

## Appeals Procedures

### Department Level:

If the Department Head makes a negative recommendation, the Department Head will notify the faculty member of this decision in writing by the date specified on the “Pre-Tenure, Tenure, Promotion and Post-Tenure Submission Timeline/Protocol.” The candidate has the following options: in the case of Tenure and Promotion actions, candidates can withdraw the application (process ends), or request that the Department Head forward the application materials to the Dean’s office for consideration/review by the COA Personnel Committee. This process must be completed before the date specified for submission to the COA Personnel Committee on the “Pre-Tenure, Tenure, Promotion and Post-Tenure Submission Timeline/Protocol.” For pre and post actions that do not move to the College level, a negative recommendation will then trigger a development plan to assist faculty member in conjunction with mentor faculty.

### College Level:

If the Dean makes a negative recommendation, the Dean will notify the faculty member of this decision in writing, by the date specified on Tenure and Promotion Submission Timeline/Protocol.” The candidate has the option of withdrawing the application (process ends), or 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.

If, after reconsideration, the Dean upholds the negative recommendation and so informs the faculty member, the faculty member may withdraw the application or request that it be forwarded to the Provost’s office for consideration. This process must be completed before the date specified for submission to the Provost’s office for review by the University T & P Committee on the “Pre-Tenure, Tenure, Promotion and Post-Tenure Submission Timeline/Protocol.”

## Final Recommendation and System Appeals

The University Tenure and Promotion Committee shall review the applications of all candidates forwarded by the Dean for Tenure and/or Promotion and make recommendations to the Provost/Vice President for Academic Affairs. The Provost reviews the applications 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 applications 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)*

### DEPARTMENT of MUSIC

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