



VALDOSTA STATE UNIVERSITY

***PROMOTION AND TENURE
POLICIES AND PROCEDURES***

*College of Humanities and Social Sciences
Valdosta State University
University System of Georgia*

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Approved by College Faculty, Spring 2023**

PROMOTION AND TENURE POLICIES AND PROCEDURES

Introduction

The Promotion and Tenure Policies and Procedures of the College of Humanities and Social Sciences are set by the faculty of the College in the context of the *Policy Manual* of the Board of Regents of the University System of Georgia, the *Academic Affairs Handbook* of the Office of Senior Vice Chancellor for Academic Affairs, the *Faculty Handbook* of Valdosta State University, and the VSU Tenure and Promotion Policies and Procedures. As stated in the Preface of the *Academic Affairs Handbook*:

The Policy Manual of the Board of Regents is the authoritative source of information concerning Board of Regents' (BoR) approved policies governing academic and student matters. The Academic Affairs Handbook is the procedural guide for implementing BoR policies related to Academic Affairs. The purpose of the handbook is to offer procedural information for implementing Board policy needed by chief academic officers and chief student officers of the institutions of the University System of Georgia.

In the event of conflicting language, the *Policy Manual* of the Board of Regents prevails over all other documents. The *Policy Manual* of the Board of Regents can be searched at <http://www.usg.edu/policymanual/>, the *Academic Affairs Handbook* of the Board of Regents is available at http://www.usg.edu/academic_affairs_handbook/, and the VSU *Faculty Handbook* is available at <https://www.valdosta.edu/administration/faculty-senate/handbook/>.

Responsibility for developing promotion and tenure applications rests with the faculty members. The candidate's application should be developed after consultation with their department heads and the dean's office. Eligible candidates may apply for promotion or tenure or both. Tenure relates to academic appointments and does not apply to administrative appointments or endowed chairs held when tenure is awarded.

Faculty Evaluations

Evaluations aid faculty members to become more effective professionals, as well as offering supporting evidence for promotion or tenure. Self-evaluations, peer evaluations, evaluations by department heads, and student opinions of instruction (SOIs) measure teaching effectiveness. Candidates must submit written self-evaluations and SOIs to their department heads.

Promotion Policy

The BoR *Policy Manual* (8.3.6.1) establishes the minimum criteria for promotion in all professorial ranks:

The minimum criteria for promotion are:

1. Excellent teaching and effectiveness in instruction;
2. Noteworthy involvement in student success activities;
3. Noteworthy professional service to the institution or the community;
4. Noteworthy research, scholarship, creative activity, or academic achievement; and,
5. Continuous professional growth and development.

Noteworthy achievement in all of the above areas is not required, but should be demonstrated in at least three areas. 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.

For Research and Regional Universities, the BoR *Policy Manual* (8.3.6.2) stipulates:

In addition to the requirements above, promotion to the rank of associate or full professor requires the terminal degree in the appropriate discipline or its equivalent in training, ability, or experience. Neither the possession of a doctorate nor longevity of service is a guarantee of promotion.

Under special circumstances, faculty who are performing significantly above the expectations for their current rank may be considered for "early" promotion. At state universities and state colleges, "early" promotion may only be considered according to the following time table:

- For early promotion from Lecturer to Senior Lecturer, faculty must have served a minimum of three years as a Lecturer
- For early promotion from Instructor to Assistant Professor, faculty must have served a minimum of three years as an Instructor
- For early promotion from Assistant Professor to Associate Professor, faculty must have served a minimum of four years as an Assistant Professor
- For early promotion from Associate Professor to Full Professor, faculty must have served a minimum of four years as an Associate Professor

At research and comprehensive universities, faculty may be considered for "early" promotion with less than the required minimum years of service in rank listed above. However, these cases require strong justification and approval by the president. (BOR Academic and Student Handbook)

Promotion Criteria

The promotion procedures adopted by the faculty of the College of Humanities and Social Sciences require that faculty members seeking advancement in rank meet a minimum quantitative threshold in intellectual products as well as activity in specific teaching and service areas.

However, attaining the quantitative benchmark for a particular rank does not guarantee promotion; it establishes whether a candidate merits further consideration. Advisory committees and administrators have the prerogative to exercise professional judgement about the quality of faculty accomplishments when making promotion and tenure recommendations.

Promotion to Associate Professor

Candidates must serve a minimum of four years in the rank of assistant professor and generally apply for promotion during their fifth year of full-time, tenure-track service at Valdosta State University. Candidates may apply early for promotion to associate professor in their fourth year of full-time, tenure-track service at VSU if they have demonstrated exceptional performance. Candidates must possess an earned doctorate in their teaching field or related field *and* must meet the criteria for promotion as described in the college application. Candidates should review the college application for specific expectations for promotion to associate professor.

Promotion to Professor

Candidates must serve a minimum of five years in the rank of associate professor and may apply for promotion during their fifth year of full-time, tenure-track service at Valdosta State.

Candidates must possess an earned doctorate in their teaching field or related field. Candidates may apply for early promotion to full professor in their fourth year of full-time service as an associate professor if they have demonstrated exceptional performance.

Tenure Policy

The BoR *Policy Manual* (8.3.7.2; 8.3.7.4; 8.3.7.6; 8.3.7.7) stipulates:

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 out of every three consecutive academic terms until retirement, resignation, separation as remedial action related to post-tenure review, dismissal for cause, or release because of financial exigency or program modification as determined by the Board of Regents.

Only assistant professors, associate professors, and professors are eligible for tenure. Normally, only faculty who are employed full-time, defined as service on a 100 percent workload basis for at least two out of three consecutive academic terms, by an institution are eligible for tenure. Faculty members holding these professorial ranks who are employed by a USG institution on less than a full-time basis and who are assigned by the USG institution to or hold an appointment at a non-USG corporate or governmental entity shall, subject to the approval of the Chancellor, be eligible for promotion and the award of tenure by the institution President.

Tenure may be awarded, with 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. 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.

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.

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.

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.

Tenure or probationary credit toward 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.

Tenure Criteria

However, attaining the quantitative benchmark for a particular rank does not guarantee tenure; it establishes whether a candidate merits further consideration. Advisory committees and administrators have the prerogative to exercise professional judgement about the quality of faculty accomplishments when making promotion and tenure recommendations.

The BoR *Policy Manual* (8.3.7.3) describes the minimum criteria for tenure:

Minimum for All Institutions in All Professorial Ranks

The minimum criteria for tenure are demonstrating:

1. Excellence and effectiveness in teaching and instruction;
2. Outstanding involvement in student success activities;
3. Academic achievement, as appropriate to the institution's mission;
4. Outstanding service to the institution, profession, or community; and,
5. Professional growth and development.

Noteworthy achievement is required in at least two of the above categories, but is not required in all categories. 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 the faculty member should be tenured, but neither the possession of a doctorate degree nor longevity of service is a guarantee of tenure.

Research and Comprehensive Universities

In addition to the minimum criteria above, tenure at the rank of associate or full professor requires the terminal degree in the appropriate discipline or its equivalent in training, ability, or experience.

Years Granted Toward Tenure and/or Promotion

At Valdosta State University, any years granted toward tenure and/or promotion, negotiated at the time of appointment, must be specified in the formal letter of offer. Faculty granted years towards tenure and/or promotion may list accomplishments in teaching, professional growth and development, and service from previous years, but faculty must demonstrate new accomplishments in each area. If granted years toward tenure and/or promotion, accomplishments can only count for a specific window of time. For example, if a faculty member is granted one year toward tenure and/or promotion, they can count teaching, service, and research from the 12 months immediately preceding appointment. **A maximum of three years' credit may be granted toward promotion and/or tenure.**

Service Expectations Within the College

Service to the institution and the community includes activities that relate specifically to faculty members' professional expertise, including interdisciplinary professional activities (e.g., non-paid consulting, conducting workshops, speech-making, etc.) In these activities, faculty members are utilizing their area(s) of competence as an extension of their research or classroom teaching for the benefit of those who normally would not have access to regular classroom instruction

Professional Ethics and Behavior

Candidates are expected to exhibit professional ethics and behavior (*VSU Faculty Handbook* "Professional Expectations").

Departmental Promotion and Tenure Advisory Committee

- All tenured faculty within the department shall constitute the departmental promotion and tenure advisory committee. Senior lecturers serve on the committee only in cases when considering promotion to senior lecturer. Principal lecturers serve on the committee only in cases when considering promotion to senior or principal lecturer.
- Only faculty at or above the aspired rank shall vote on a given promotion and/or tenure decision.
- The departmental promotion and tenure advisory committee will evaluate pre-tenure, promotion, tenure, and post-tenure review applications.
- The committee shall be chaired by a tenured full professor who is not undergoing a personnel action for that year. If a department does not have a full professor, the committee shall be chaired by the most senior tenured member of the department.

Humanities and Social Sciences Promotion and Tenure Advisory Committee

The Humanities and Social Sciences Promotion and Tenure Advisory Committee shall consist of one tenured faculty member at the rank of professor who is elected from each academic department in the college. Department heads should forward the name of their representative to the dean's office by August 30. Department heads may not vote in the faculty election, and department heads are not eligible to serve on the Promotion and Tenure Advisory Committee. At the initial meeting, the dean shall review the minimal qualifications for each rank. Each committee member shall then review all dossiers. The associate dean of the College of Humanities and Social Sciences will serve as the chair of the committee and only vote in cases to break a tie in the balloting. The chair is responsible for convening meetings, drafting letters, and facilitating the overall work of the committee including maintaining correspondence, reports, and formal records.

The Promotion and Tenure Advisory Committee shall discuss to the extent desired by a simple majority of the committee the relative merits of each candidate for promotion and/or tenure. Department heads and department committee chairs may be called to discuss with the committee the qualifications of candidates being considered from their departments. Members of the Promotion and Tenure Advisory Committee will vote in only one stage of the process (the college level), and members of the college committee should recuse themselves from deliberation at the department level. Moreover, members of the University Tenure and Promotion Committee are not eligible to serve on the advisory committee. The Promotion and Tenure Advisory Committee will submit a letter outlining the candidate's strengths and weaknesses.

The dean shall explain in writing to candidates the reasons for denial of promotion or tenure. The faculty member has five working days to appeal the recommendation of the dean (see Appeals Process below). The dean shall submit to the vice president for academic affairs the names of faculty members recommended by the dean for promotion and/or tenure.

Additional Procedures

Departmental Recommendation

If the department head makes a negative recommendation, the candidate decides whether to withdraw or have the department head forward the application materials to the dean's office for consideration by the Humanities and Social Sciences Promotion and Tenure Advisory Committee.

College Appeals

If a faculty member's application for promotion or tenure is denied at the college level, the dean will notify the faculty member of this decision by November 15; the faculty member may submit a written appeal to the dean within five working days of notification, defined as days when classes are in session. When appeals are made to the dean, the Humanities and Social Sciences Promotion and Tenure Advisory Committee shall reconsider the candidate's application. The dean shall consider recommendations of the advisory committee and then shall submit his or her final recommendations to the vice president for academic affairs. If, after reconsideration, the dean upholds the negative recommendation and so informs the faculty member, the faculty member may withdraw the dossier or request that it be forwarded to the provost. In unique cases when the college committee recommends a candidate and the dean does not recommend the candidate, the dean will meet with the college committee to discuss the merits of the appeal. The dean will make a final recommendation to the provost. Candidates have the prerogative to

withdraw their dossiers. If the dean makes a negative recommendation, he or she will meet with the department head to discuss the matter.

Final Recommendation and System Appeals

The University Tenure and Promotion Committee shall review the dossiers of all candidates forwarded by the dean for tenure/promotion and make recommendations to the Vice President for Academic Affairs/provost. The provost reviews the dossiers and notifies the candidate of the decision at the university level. According to the VSU Tenure and Promotion Policies and Procedures, a negative recommendation by the provost may be appealed according to the appeals process outlined in USG BOR bylaws. The President reviews the dossiers and makes a final decision.

Employment Appeals

The *Policy Manual* of the Board of Regents provides for appeals to the Board. (8.2.21 “Employment Appeals”)

Employee appeals of final decisions of University System of Georgia institutions are governed by the Board of Regents’ Policy on Application for Discretionary Review.

Revisions

Proposals for revisions in the promotion and tenure policies of the College of Humanities and Social Sciences are to be made to the dean. The dean will appoint a committee to consider such proposals. The committee will make recommendations to the Executive Committee of the College of Humanities and Social Sciences. The Executive Committee may amend the recommendations. If approved by two-thirds of the Executive Committee, the dean will circulate the amended recommendations and call a faculty meeting to discuss the recommendations. Subsequent voting will be conducted by secret ballot. Revisions will be adopted if approved by a majority of the faculty of the College of Humanities and Social Sciences voting.

Implementation

New guidelines will apply to all faculty hired after approval of the revised document. Current faculty at time of approval may elect to use this or the previous document for their next personnel action, whether it is tenure or promotion. Current faculty must use the revised document for subsequent promotion action. Candidates are responsible for informing their department head of which document they will use.

Electronic Dossier Organization

Candidates should organize their electronic promotion and/or tenure dossiers according to the college guidelines posted on the college’s home page.

Timeline

The college will observe the promotion and tenure timeline used by Academic Affairs:
<https://www.valdosta.edu/academics/academic-affairs/documents/tenure-promotion-timeline.pdf>

**COLLEGE OF HUMANITIES AND SOCIAL SCIENCES
PROMOTION AND TENURE APPLICATION**

Name

Department

Application for tenure

Application for promotion to the rank of

Highest Earned Degree

Institution awarding degree

Month and year when awarded

Original Employment at Valdosta State University

Month and year of original employment

Rank at time of original employment

Probationary credit towards tenure and/or promotion (include evidence)

Total years awarded

years of service at

years of service at

Employment History at Valdosta State University

Month and year tenure was awarded (if applicable)

Month and year of election to the graduate faculty (if applicable)

Type of membership on graduate faculty (if applicable)

Month and year of previous promotion at VSU (if applicable)

To Professor

To Associate Professor

To Assistant Professor

To Senior Lecturer

Introduction

The VSU College of Humanities and Social Sciences Promotion and Tenure document establishes the minimum criteria for tenure and promotion and, because of the diverse disciplines within our College, incorporates departmental P&T guidelines for the three areas under consideration: teaching, professional growth and development, and service. The criteria within this document also align with the University Promotion and Tenure document.

I. Teaching

I.A: Self-Evaluation - Describe your accomplishments in teaching over the review period by thoughtfully and honestly reflecting on peer evaluations, pedagogical innovations, SOIs, and a specific example of how you have developed as an educator. The reflection should note accomplishments in your selected categories below. Not to exceed 2,000 words.

I.B: Teaching Activities - Bullet points should be used to enumerate activities below. For each activity, note the date, duration, and nature of activity. Denote with an asterisk (*) student success activities, as they are defined in the department FEM document.

I.B.1: Courses taught:

I.B.2: New Courses and Academic Programs Developed: List new courses, curriculum, and academic programs developed.

I.B.3: Theses/Dissertations: List committees and note role on committee: reader, chair, methodologist, etc.

I.B.4: Internships, Directed Studies, and Honors Options Supervised: List internships, directed studies, or Honors Option supervised that is not part of your normal teaching load.

I.B.5: Undergraduate and Graduate Research Projects Mentored: List each project mentored that resulted in a student presentation, submission to a journal, or publication. Graduate research projects should not be thesis or dissertation work. List student name, date, venue of presentation, journal submission, or publication, and faculty role.

I.B.6: Service Learning and Civic Engagement Projects Conducted: List each project involving student work in the community or with local governments that is conducted as part of a course.

I.B.7: Study Abroad/Domestic Study Programs: List each instance of developing, planning/recruiting, teaching, or directing study abroad or domestic programs.

I.B.8: Teaching Development Workshops and Conferences: List each workshop or conference attended.

I.B.9: Academic Advising and Mentoring: List number of students advised or mentored.

I.B.10: Assessment of student learning: List activities such as pre- and post-tests.

I.B.11 – Other evidence of teaching excellence, such as implementing an internal grant to incorporate experiential learning into a course (e.g. QEP grant).

For tenure and promotion to associate professor, the candidate should demonstrate activities in four of the above categories. Candidates for full professor should demonstrate activities in six of the above categories.

For promotion to senior lecturer, the candidate should demonstrate activities in three of the above categories. Candidates for principal lecturer should demonstrate activities in four of the above categories.

I.C: Student and Peer Evaluations, Candidates must provide evidence of teaching excellence from SOIs and peer evaluations. Faculty are required to include complete SOI data for the period under review.

I.C.1: Student Opinion of Instruction (SOI): The candidate must include as an appendix a copy of the university's uniform SOI instrument as well as a printout of all SOIs completed during the period under review, showing all student comments for each course taught. If SOIs for a particular course are unavailable, the candidate must reply why. The candidate must also provide a table summarizing SOIs for each course taught in the period under review including at least the following data: the semester, the course number, the section, the title, the enrollment, the number of respondents, the means and, if available, the departmental means of all sections of the same course. Candidate should indicate new preparations (*) or significant revisions (**) with asterisks next to the specific course.

I.C.2: Peer Evaluation of Teaching: Peer evaluation of teaching must include classroom observations with written reports of classroom visitations based upon departmental guidelines. Peer evaluations must be included as an appendix. For each

action, candidate should include at least two peer evaluations of teaching from across multiple years. In cases of tenure, one peer evaluation should occur before pre-tenure (3rd-year review) and one after. Reviewers should be selected in consultation with the department head or department committee. Peer evaluations of teaching should include a narrative—whether or not a rubric is included. Faculty should seek out peer evaluations that reflect the modality of their teaching. There is no expectation of a peer evaluation of classes the instructor did not develop.

II. Professional Growth and Development

- For each category below, where applicable, denote with an asterisk (*) student success activities as they are defined in the department FEM.
- Include only information that pertains to one's professional career.
- Items should be listed in reverse chronological order with the most recent accomplishments listed first.
- Candidates should also place a solid line in the listing to delineate what you have accomplished since your last promotion (see Promotion Criteria, P. 4)

Departmental Professional Growth and Development Expectations:

For tenure and promotion to associate professor, candidates must have a total of seven intellectual products, which are enumerated below in sections II.A. and II.B. Of those seven intellectual products, at least two must come from category II.A.I.

For promotion to professor, candidates must have a total of eight intellectual products since their last personnel action (excluding post-tenure review for an associate professor) across the categories enumerated below in sections II.A. and II.B. Of those eight intellectual products, at least three must come from category II.A.I.

A refereed book may count as two intellectual products, such as a book from a university press or major commercial press. When justifying why the book counts for two intellectual products, the candidate could emphasize quality of the press, circulation of the book, scope and depth of research for the book, length, whether the book is single- or co-authored, etc. Furthermore, awards won or critical reviews from reputable sources may justify counting a book for two intellectual products. In exceptional cases, a single-authored book may count as three intellectual products.

II.A: Externally Refereed Publications and Other Externally Refereed Work:

Externally refereed publications must be in the candidate's discipline or interdisciplinary work. Work accepted for publication may be counted if the publication date falls on or after the starting date of the candidate's contract at VSU. Candidates must describe the precise role they played on a publication, especially for co-authored work. To demonstrate that a publication is refereed, the candidate should submit materials such as the submission requirements of the journal, the comments/revisions to the manuscript required by the readers/editor before publication, etc.

II.A.1: Externally Refereed Publications: Evidence and documentation of peer review is required.

II.A.1.a: Book, monograph, textbook, open educational resources, or edited book: The type and length of the book, quality of the press, number of co-authors, awards won, and contributions to the field will determine the value of the publication.

II.A.1.b: Refereed publications including journal articles (electronic or print), book chapters, conference/workshop/symposium proceedings, anthologies, workbooks, laboratory manuals, solutions manuals, short stories, essays, and other creative works, etc. Candidates should consult their department FEMs for guidance as to acceptable intellectual products. The length of the article, number of co-authors, rank/tier of the journal, and acceptance/rejection rate will determine the value of the publication.

II.A.2: Externally Refereed Works:

II.A.2.a: Externally funded grants/contracts: The type of funding agency, dollar amount, and time length of the grant will determine the value of the intellectual product.

II.A.2.b: Patent or dissemination of original software and hardware systems

II.B: Professional Development Activities: This category includes publications not subject to an external refereeing process such as presentations at academic conferences, encyclopedia entries, and applied research projects. This category includes works accepted for publication but excludes non-refereed works for which the candidate paid a fee to have the work published. For a non-refereed publication, the candidate must include a description of the publication's selection process and the nature of the sponsoring organization or publisher. Intellectual products in II.B. can come from one or more categories. For example, a candidate may achieve all their intellectual products in this area through conference papers under II.B.1.

II.B.1: Papers, posters, and invited addresses presented at academic conferences.

II.B.2: Non-refereed scholarly work such as abstracts, anthologies, articles, book chapters, book reviews, conference proceedings, encyclopedia entries, poems, technical reports, and others.

II.B.3: Applied research projects for entities such as local governments, nonprofits, state agencies, or businesses that result in a presentation or report.

II.B.4: Published workbooks, laboratory manuals, solutions manuals, videos, software, and other instructional material, including national Internet web sites for which that faculty member is responsible in development, content and maintenance.

II.B.5: External grant proposals.

II.B.6. Other intellectual products such as an academic blog, podcast, webinar, or other originally-researched, discipline-related activities (refer to the departmental FEM document).

II.C: Works-in-Progress: Work submitted or under contract does not count as an intellectual product.

Criteria for senior and principal lecturers

Candidates for promotion to senior lecturer should document six professional development activities, while candidates for promotion to principal lecturer should document eight professional development activities. These activities should occur across more than one semester. Any of the above items (II.A and II.B excluding works-in-progress) will count as two professional development activities. There is no expectation that candidates must engage in the activities enumerated in II.A and II.B.

In addition to the categories listed above, a candidate for promotion to senior or principal lecturer may also document professional development in the following areas with each item counting as one professional development activity:

- Participation in a pedagogical or teaching workshop, including those through C.E.L.T. at VSU or a professional organization such as AAC&U (any items listed in this section of the dossier must not appear in section I.B.8 so as to avoid double counting)
- Attendance at an academic conference
- Certification or licensure in their teaching field
- Continuing education in their teaching field
- Professional training in their teaching field

III. Service to the Community, Institution, and Profession

For tenure, list all service activities. For promotion, list only items since the last personnel action. The list should start with the most recent service activities. For each category below, where applicable, denote with an asterisk (*) student success activities as they are defined in the department FEM. Be prepared to provide documentation of each service activity if requested.

Candidates for tenure and promotion to associate should demonstrate activity in three of the seven areas below, one of which is at the department level. Candidates for promotion to professor should demonstrate activity in four of the seven areas below, one of which is at the department level. Candidates for promotion to senior or principal lecturer should demonstrate activity at the department level and at one other level.

III.A: Service to the Department

This category can include service on search committees, promotion/tenure review committees, curriculum committees, *ad hoc* committees, graduate program coordinator, or substantial responsibility for preparation of assessment/accreditation reports. For each item provide year(s) of service and nature of involvement (e.g., chairman, member, etc.). Be sure to note extent of involvement, especially for committee service.

III.B: Service to the College

This category can include service on the college promotion/tenure review committee, awards committee, or *ad hoc* committees. For each item provide year(s) of service and nature of involvement (e.g., chairman, member, etc.). Be sure to note extent of involvement, especially for committee service.

III.C: Service to the Institution

This category could include service on faculty senate, Undergraduate Research Council, other university committees, or substantial responsibility for preparation of assessment/accreditation reports. For each item provide year(s) of service and nature of involvement (e.g., chairman, member, etc.). Be sure to note extent of involvement, especially for committee service.

III.D: Service to the University System of Georgia

This category could include service on Regents Advisory Committees or other system-wide committees.

For each item provide year(s) of service and nature of involvement (e.g., chairman, member, etc.). Be sure to note extent of involvement, especially for committee service.

III.E: Service to the Profession

III.E.1: Organizing a conference program or section

III.E.2: Chairing or organizing a conference panel

III.E.3: Serving as a discussant, respondent, or roundtable participant on a conference panel

III.E.4: External evaluation of an academic program

III.E.5: External evaluation of a P&T dossier from another institution

III.E.6: Serving on a grant review panel

III.E.7: Professional refereeing and reviewing

III.E.8: Editing of regional or national newsletters

III.E.9: Editing of professional journals

III.E.10: Other consulting activities

III.E.11: Posts held in professional organizations

III.F. Service to the Community

Community service must be related specifically to a faculty member's professional expertise. Seminars, public lectures, conferences, workshops, and non-credit courses related to the candidate's disciplinary or interdisciplinary professional expertise ~~which~~ that were conducted by the candidate or in which the candidate provided assistance. For each item provide title of activity, date(s), place, duration of activity, and number of participants, where applicable.

III.F.1: Public Lectures

III.F.2: Conferences

III.F.3: Workshops and Seminars

III.F.4: Non-credit courses

III.F.5: Other community service

III.G. Other Service Activities

This category may include faculty sponsorship of student clubs, organizations, or events. For each item provide information about the nature of service and extent of involvement.