



FACULTY SENATE

Est. 1991

Mike Holt
President

Brian Ring
Vice President/
President Elect

Crystal Randolph
Secretary

Debbie Paine
Parliamentarian

Peggy Moch
Past President

Agenda October 20, 2016, 3:30 pm University Center Cypress 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 September 15, 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 – Sudip Chakraborty.

Note: Please send an email to Sudip Chakraborty (schakraborty@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. Interim VSU President, Dr. Kelli Brown: VSU Updates
5. Guest Speaker Updates

- a. Behavioral Intervention Team – Kim Tanner and Sherolyn Hopkins
- b. 70/80 Task Force – Chere Peguesse
- c. Campus Safety Report – Alan Rowe – Interim Chief of Police/Director of Public Safety

6. Old & Unfinished Business

- a. Statutory Committee Reports
 - i. Academic Committee – Sheri Gravett
 - ii. Committee on Committees – Dereth Drake
 - iii. Faculty Affairs – Eric Howington
 - iv. Faculty Grievance Committee – Marty Williams
 - v. Institutional Planning Committee – Donald Thieme – Summer Teaching Policy

- b. Meeting minutes from the various committees should be sent to FS Secretary (Sudip Chakraborty (schakraborty@valdosta.edu)) to be uploaded to the Faculty Senate website **AND** to the library (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. **Revisions to University Tenure and Promotion Document**
 (<http://www.valdosta.edu/academics/academic-affairs/tenure-and-promotion-procedures.php>) –see <https://www.valdosta.edu/academics/academic-affairs/documents/pt-proposed-policies-march-2016.pdf> and please see the revisions crafted by Faculty Affairs Committee in Attachments A and B.

7. New Business

- a. Standing Committee Reports: No reports received
 - i. Academic Honors & Scholarships – Abigail Heuss
 - ii. Academic Scheduling & Procedures – Ubaraj Katawal
 - iii. Athletic Committee – Peggy Moch
 - iv. Diversity and Equity Committee – Regina Suriel
 - v. Educational Policies – David Bruno
 - vi. Environmental Issues – Nancy Sartin
 - vii. Faculty Scholarship – Maura Schlairet
 - viii. Library Affairs – Shaunita Strozier
 - ix. Internationalization and Globalization Committee – Rebecca Gaskins
 - x. Diversity and Equity – Regina Suriel
 - xi. Student Affairs – Gabrielle Stellmacher
 - xii. Technology Committee – Brian Ring

- b. Presidential Search Committee Update.

8. General Discussion

a. Bylaw Revisions for November meeting

9. Adjournment

Attachment A:

University Tenure and Promotion Document Explanation of Proposed Changes, September 2016

The Faculty Affairs Committee's (FAC) proposed changes are highlighted in teal in the document. The March 2016 proposed changes are still highlighted in yellow in the document, except where they have been modified or deleted by FAC.

Page 2

- Corrected formatting and alignment.

Page 3

- The highlighted item clarifies the role of members of the UTPC regarding two separate issues: voting and participating in discussions. UTPC members vote only once, at the UTPC level and do not vote at the college or departmental level. UTPC members may participate in discussions at the college or departmental level within their own college or unit. (Note: Some colleges add additional restrictions to their UTPC representatives and do not allow them to participate in discussions at the college or departmental levels. With the new language, these additional restrictions on UTPC members are still allowed.)
- The second highlighted change charges the Provost with the responsibility to inform the faculty, via email to the faculty listserv, when proposed changes are posted to the Academic Affairs website.
- The third highlighted change reflects the importance of this document to the entire University community. There is no reason for the Provost to enact changes to this document on his or her own authority.
- The fourth highlighted change simply gives faculty more time to adjust to any changes to the document that might affect their career progress.

Page 4

- The first highlighted item, a March 2016 addition to the document, has been deleted. Currently, each unit has its own method for creating committees at the departmental, college, or unit level and some of these methods allow for administrators to participate to varying degrees. While the FAC understands the desire to create consistent guidelines across campus for the composition of these committees, the FAC feels that individual units should have input in determining those guidelines. ~~In addition, due to disparity in size of units, exceptions are likely to be appropriate. For example, the library faculty is small and restricting the participation of those that are considered "administrators" leaves few library faculty available to serve.~~
- The second highlighted item clarifies that candidates evaluated by subcommittees at the departmental or college level should all be evaluated by the same subcommittee. This clarification was added to address the concern, raised at town hall meetings, of inconsistent treatment of candidates.
- The remainder of the highlighted items in this section clarifies the appeal to the Dean at the college level. It also removes the last sentence that forbids the addition of new material within the appeal letter. The reasoning of the original negative letter from the Dean may necessitate the inclusion of new material in order to properly appeal the Dean's decision and reasoning.

Page 5

- Replaced "physical handicap" with the "disability."

Page 7

- Corrected formatting and alignment.

Page 8

- Corrected formatting and alignment.

Page 11

- The web address, which is likely to change over time as the VSU webpages are continuously updated, has been removed from the document. Directing the reader to the Academic Affairs website should be sufficient.
- Added “Publications” to the section title. Some peer-reviewed publications are technically not research, but are still allowed and counted within college or unit guidelines.
- Deleted redundant phrase.
- Scholarly works that are unconditionally accepted, in press, or forthcoming are moved from section C, works-in-progress, to section A, along with the rest of a candidate’s published peer-reviewed or juried works. The candidate is no longer working on these items, only awaiting publication. This is consistent with VSU’s peer and aspirational institutions. Please note that whether unconditionally accepted, in press, or forthcoming works “count” for tenure or promotion decisions is actually dictated by the guidelines set forth by the unit, department, or college. For example, currently, some colleges count unconditionally accepted, in press, or forthcoming works for tenure decisions, but not for promotion decisions.

Page 12

- Forthcoming works are removed from the list of items to include in section C. The prohibition against counting works-in-progress as refereed publications is deleted, as “forthcoming” works, the only ones that would have been counted, have been moved to section A.

Page 15

- The first highlighted change deleted part of the title of the appendix. The FAC believes that the “guidelines” for evaluating scholarly work and creative accomplishments are already found within the faculty handbook of each college or unit. There is no need to attempt to create additional guidelines within the University document when discipline appropriate guidelines already exist.
- The next highlighted items clarify that scholarly and creative works should be evaluated according to appropriate guidelines for the medium and discipline.
- The entirety of “Section A” is deleted. Refer to the first two sentences of the section: “Each academic unit shall define the types of peer reviewed and other scholarly/juried 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.” It is the responsibility of the individual colleges or units, where discipline-specific expertise is found, to establish appropriate definitions and evaluation standards for peer reviewed/juried scholarly and creative works. There is no need for the University document to attempt to cover every case, across all disciplines, when appropriate guidelines are already found within the documents of each college or unit.

Page 16

- Added “if applicable” since some department do not review packets at the departmental level.
- Flow chart cleaned up some.

Page 17

- A reference to the appropriate section of the document replaces more detailed comments. The flow chart is not an appropriate location for detailed comments.
- Flow chart cleaned up some.

Attachment B:

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

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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.

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 Valdosta State as a University System of Georgia regional university 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, 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 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 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. ~~Therefore, members of the UTPC may only vote at one level of the process. Members of the UTPC shall not vote but may participate in discussions at the departmental or college levels of review.~~ 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 the faculty at the March meeting of the Faculty Senate. These recommendations will be made available to all faculty via the **UTPC Academic Affairs** Web site and an email shall be sent out, by the Provost, to the faculty listserv informing faculty of the availability of the recommendation documents. 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. ~~In the absence of Faculty Senate action, the Provost will act on his or her own authority.~~ Faculty will be notified of the changes and the changes will be posted on the **UTPC Academic Affairs** Web site by the start of the fall semester ~~in which~~ 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 **size 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. **University administrators (department heads, directors and Deans) shall not serve in any capacity on departmental or college tenure and promotion committees.**

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 be constituted for all evaluate all of the candidates or for none of the candidates 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 **and President are is** not bound to the UTPC's recommendation but **are is** obligated to meet with the UTPC to discuss any differences in judgment which arise within **10 20** business days of receiving the UTPC's recommendation.

Candidates have the opportunity to appeal at specific stages of the review process. See Appendix **C B**. **Candidates should follow the appeal process as outlined in their unit's promotion and tenure document. An appeal of the academic dean's decision must be addressed to the academic dean. . If the appeal is approved, The dossier must include the original letter from the dean, the candidate's appeal letter, and the response letter from the academic dean. If the appeal is denied, the candidate can elect to move the dossier, including the appeal letter to the dean, forward to the next level for review by the UTPC and the Provost. The appeal letter should not include new material such as an additional publication, conference presentation or student opinions of instruction.**

Pursuant to section 1.1 of this document, the UTPC is charged with reviewing all tenure and promotion dossiers for **procedural** and **substantive** due-process errors.

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** **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 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 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 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.

TABLE 1: SUMMARY OF MINIMUM YEARS IN RANK AT VSU			
Non-Tenure Track Full-Time Faculty		Tenure Track Full-Time Faculty	
For Promotion to	Minimum Service in Previous Rank	For Promotion to	Minimum Service in Previous Rank
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

Note: Minimum Service in Previous Rank meets BoR criteria from 4.5 Award of Promotion—USG Academic & Student Affairs Handbook. 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).

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 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 regional 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. <http://www.valdosta.edu/academics/academic-affairs/vp-office/tenure-and-promotion-procedures.php>
- 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 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 (Publications, Research 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 ~~that are juried or peer reviewed~~, beginning with the most recent. 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 applications for tenure, 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 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 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, forthcoming or under contract should continue to be listed in all dossiers. ~~but shall not be counted as a refereed publication effective Fall 2017;~~

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. ~~These years do not count towards promotion.~~ 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 – Guidelines for Scholarship and Juried Creative Accomplishments

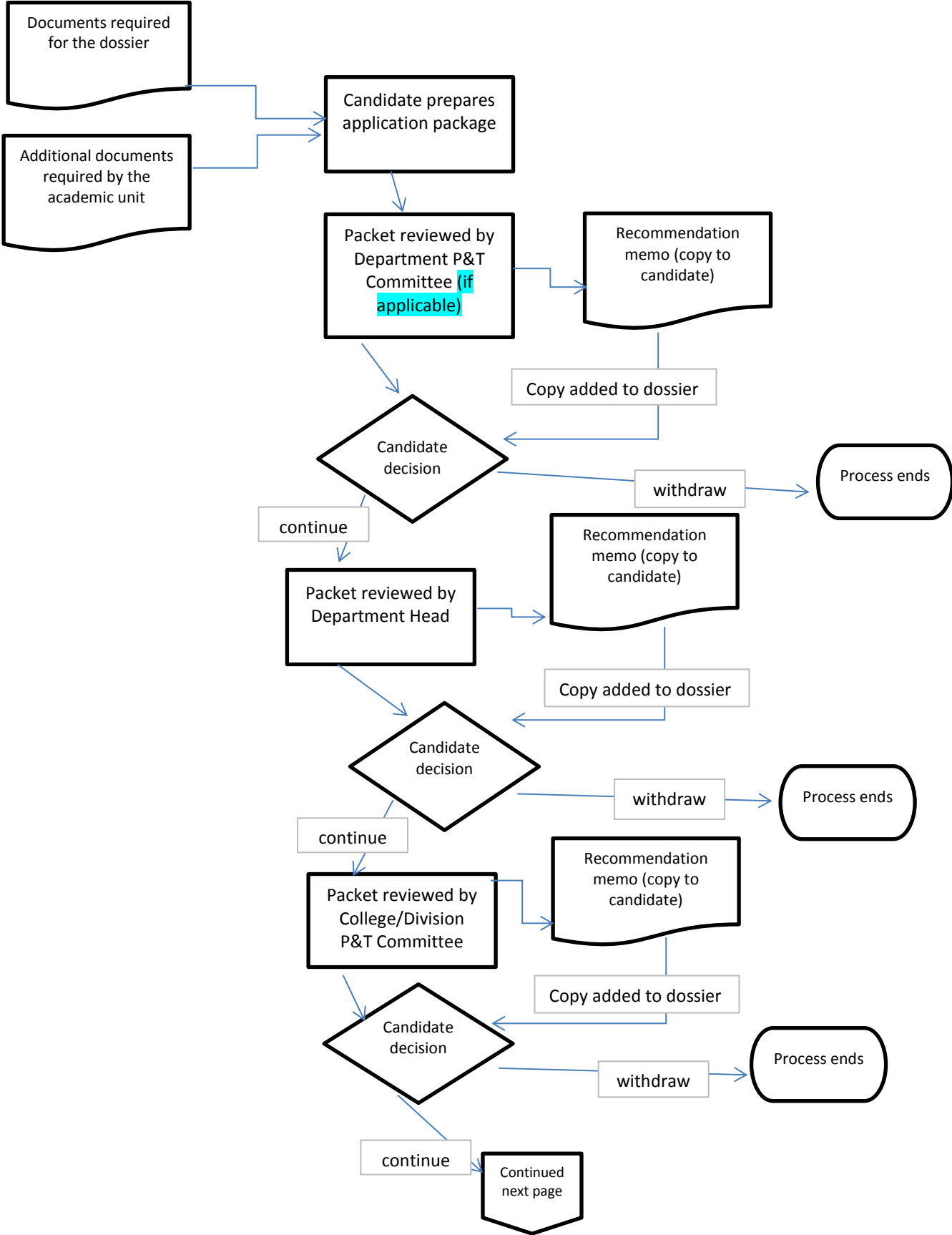
Each academic unit shall define the types of peer reviewed and other scholarly/juried creative accomplishments that are acceptable by it for consideration for tenure and promotion. However, each unit must establish specific written standards regarding both the type and quantity of such works it will accept. Further, any such standard must be demonstrably consistent with the standards of peer institutions, other units at Valdosta State, ~~or and~~ the overall mission of Valdosta State 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.~~ The Unit's statement on standards of scholarship must be approved by the Provost. The Provost may request the advice of the UTPC.

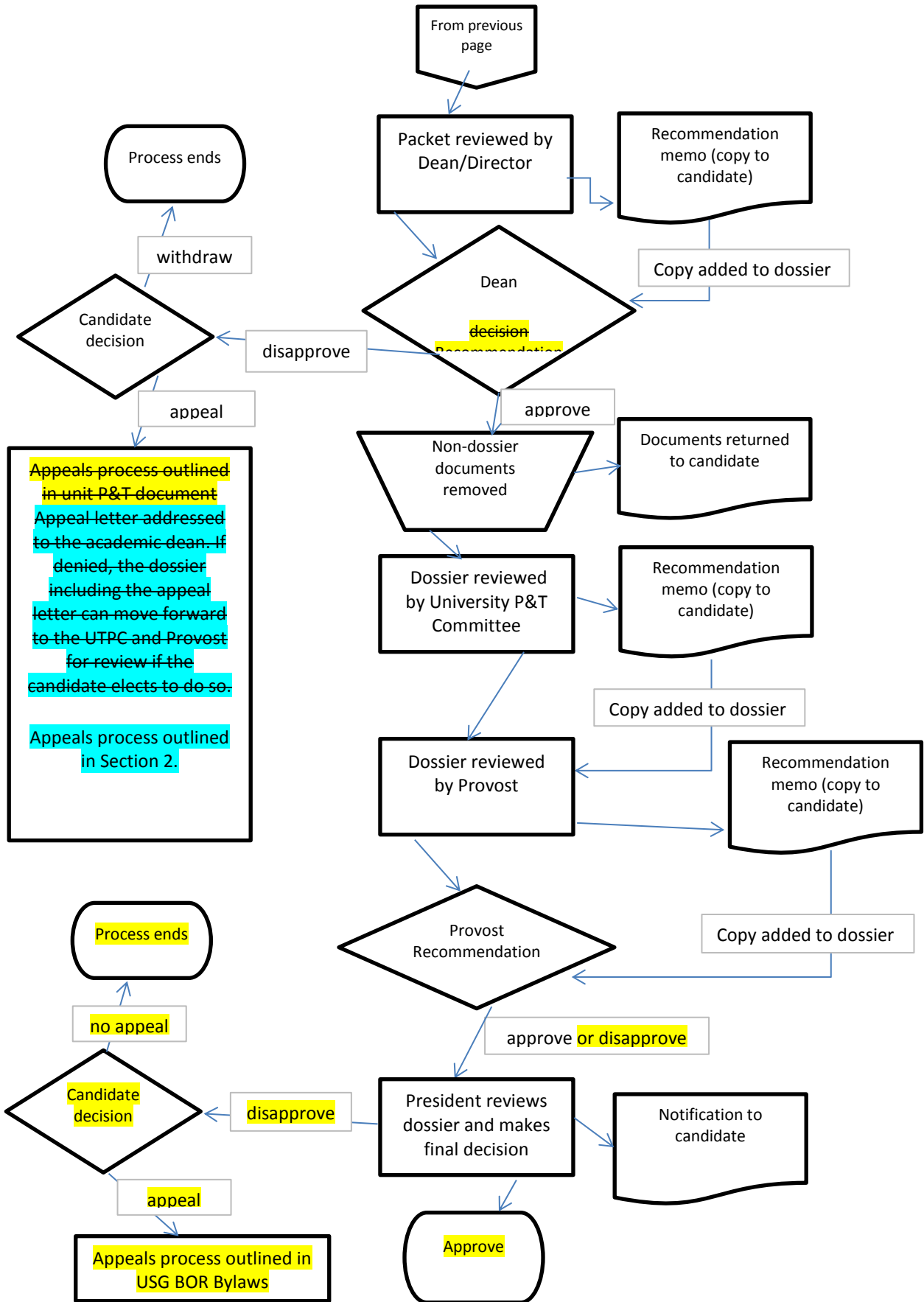
~~A. Scholarly Publications – Scholarly publications, whether journal articles, book chapters, conference proceedings, or any of the other categories of publications, should be evaluated in the same manner. The following guidelines shall be used:~~

- ~~• Departments should use The same criteria (such as credentials of editorial board members, utilization of a blind review process, and reputation of the publisher) should shall be used for evaluating all publications regardless of medium.~~
- ~~• Departments should consider The quality and reputation of the publisher shall be considered. Examples of reputable publishers are well known commercial presses, university presses, and established academic and professional associations. The acceptance/rejection rates for journal publications shall also be considered.~~
- ~~• For each published article listed under the category of refereed publications, confirmation of its refereed status and of its editorial board must be included in the dossier. such as the actual peer reviews of the manuscript or a letter from the editor that notes the peer reviews must be included in the dossier by the candidate.~~
- ~~• For scholarly/juried creative accomplishments, the candidate must include appropriate supporting materials such as acceptance letters, acceptance rates, jury processes, performance reviews or exhibit critiques.~~
- ~~• For each published article 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 the case of electronic publications, this information is frequently found at the publisher's or sponsoring organization's homepage; if not, the candidate should shall 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.~~
- ~~Under the category of refereed publications, effective Fall 2017, only items that are published and accessible to the scholarly community should be listed.~~

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).