which must be peer-reviewed or juried, as appropriate to the discipline. Each academic unit shall define the types of peer reviewed and other scholarly/creative accomplishments that are acceptable by it 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 Valdosta State, and the overall mission of Valdosta State as a regional masters I institution. The Unit's statement on standards of scholarship must be approved by the Provost. The Provost may request the advice of the UTPC.

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 more than one of the following areas: teaching, scholarship and service, since all three areas are informed by scholarship, the ability to conduct and report research or engage in juried creative activities 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 and thereby the mission of the university.

Prior to submitting an application for promotion to Professor, a candidate must present a portfolio of scholarly work, a portion of which must be peer-reviewed or juried, as appropriate to the discipline. Each academic unit shall define the types of peer reviewed and other scholarly/creative accomplishments that are acceptable by it 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 consistent with the standards of peer institutions, other units at Valdosta State, and the overall mission of Valdosta State as a regional masters I institution. The Unit's statement on standards of scholarship must be approved by the Provost. The Provost may request the advice of the UTPC.

Professors - Professors play a critical role in maintaining the intellectual climate of the university. They are experienced and senior members of the faculty who have become highly accomplished. As faculty whose careers have advanced to extremely high levels of effectiveness and productivity, a professor is typically characterized as a leader, mentor, scholar, expert, and distinguished colleague.

Appendix A: 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.

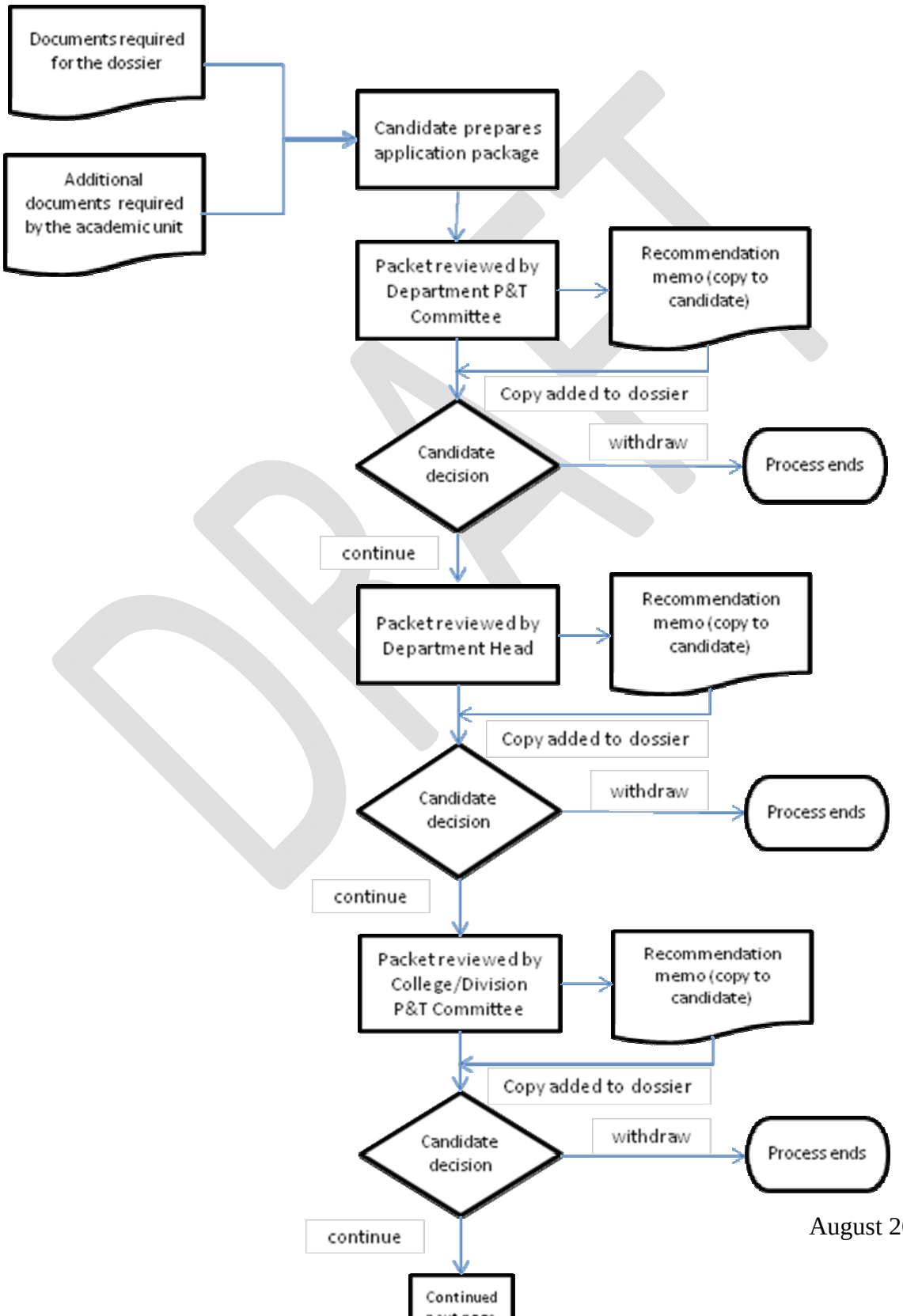
In the event such an individual is again employed as a candidate for tenure, probationary credit for the prior service may be awarded in the same manner as for service at another institution.

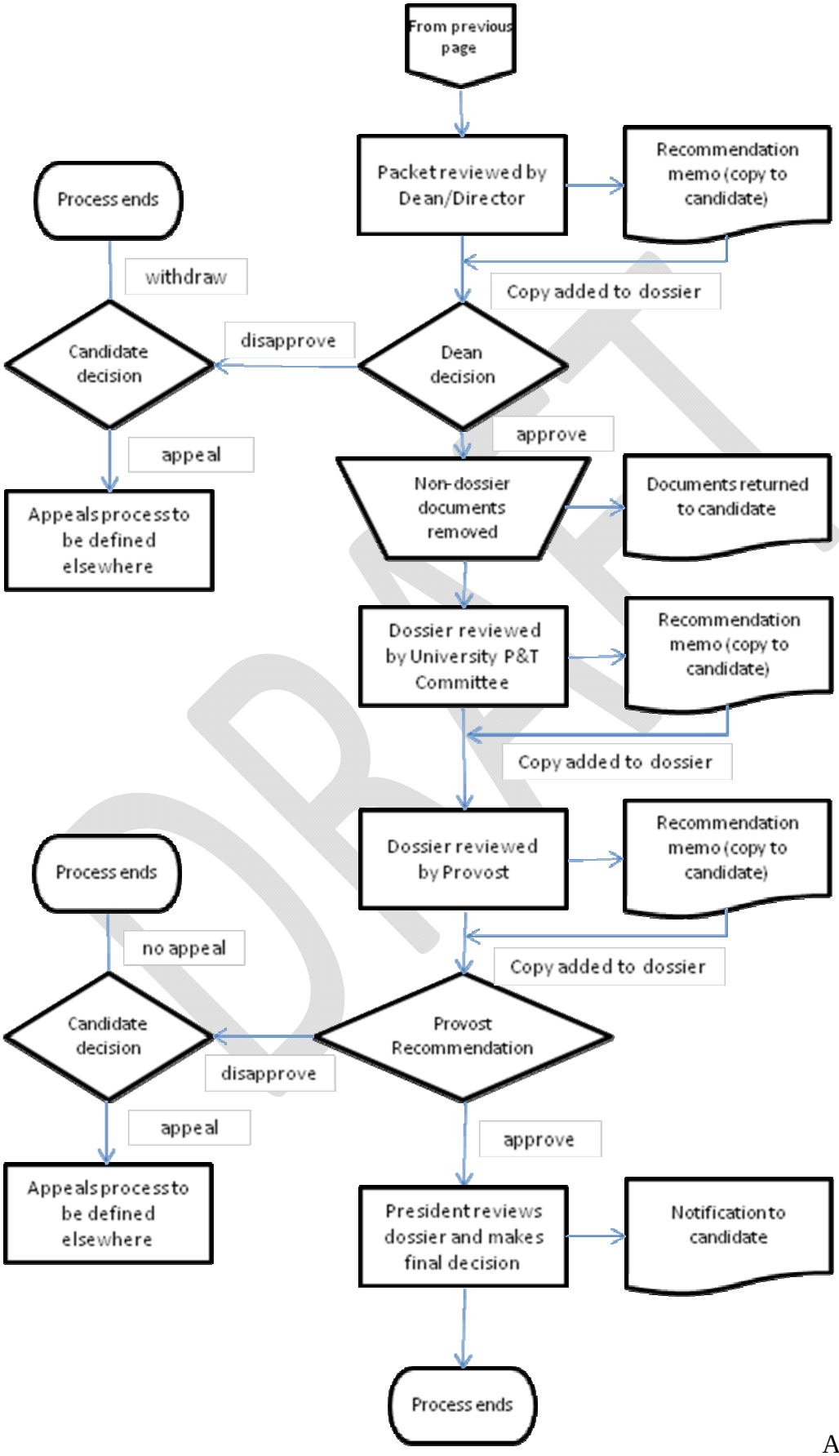
8.3.7.8 Institution Tenure Data

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).

Appendix B: Timetable for VSU Tenure and Promotion Review Process

Appendix C: Flowchart for VSU Tenure and Promotion Review Process

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Packet reviewed by Dean/Director
Recommendation memo (copy to candidate)
Process ends
withdraw
Copy added to dossier
Candidate decision
disapprove
Dean decision
approve
appeal
Non-dossier documents removed
Documents returned to candidate
Appeals process to be defined elsewhere
Dossier reviewed by University P&T Committee
Recommendation memo (copy to candidate)
Copy added to dossier
Dossier reviewed by Provost
Recommendation memo (copy to candidate)
Process ends
no appeal
Copy added to dossier
Candidate decision
Provost Recommendation
disapprove
appeal
approve
Appeals process to be defined elsewhere
President reviews dossier and makes final decision
Notification to candidate
Process ends