



VALDOSTA STATE UNIVERSITY

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

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

**James LaPlant, Dean**

**Adopted Spring 1977**

**Revised Fall 1977**

**Revised 1990**

**Revised 1992**

**Revised 1995**

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**Revised 2000**

**Revised 2005**

**Revised 2011**

**Revised 2012**

**Revised 2018**

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

## ***Introduction***

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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/](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 faculty members. The candidates' applications 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***

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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***

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

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

(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 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 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.

### ***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 accumulate a specified minimum number of points.

**However, attainment of the point threshold for a particular rank does not guarantee promotion; it establishes whether a candidate merits any further consideration. Please note that the attainment of the point threshold does not limit the ability of relevant committees or administrators to exercise good faith judgments about the quality of faculty achievements in teaching, professional growth and development, and service.**

A faculty member's promotion to a higher academic rank requires **additional contributions** in teaching, service, and professional development **beyond those** that warranted promotion to the academic rank presently held. Candidates will be evaluated on a 100-point scale by three criteria with points allocated as follows: Criterion I: Teaching (50 points), Criterion II: Professional Growth and Development (30—35 points), and Criterion III: Service to the Community, Institution and Profession (15—20 points). Candidates, departmental promotion and tenure committees, and department heads must each submit totals of recommended points. Outlined below are the policy for assignment of elective points and the specific minimum requirements for meeting the criteria on which promotion is awarded.

### ***Assignment of Elective Points***

While the maximum point value allowed for Criterion I: Teaching (50 points) is fixed, candidates have some flexibility in determining maximum points under Criterion II: Professional Growth and Development (30—35 points) and Criterion III: Service to the Community, Institution and Profession (15—20 points). Candidates may elect to emphasize Criterion II by applying up to 5 elective points in Criterion II, but the total number of points allocated in Criterion II and Criterion III cannot exceed 50 points. For example, a candidate could have Criterion II=35 points w/ Criterion III=15 or Criterion II=30 w/ Criterion III=20. Elective points may not be used in Criterion I-Teaching.

### ***Promotion to Assistant Professor***

Candidates must serve a minimum of three years in the rank of instructor and may apply for promotion during their third year of full-time, tenure-track service at Valdosta State University. Candidates must possess the earned doctorate<sup>1</sup> in their teaching field or related field *and* must accumulate a minimum total of 70 points from the 100-point scale for promotion while attaining minima in the following criteria.

1. Teaching: Candidates must demonstrate superior teaching as evidenced by evaluations from students (SOIs), peers, and department heads. 40 points minimum.
2. Professional Growth and Development: Candidates must be continually active in scholarship and professional development. 15 points minimum.
3. Service to the Community, Institution, and Profession: Candidates must perform service to the community, institution,<sup>2</sup> and profession. Service to the institution and the community includes activities that relate specifically to a faculty member's professional expertise. 10 points minimum.
4. Professional Ethics and Behavior: Candidates are expected to exhibit proper professional ethics and behavior.<sup>3</sup>

### ***Promotion to Associate Professor***

Candidates must serve a minimum of four years in the rank of assistant professor and may apply for promotion during their fourth year of full-time, tenure-track service at Valdosta State University. Candidates must possess an earned doctorate<sup>1</sup> in their teaching field or related field *and* must accumulate a minimum total of 85 points from the 100-point scale for promotion while attaining minima in the following criteria.

1. Teaching: Candidates must demonstrate superior teaching as evidenced by evaluations from students (SOIs), peers, and department heads. 40 points minimum.
2. Professional Growth and Development: Candidates must be continually active in scholarship and professional development. 25 points minimum.
3. Service to the Community, Institution, and Profession: Candidates must perform service to the community, institution,<sup>2</sup> and profession. Service to the institution and the community includes activities that relate specifically to a faculty member's professional expertise. 15 points minimum.
4. Professional Ethics and Behavior: Candidates are expected to exhibit proper professional ethics and behavior.<sup>3</sup>

### ***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<sup>1</sup> in their teaching field or related field *and* must accumulate a minimum total of 95 points from the 100-point scale for promotion while attaining minima in the following criteria.

1. Teaching: Candidates must demonstrate superior teaching as evidenced by evaluations from students (SOIs), peers, and department heads. 45 points minimum.
2. Professional Growth and Development: Candidates must be continually active in scholarship and professional development. 30 points minimum.
3. Service to the Community, Institution, and Profession: Candidates must perform service to the community, institution,<sup>2</sup> and profession. Service to the institution and the community includes activities that relate specifically to a faculty member's professional expertise. 15 points minimum.
4. Professional Ethics and Behavior: Candidates are expected to exhibit proper professional ethics and behavior.<sup>3</sup>

<sup>1</sup> A Doctorate is defined as "an earned academic degree carrying the title of 'doctor.' Not to be included are first professional degrees such as M.D., D.D.S." (The University System of Georgia, *Data Element Dictionary*, Appendix F). A first professional degree is "the first earned degree in a professional field; should include, but not limited to, the following degrees: (1) M.D., (2) D.O., (3) L.L.B. or J.D. (if J.D. is the first professional degree), (4) D.D.S., (5) D.V.M., (6) O.D., (7) B.D., M.Div., Rabbi, (8) Pod.D., P.M." *ibid*. The College of Humanities and Social Sciences does not consider first professional degrees, M.S.W., and M.F.A. degrees to be the equivalents of doctorates.

<sup>2</sup> 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.

<sup>3</sup> See the VSU *Faculty Handbook* "Professional Standards: An Academic Code of Professional Ethics" pages 25-31.

### ***Promotion Procedures***

If any of the dates listed below fall on a weekend, the following Monday shall be the relevant due date. By April 30 department heads will notify each faculty member of eligibility for promotion. All faculty members who wish to be considered shall submit applications to their department heads by September 1 for consideration by their departmental promotion and tenure advisory committees and their department heads.

Candidates must complete the Humanities and Social Sciences Application for Promotion and Tenure, which is on the college home page. The candidate's point count must be included in the application as well as the departmental guidelines for teaching, professional growth and development, and service.

By October 1, the departmental promotion and tenure advisory committee is to submit a report to the department head, outlining the candidate's strengths and weaknesses, giving its determination of the point count, and making a recommendation about promotion. A copy of the committee's report will be furnished to the candidate at this time.

By October 15, the department head is to prepare a report, outlining the candidate's strengths and weaknesses, giving the point count, and making a recommendation about promotion. A copy of the department head's report will be furnished to the candidate at this time.

By October 21, the department head shall review applications, prepare statements regarding the candidates' qualifications for promotion, and forward the dossiers to the dean. Candidates shall organize and department heads shall ensure that dossiers are prepared uniformly as specified in the University Tenure and Promotion document:

1. coversheet from Academic Affairs for the Recommendation for Promotion
2. candidate's current curriculum vitae
3. College of Humanities and Social Sciences Promotion and Tenure Policies and Procedures as well as departmental guidelines
4. annual faculty evaluations for each year under review
5. departmental promotion and tenure advisory committee's report
6. department head's analysis of the candidate's qualifications for promotion and the department head's recommendation
7. College of Humanities and Social Sciences Promotion and Tenure Advisory Committee report and the dean's recommendation
8. College of Humanities and Social Sciences Application for Promotion and Tenure
9. table summarizing student opinions of instruction (SOIs) from the period under review
10. copy of the department's uniform SOI instrument and printouts of all SOIs from the period under review with summary information about the contents of the student narrative comments
11. peer evaluations of teaching as defined by departmental guidelines
12. other optional supporting documentation of teaching, e.g., evidence of student learning, course syllabi, evidence of course or curriculum development activities, evidence of innovative instruction
13. copies of scholarly publications and papers
14. other optional supporting documentation of professional growth and development, e.g., letters of recommendation, external peer review of scholarship
15. other optional supporting documentation of service, e.g., committee assignment documentation, copies of meeting minutes, copies of products developed

Promotion Deadlines*	Action
April 30	Department heads notify faculty eligible for promotion.
September 1	Candidates submit dossier to department head.
October 1	Departmental P&T Advisory Committee submits a report to the department head.
October 15	Department head prepares report and provides the candidate with a copy.
October 21	Department head forwards the dossier to the dean's office.
November 13	College P&T Advisory Committee submits a letter and recommendation to the dean.
November 15	Dean informs candidates of dean's decision.
TBA	Dean submits P&T dossiers going forward to the Provost's Office.

\*If the date falls on a weekend, the following Monday shall be the relevant due date.

## ***Tenure Policy***

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

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.

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).

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).

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).

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.

### ***Years Granted Towards Tenure and/or Promotion***

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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. 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.

## ***Tenure Criteria***

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Faculty must serve a minimum of five years in tenure-track positions to be eligible for tenure; however, they may apply for tenure during their fifth year of full-time, tenure-track service. A candidate with no years granted towards tenure cannot apply for tenure before the fifth year.

The general expectation in the College of Humanities and Social Sciences is that the successful candidate for tenure will achieve the points and record for promotion to associate professor. In rare cases, a candidate may achieve tenure but not promotion to associate professor. A candidate must have a minimum of 15 points in Category II.A.1 of Professional Growth and Development to be considered for tenure.

**However, attainment of the point threshold does not guarantee tenure; it establishes whether a candidate merits any further consideration. Please note that the attainment of the point threshold does not limit the ability of relevant committees or administrators to exercise good faith judgments about the quality of faculty achievements in teaching, professional growth and development, and service.**

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

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.

In relation to research and regional universities, the BOR *Policy Manual* (8.3.7.3) stipulates:

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.

## ***Tenure Procedures***

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If one of the dates listed below falls on a weekend, the following Monday shall be the applicable due date.

By April 30 department heads will notify each faculty member of eligibility for tenure. All faculty members who wish to be considered shall submit applications to their department heads by September 1 for consideration by their departmental promotion and tenure advisory committees and their department heads.

Candidates must complete the Humanities and Social Sciences Application for Promotion and Tenure which is on the college homepage. The candidate's point count as well as the departmental guidelines for teaching, professional growth and development, and service must be included in the application.

By September 3, the department head will distribute an Evaluation of Tenure Candidate form to each tenured member of the department, except the candidate. All tenured faculty have the responsibility of carefully reviewing the tenure application and judging the professional qualifications of their colleagues. After reviewing the candidate's application, each tenured member of the candidate's department shall complete and sign the Evaluation of Tenure Candidate form.

- Completed evaluations shall be submitted directly to the department head by September 10.
- Members of the departmental promotion and tenure committee shall fill out the form as individual faculty members; the departmental promotion and tenure committee shall make its recommendation later in the process.
- The department head shall tally the recommendations and submit the tally and individual responses to the departmental promotion and tenure advisory committee.
- Department heads shall ensure that the tally and the signed individual responses on the evaluation form are included in all dossiers when they are submitted to the Humanities and Social Sciences Promotion and Tenure Advisory Committee.

The dean will distribute the Evaluation of Tenure Candidate form to each tenured member of the candidates' departments when department heads are being considered for tenure and completed forms will be submitted directly to the dean.

By October 1, the departmental promotion and tenure advisory committee is to submit a report to the department head, outlining the candidate's strengths and weaknesses, giving its determination of the point count, and making a recommendation about tenure. A copy of the committee's report will be furnished to the candidate at this time.

By October 15, the department head is to prepare a report, outlining the candidate's strengths and weaknesses, giving the point count, and making a recommendation about tenure. A copy of the department head's report will be furnished to the candidate at this time.

By October 21, the department head shall review applications, prepare statements regarding the candidates' qualifications for tenure, and forward the dossiers to the dean's office for review by the Humanities and Social Sciences Promotion and Tenure Advisory Committee. Candidates shall organize and department heads shall ensure that dossiers are prepared uniformly as specified in the University Tenure and Promotion document:

1. coversheet from Academic Affairs for the Recommendation for Tenure
2. candidate's current curriculum vitae

3. College of Humanities and Social Sciences Promotion and Tenure Policies and Procedures as well as departmental guidelines
4. annual faculty evaluations for each year under review
5. pre-tenure review letters from departmental promotion and tenure advisory committee as well as the department head
6. departmental promotion and tenure advisory committee's report for tenure
7. department head's analysis of the candidate's qualifications for tenure and the department head's recommendations
8. department head's tally of the Evaluation of Tenure Candidate results and the completed individual Evaluation of Tenure Candidate forms
9. College of Humanities and Social Sciences Promotion and Tenure Advisory Committee report and the dean's recommendation
10. College of Humanities and Social Sciences Application for Promotion and Tenure
11. table summarizing student opinions of instruction (SOIs) from the period under review
12. copy of the department's uniform SOI instrument and printouts of all SOIs from the period under review with summary information about the contents of the student narrative comments
13. peer evaluations of teaching as defined by departmental guidelines
14. other optional supporting documentation of teaching, e.g., evidence of student learning, course syllabi, evidence of course or curriculum development activities, evidence of innovative instruction
15. copies of scholarly publications and papers
16. other optional supporting documentation of professional growth and development, e.g., letters of recommendation, external peer review of scholarship
17. other optional supporting documentation of service, e.g., committee assignment documentation, copies of meeting minutes, copies of products developed

<b>Tenure Deadlines*</b>	<b>Action</b>
April 30	Department heads notify candidates eligible for tenure.
September 1	Candidates submit dossier to department head.
September 3	Department head distributes Evaluation of Tenure Candidate form to tenured members of the department.
September 10	Tenured members of the department submit completed Evaluation of Tenure Candidate forms to the department head.
October 1	Departmental P&T Advisory Committee submits a report to the department head.
October 15	Department head prepares report and provides the candidate with a copy.
October 21	Department head forwards the dossier to the dean's office.
November 13	College P&T Advisory Committee submits a letter and recommendation to the dean.
November 15	Dean informs candidates of the dean's decision.
TBA	Dean submits the P&T dossiers going forward to the Provost's Office

\*If the date falls on a weekend, the following Monday shall be the relevant due date

### ***Departmental Promotion and Tenure Advisory Committee***

- All tenured faculty within the department shall constitute the departmental promotion and tenure advisory committee.
- Only tenured faculty at or above the aspired rank shall vote on a given promotion and 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 ~~Arts and Sciences~~ Promotion and Tenure Advisory Committee***

The Humanities and Social Sciences Promotion and Tenure Advisory Committee shall consist of five tenured faculty at the rank of Professor elected by the tenured and tenure-track faculty of the College with two members from the humanities, two from the social sciences, and one at-large member from the humanities or social sciences. Each department may elect one candidate for the college-wide election, which shall be held 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 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 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 and make a recommendation about tenure and/or promotion to the dean by November 13.

The dean will notify faculty members of his or her recommendation by November 15. 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). 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***

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#### ***Departmental Recommendation***

If the department head makes a negative recommendation, the department head will notify the faculty member of this decision by October 15. 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 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 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.

#### ***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.

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

Except as provided below, applications from University System employees for Board of Regents' review of presidential decisions shall be limited to instances in which an employee is terminated, demoted, or otherwise disciplined in a manner which results in a loss of pay; provided however, appeals may be heard if the Chair of the Board's Committee on Organization and Law, in consultation with the Board's chief legal officer, determines that the matter should be presented to the Board. In considering whether applications other than the types listed above shall be presented to the Board, the Chair shall consider (1) whether the record suggests that a miscarriage of justice might reasonably occur if the application is not reviewed by the Board, (2) whether the record suggests that the institutional decision, if not reviewed by the Board, might reasonably have detrimental and system-wide significance, or (3) any other facts which, in the judgment of the Chair, merit consideration by the Board of Regents. (BoR Minutes, April 2010)

### ***Revisions***

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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***

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These guidelines for promotion and tenure will go into effect the semester following their approval by a majority of the faculty of the College of Humanities and Social Sciences.

**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 (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

Previous Academic Experience

<u>Institution</u>	<u>Position/Rank</u>	<u>From</u> <u>Month Year</u>	<u>To</u> <u>Month Year</u>	<u>Tenured</u> <u>Yes No</u>
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Previous Non-Academic Professional Experience

<u>Place of Employment</u>	<u>Position/Rank</u>	<u>From</u> <u>Month Year</u>	<u>To</u> <u>Month Year</u>
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## ***Introduction***

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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: 50 points.** Please note the point maxima listed below for the candidate, the departmental P&T committee, and the department head. Minimum points required to establish eligibility for promotion are as follows: assistant professor, 40 points; associate professor, 40 points; and professor, 45 points.

The recommended points are to be distributed as follows:

I.A: Self-evaluation – 10 points maximum

I.B: Teaching Activities – 20 points maximum

I.C: External Evaluations – 20 point maximum

\_\_\_\_\_ **Departmental Teaching Expectations: (insert relevant language here)**

- I.A: Teaching Self-evaluation, 10 points maximum.** Superior teaching is a combination of careful planning (including a well thought-out and detailed syllabus) and excellent skills and performance in the classroom. Additionally, courses in the core curriculum and within the major are part of the knowledge and skill base that contribute to the learning outcomes within the core and the major. Using at least two of the courses you teach as your examples (preferably courses at different levels), describe your attention to course design and assignments intended to engage students and help them achieve the stated learning goals for the course. How is the course designed? Describe how assignments build upon each other and create increasingly complex skills and understandings among your students. Which skills, in particular, are you addressing through the content and assignments in this course? Finally, how do these courses each contribute to the learning outcomes for the core curriculum and/or for the majors in your discipline? Describe your classroom strengths, particularly instructional techniques and innovations, as well as the teaching issues that you find challenging in your attempt to be a superior classroom teacher. (2,000 word limit)

**I.B: Teaching Activities, 20 points maximum.** For each activity, note the date, duration, and nature of activity.

**I.B.1: Courses Taught – 10 points maximum.** One point for each different course taught.

**I.B.2: New Courses and Academic Programs Developed – 10 points maximum.** One point for each new course (for the catalog or a new special topics course) or academic program developed.

**I.B.3: Theses/Dissertations – 10 points maximum.** One point per committee for membership and one additional point for serving as chair.

**I.B.4: Internships, Directed Studies, and Honors Options Supervised – 10 points maximum.** One point for each internship, directed study, or Honors Option supervised that is not part of your normal teaching load.

**I.B.5: Undergraduate and Graduate Research Projects Mentored – 10 points maximum.** One point for each project mentored in accordance with departmental guidelines 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 – 10 points maximum.** One point for 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 – 10 points maximum.** One point for developing a study abroad or domestic program, another point for planning/recruiting, and one additional point for each program directed.

**I.B.8: Teaching Development Workshops and Conferences – 10 points maximum.** One point for each workshop or conference attended.

**I.B.9: Academic Advising – 10 points maximum.** One point per year for academic advising.

**I.C: External Evaluations, 20 points maximum.** Candidates must provide evidence from SOIs and peer evaluations. The departmental committee and department head will provide separate evaluations.

**I.C.1: Student Opinion of Instruction (SOI) – 5 points maximum.** The candidate must include as an appendix a copy of the department'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 scale (low to high), the means and standard deviations (either of each question or an aggregate of questions), and, if available, the departmental means of all sections of the same course. The candidate must also explain any difference between her/his teaching load and the standard teaching load for the department (*e.g.*, course reduction for grant work, illness). The candidate must include summary information about the content of the student narrative comments.

**I.C.2: Peer Evaluation of Teaching – 5 points maximum.** 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.

**I.C.3: Departmental Committee Evaluation – 5 points maximum.** The departmental promotion and tenure committee must provide an analysis of the candidate's teaching activities, including strengths and weaknesses and results of student and peer evaluations. The following factors should be considered: work done to remain current in the teaching field(s), maintain, and increase competency in teaching field(s): instructional techniques and the extent of success in teaching methods used; aspects of teaching perceived as being subject to improvement; new courses or academic programs developed and other contributions to the department's teaching programs; and additional teaching activities as outlined in Category B.

**I.C.4: Department Head Evaluation – 5 points maximum.** The department head must provide an analysis of the candidate's teaching activities, including strengths and weaknesses and results of student and peer evaluations. The following factors should be considered: work done to remain current in teaching field(s); instructional techniques and the extent of success with teaching methods used; aspects of teaching perceived as being subject to improvement; new courses or academic programs developed and other contributions to the department's teaching programs; and additional teaching activities as outlined in Category B.

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**I. Teaching: Summary of Recommended Point Count**

	by candidate	by departmental P&T committee	by department head
<b>I.A: Self-evaluation</b>	xxxxxxxxxxxx	_____	_____
<b>I.B: Teaching Activities</b>	_____	_____	_____
<b>I.C: External Evaluation</b>			
<b>I.C.1: SOI</b>	_____	_____	_____
<b>I.C.2: Peer Eval.</b>	_____	_____	_____
<b>I.C.3: Dept. Commt.</b>	xxxxxxxxxxxx	_____	_____
<b>I.C.4: Dept. Head</b>	xxxxxxxxxxxx	xxxxxxxxxxxx	_____
<b>Total</b>	_____	_____	_____
	(30 points max.)	(45 points max.)	(50 points maximum)

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**II. Professional Growth and Development – 30 to 35 points.** Note: your points in Criteria II & III cannot exceed 50 points total. Minimum points required to establish eligibility for promotion are as follows: assistant professor, 15 points; associate professor, 25 points; and professor, 30 points. See “Promotion Criteria.”

Additional directions:

- For each category below 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 (recall Promotion Criteria, P. 3)

The recommended points are to be distributed as follows:

II.A: Externally refereed publications – 35 points maximum.

II. B: Professional development activities, including publications not subject to an external refereeing process – 0 to 10 points maximum.

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## Departmental Professional Growth and Development Expectations:

(insert relevant language here)

**II.A: Externally Refereed Publications and Other Externally Refereed Works - 35 points maximum.** 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.

Note: 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: (15 point minimum for tenure and promotion)**

**II.A.1.a:** Book, monograph, textbook, or edited book – 5 to 20 points each. Departmental guidelines on 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 point allocation.

**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. – 3 to 10 points each. Departmental guidelines on the length of the article, number of co-authors, rank/tier of the journal, and acceptance/rejection rate will determine the allocation.

### **II.A.2: Externally Refereed Works: (0 point minimum)**

**II.A.2.a:** Externally funded grants/contracts – 1 to 5 points each. Departmental guidelines on the type of funding agency, dollar amount, and time length of the grant will determine the point allocation.

**II.A.2.b:** Patent or dissemination of original software and hardware systems – 1 to 10 points each. Departmental guidelines will determine how such items should be evaluated and the point allocation.

**II.B: Professional Development Activities - 10 points maximum.** This category includes publications not subject to an external refereeing process such as presentations at academic conferences, editing, and reviewing. 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. Departmental guidelines will determine point allocations for each category.

**II.B.1:** Papers, posters, and invited addresses presented at academic conferences – 2 points each.

**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 – 1 to 3 points each.

**II.B.3:** Professional refereeing and reviewing - 1 point each.

**II.B.4:** Editing of regional or national newsletters - 2 points each.

**II.B.5:** Editing of professional journals – 1 to 5 points each.

**II.B.6:** 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 – 1 to 5 points each.

**II.B.7:** External grant proposals—1-2 points for each proposal written. Range depends on the role that the faculty member played in developing the grant proposal.

**II.B.8:** Internal grant proposals - 0 points for each proposal written and 1 point for each accepted. Internal faculty development grants for conference presentations should not be listed, but internal research grants (such as the Faculty Research Seed Grant) may be listed.

**II.C: Works-in-Progress – 0 points.** Work submitted or under contract.

**II. Professional Growth and Development: Summary of Recommended Point Count**

	<i>by candidate</i>	<i>by departmental P &amp; T committee</i>	<i>by department head</i>
<b>II.A.1: Externally Refereed Publications</b>	_____	_____	_____
<b>II.A.2: Externally Refereed Works</b>	_____	_____	_____
<b>II.B: Professional Develop. Activities</b>	_____	_____	_____
<b>II.C: Works-in-Progress</b>	xxxxxxxxxxxxxx	xxxxxxxxxxxxxx	xxxxxxxxxxxxxx
<b>Total</b>	_____	_____	_____

**III. Service to the Community, Institution, and Profession – 15 to 20 points.** Note: Your points in Professional Development and Service cannot exceed 50 points total. Minimum points required to establish eligibility for promotion are as follows: assistant professor, 10 points; associate professor, 15 points; and professor, 15 points.

\_\_\_\_\_ **Departmental Service Expectations: (insert relevant language here)**

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. Be prepared to provide documentation of each service activity if requested. The recommended points must be allocated across at least three of the following categories, one of which must be service to the institution.

**III.A: Service to the Community – 10 points maximum.** One point for each contribution. 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 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.A.1: Public Lectures**

**III.A.2: Conferences**

**III.A.3: Workshops and Seminars**

**III.A.4: Non-credit courses**

**III.A.5: Other community service**

**III.B: Service to the Institution (department, college, university or system) – 15 points maximum.** One to two points per year for each service activity, such as serving as a graduate or program coordinator, assessment coordinator, or faculty senator. One point per committee per year for membership and one additional point for serving as chair. 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.1: Departmental**

**III.B.2: College**

**III.B.3: University**

**III.B.4: University System**

**III.B.5: Substantial responsibility for preparation of assessment / accreditation reports**

**III.C: Service to the Profession – 10 points maximum.** One to two points per year for each contribution. For each item provide date(s), group served, duration and nature of activity.

**III.C.1: Organizing a conference program or section**

**III.C.2: Chairing or organizing a conference panel**

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

**III.C.4: External evaluation of an academic program**

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

**III.C.6: Serving on a grant review panel**

**III.C.7: Other consulting activities**

**III.C.8: Posts held in professional organizations**

**III.D: Other service – 10 points maximum.** This category may include faculty sponsorship of student clubs, organizations, or events. One to two points per year for each contribution. For each item provide information about the nature of service and extent of involvement.

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**III. Service: Summary of Recommended Point Count**

	by candidate	by departmental P&T committee	by department head
<b>III.A: Service to Community</b>	_____	_____	_____
<b>III.B: Service to Institution</b>	_____	_____	_____
<b>III.C: Service to Profession</b>	_____	_____	_____
<b>III.D: Other Service</b>	_____	_____	_____
<b>Total</b>	_____	_____	_____

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**IV. Total points recommended for each criterion - 100 points maximum**

	<i>points recommended by candidate</i>	<i>points recommended by departmental promotion &amp; tenure committee</i>	<i>points recommended by department head</i>
<b>CRITERION I: Teaching</b>	not to exceed 30 points	not to exceed 45 points	not to exceed 50 points
<b>CRITERION II: Professional Growth and Development – not to exceed 35 points</b>			
<b>CRITERION III: Service to the Profession, Institution and Community – not to exceed 20 points</b>			
<b>GRAND TOTAL -</b>	not to exceed 80 points	not to exceed 95 points	not to exceed 100 points



**4. Part II - Summary Evaluation**

Provide a qualitative statement summarizing the candidate's overall performance, professional behavior, and fitness for tenure.

**Part III - Recommendation**

Based on the foregoing analysis,

I recommend tenure without reservation.

I recommend tenure with reservation.

I do not recommend tenure.

Abstain.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_