

THE PROMOTION AND TENURE REVIEW PROCESS
College of Nursing and Health Sciences

Promotion or Tenure Review in the College of Nursing and Health Sciences is completed to ensure that faculty members are appropriately evaluated in a timely fashion for promotion and/or tenure. The following timetable for promotion review in the College of Nursing and Health Sciences conforms to VSU policies added in 2012 (Table 1) and applies only to new hires beginning Fall semester 2013. Length of service related to promotion for hires prior to Fall semester 2013 is addressed in the VSU Faculty Handbook.

TABLE 1: SUMMARY OF MINIMUM YEARS IN RANK AT VSU			
Non-Tenure Track Full-Time Faculty		Tenure Track Full-Time Faculty	
For Promotion to	Minimum Service in Previous Rank	For Promotion to	Minimum Service in Previous Rank
Lecturer	Entry-Level Position		
Senior Lecturer	6 years as Lecturer		
		Instructor	Entry-level position
		Assistant Professor	Entry-level position or promotable from Instructor once terminal degree is earned
		Associate Professor	4 years as Assistant Professor
		Professor	5 years as Associate Professor
<p>Note: Minimum Service in Previous Rank meets BoR criteria from <i>4.5 Award of Promotion—USG Academic & Student Affairs Handbook</i>. Only assistant professors, associate professors, and professors are eligible for tenure according to BoR Policy 8.3.7.2. The maximum time that may be served in combination of full-time instructional appointments (instructor or professorial ranks) without the</p>			

Four types of review are described in the following section: The Pre-Tenure Review, the Promotion Review, the Tenure Review, and the Post-Tenure Review.

THE PRE-TENURE REVIEW

The purpose of the *Pre-Tenure Review* is to assist the faculty member in determining whether they are making appropriate progress toward promotion or tenure requirements. This review occurs before a faculty member becomes eligible for tenure or promotion. A favorable Pre-Tenure Review at all levels of the review process implies that a faculty member is making satisfactory progress toward promotion and/or tenure, but it does not result in a tenure or promotion decision. Rather, the review provides feedback to the faculty member about performance strengths and weaknesses, and this review provides additional information to the Dean of the College of Nursing and Health Sciences for making a decision regarding the performance of the faculty member.

The Required Pre-Tenure Review is conducted within the College of Nursing and Health Sciences during the third year of a faculty member's employment in a full-time, tenure-track or non-tenure-track position at Valdosta State University.

THE PROMOTION REVIEW

A *Promotion Review* is conducted to assist in making a decision about the promotion of faculty within the College of Nursing and Health Sciences. An *Elective Promotion Review* is conducted to make a decision about the promotion of a faculty member who has become eligible for such a decision, as specified by policies of Board of Regents of the University System of Georgia. Eligibility for promotion, relative to rank and years in service, does not imply readiness for promotion. An eligible faculty member should consult the promotion requirements in the Valdosta State University Faculty Handbook and confer with the Dean of the College of Nursing and Health Sciences to determine readiness and the appropriateness of initiating an Elective Promotion Review.

THE TENURE REVIEW

A *Tenure Review* is conducted to assist in making a decision about the awarding of tenure to faculty members in the College of Nursing and Health Sciences.

A *Required Tenure Review* is to assist in making a decision about awarding tenure to a faculty member who has been employed for the maximum allowable time without an award of tenure in accordance with Board of Regents' policy.

An *Elective Tenure Review* is conducted to make a decision about the awarding of tenure to a faculty member who has become eligible for such a review, but has not yet met the time requirement for such a decision as specified by the Valdosta State University Faculty Handbook. *Eligibility for tenure, relative to rank and years in service, does not imply readiness for tenure.* An eligible faculty member should consult the requirements in the Valdosta State University Faculty Handbook and confer with the Dean of the College of Nursing and Health Sciences to determine readiness and appropriateness for initiating an *Elective Tenure Review*. Faculty members who received probationary credit toward tenure on initial appointment at VSU have the opportunity to initiate an *Elective Tenure Review earlier* than those who do not receive probationary credit.

Guidelines for Years Granted Towards Tenure: At Valdosta State University, any years granted towards tenure, negotiated at the time of appointment, must be specified in the formal letter of offer. These years do not count towards promotion. The formal letter of offer from the Provost must stipulate if the faculty member can list and count accomplishments in teaching, scholarship, and service from previous years for tenure review at Valdosta State University.

Individuals who have previously earned tenure at a regionally accredited institution may be granted up to three years of probationary credit and may apply this toward the time requirement of five years.

THE POST-TENURE REVIEW

The *Post-Tenure Review* occurs on a 5-year cycle. Faculty submit vitae and copies of all five most recent annual evaluations by the regular date required by the College of Nursing and Health Sciences for

promotion and tenure actions. The College of Nursing and Health Sciences Faculty Promotion and Tenure Committee examine submitted materials. Three or more Satisfactory annual evaluations with at least two of these within the three years prior to the review and no Unsatisfactory evaluations will result in reward and recognition of Satisfactory performance. A report from the Committee is forwarded to the faculty member, Dean, and Vice-President for Academic Affairs. Two or more Unsatisfactory annual evaluations with at least one of these within the three years prior to the review requires a remediation plan by the candidate. The Committee submits a report to the faculty member, Dean, and Vice-President for Academic Affairs. All other cases result in a Committee report to the faculty member, Dean, and Vice-President for Academic Affairs.

LECTURE-TRACK FACULTY: APPOINTMENT, REVIEW, AND PROMOTION PROCESS

A. Appointment

Lecturers and Senior Lecturers are appointed by the CONHS on a year-to-year basis. Lecture-Track Faculty should present the appropriate degree for their field. The most important criterion related to qualifications for appointment is teaching ability including classroom presence, knowledge of the subject, and familiarity/skill with current instructional methods.

B. Reviews

The primary consideration in the third-year and fifth-year reviews will be contributions in teaching and service.

- Lecturers will undergo third- and fifth-year review.
- Lecturers will develop a Review Dossier. Standards of performance and examples of evidence for teaching and service are provided in the **Health Sciences Educator Competencies** developed by and for the CONHS at Valdosta State. Given that the primary consideration in the third-year and fifth-year reviews will be contributions in teaching and service, the dossier should address competency #1 Teaching and competency #3 Service of the Health Science Educator Competencies.
- The dossier should include a thoughtfully constructed narrative self-evaluation of teaching; description of professional development to remain current in the field; a reflective analysis of external evaluations (SOIs and peer-evaluations of teaching); and description of service to the CONHS, University, community, etc.
- The CONHS Checklist for Development of Faculty Review Dossier—Lecture Track can be used to guide assembly of the dossier.
- Lecturers who have received a favorable fifth-year review may apply for promotion to Senior Lecturer during their sixth year to take effect during their seventh year of continuous service.
- After their initial fifth-year review, lecturers must be reviewed every five years. Subsequent fifth-year reviews will require the same documentation required in post-tenure reviews.
- Unsatisfactory reviews will be grounds for non-reappointment.
- Lecturers whose reviews do not demonstrate exceptional teaching ability and extraordinary value may be terminated at the end of their sixth year (BoR 8.3.8.1).

C. Promotion Criteria

The promotion of Lecturer to Senior Lecturer is based upon the experience and academic background of the candidate as well as the instructional needs in the position. Promotion to Senior Lecturer is based on merit and is not automatic. Promotion decisions are not necessarily retention decisions. Promotion is not necessary for continued employment beyond six years.

- If the candidate chooses to apply for promotion, the fifth-year Review Dossier must be developed (as described above in **B. Reviews**) and should include elements described on the Checklist for Development of Faculty Promotion and Tenure Dossier.
- If the candidate chooses not to apply for promotion, the fifth-year Review Dossier should include elements described on the Checklist for Development of Faculty Promotion and Tenure Dossier (Checklist element “A” not required).

D. Reappointment

Lecturers and Senior Lecturers are appointed by the institution on a year-to-year basis. Renewal of Lecture-Track Faculty appointments depends not only on exceptional teaching ability and extraordinary value to the institution, but also on the instructional needs in the position.

RANK SPECIFIC PROMOTION AND TENURE EXPECTATIONS

Promotion and Pre-Tenure Review Guidelines: Instructor to Assistant Professor Rank

A. Timing for Promotion On Track/Pre-Tenure Reviews

Faculty will have a Required On Track/Pre-Tenure Review for promotion during the third year of employment as a full-time Instructor in the College.

Faculty will have a Required Promotion Review during the sixth year of employment as a full-time Instructor in the College.

Faculty may initiate an Elective Promotion Review upon entering eligibility within the College of Nursing and Health Sciences (completion of the terminal degree and three years as a full-time, Instructor in the College). While faculty without the terminal degree may initiate an Elective Promotion Review any year upon meeting the University System minimum time in rank of three years as an Instructor, promotions resulting from such “early” review are rare and should not be expected.

B. Promotion Criteria

An Instructor’s primary responsibilities are to establish, develop, and refine an effective teaching style and, based on consultation with the Dean, to contribute effort to academic achievement and service that is consistent with the responsibilities of the position and the goals of the department. The maximum period of time that may be served at the rank of full-time Instructor shall be seven (7) years (BoR 8.3.7.6).

Tenure and Post-Tenure Guidelines: Faculty Initially Appointed at the Instructor Rank

Instructor rank is an entry level position. Tenure is not awarded to faculty holding the Instructor rank. Faculty without the terminal degree, who were initially appointed at the Instructor rank but

subsequently appointed to Assistant Professor, will have a Required Tenure Review during the sixth year after promotion to Assistant Professor or during the ninth year of employment at Valdosta State University, whichever comes first.

It is expected that the Instructor has earned a terminal degree in order to be eligible for promotion to Assistant Professor. Faculty initially appointed at the Instructor rank who earn the terminal degree and are promoted to Assistant Professor may initiate an Elective Tenure Review after achieving eligibility expected in the College of Nursing and Health Sciences (completion of the terminal degree and minimum time served in rank at the Assistant Professor level).

For Post-Tenure Review follow the guidelines as described in the next Section (for Assistant Professors).

Promotion and Pre-Tenure Review Guidelines: Assistant Professor to Associate Professor Rank

A. Timing for Promotion/Pre-Tenure Reviews

Faculty will have a Required Pre-Tenure Review during the third year of service after initial appointment to a full-time, tenure track or non tenure-track position as Assistant Professor at Valdosta State University. If the faculty is seeking promotion to the Associate Professor Rank, this pre-tenure review may be used for promotion. It should be noted that some individuals may provide valuable service at the rank of Assistant Professor and may be progressing toward tenure in a positive manner, but may not have achieved a level of service required to be promoted to Associate Professor.

Faculty may initiate an Elective Promotion Review upon entering eligibility expected within the College of Nursing and Health Science (completion of terminal degree and minimum four years as an Assistant Professor, at Valdosta State University).

B. Promotion Criteria

Notable sustained performance in teaching, scholarship, and service that demonstrates a high level of accomplishments in scholarly activities and research are required for promotion to Associate Professor. Meritorious achievement should be evident in professional growth and development and service which includes active involvement in leadership roles internal and external to the institution and region. Collegial relationships should be developed that are professional and productive. The College of Nursing and Health Science guidelines for promotion eligibility expect faculty to have served four years in rank as an Assistant Professor and to have completed the terminal degree. These requirements are minimum, and one should not anticipate automatic promotion after teaching for the minimum years required and completing the terminal degree.

Promotion and Tenure Review Guidelines: Associate Professor to Full Professor Rank

A. Timing for Promotion Reviews and Promotion Criteria

Appointment to Associate Professor does not entail eventual promotion to Professor. The rank of Professor is reserved for those who have demonstrated continuous intellectual development and academic leadership. Candidates for promotion to Professor shall have established themselves as leaders, mentors, and scholars, and contributed to the discipline. Typical expectations for Professors include: 1) satisfactory teaching, 2) preparation of and dissemination of significant scholarship or

engagement in juried creative works grounded in their areas of expertise, and 3) service that is of value to the discipline. Faculty may initiate an Elective Promotion Review upon entering eligibility expected within the College of Nursing and Health Science (completion of terminal degree and minimum time in rank of five years as an Associate Professor at Valdosta State University).

COMPOSITION OF THE FACULTY PROMOTION AND TENURE COMMITTEE

The purpose of The Faculty Promotion and Tenure Committee of the College of Nursing and Health Sciences (CONHS) at Valdosta State University shall be to:

1. recommend and implement policy regarding CONHS faculty promotion and tenure; and
2. stimulate scholarship, research, and advanced clinical practice of faculty members.

The Faculty Promotion and Tenure Committee shall consist of three (3) elected members. One (1) of these members may be appointed by the Dean as needed to maintain minimum committee size. If a sufficient number of tenured faculty is not available then, nonadministrative faculty members with highest rank and greatest longevity shall be eligible to serve. In this case, faculty who have been members of the CONHS for at least two (2) years and hold rank at the Assistant Professor level or above are permitted to serve on the committee; faculty members with fifty (50) percent or greater administrative appointments are not eligible to serve on the committee. If the committee in consultation with the Dean believes that a sufficient number of peer faculty at the rank needed to support a decision are not available, then faculty from other colleges within VSU may be recruited to help evaluate faculty portfolios. Each member shall serve a two (2) year term, with terms being staggered.

The functions of the Faculty Promotion and Tenure Committee shall be to:

1. assess, implement, and evaluate policy and procedures of the CONHS regarding promotion and tenure;
2. make recommendations to the Dean regarding promotion and tenure; and
3. encourage and mentor faculty members in professional activities and scholarship (Source: College of Nursing and Health Sciences Bylaws, 2013).

EVALUATION STANDARDS OF PERFORMANCE AND EXAMPLES OF EVIDENCE

In addition to the specific procedural and substantive standards described in the VSU Tenure and Promotion Policies and Procedures and the CONHS Promotion and Tenure Review Process document, the focus of any and all tenure and promotion decisions shall be only on the evaluation of the following areas of faculty performance:

- Teaching and student learning
- Scholarship
- Service

The minimum criteria for promotion for all institutions in all professorial ranks are:

1. Superior teaching
2. Outstanding professional service to the institution, and/or the community
3. Outstanding research, scholarship, creative activity or academic achievement
4. Professional growth and development (BoR 8.3.6.1).

Noteworthy achievement in all four of the above need not be demanded, but should be expected in at

least two (2).

The minimum criteria for tenure for all institutions in all professorial ranks are:

1. Superior teaching; demonstrating excellence in instruction
2. Academic achievement, as appropriate to the mission
3. Outstanding service to the institution, profession, or community
4. Professional growth and development (BoR Minutes, October 2008).

Noteworthy achievement in all four of the above need not be demanded, but should be expected in at least two (2).

Evaluations by the Faculty Promotion and Tenure Committee for Third-year and Fifth-year Review (Lecturer/Senior Lecturer), Pre- Tenure, Promotion, Tenure, and Post-Tenure Review will be based upon the performance standards for teaching, scholarship, and service described in the Health Sciences Educator Competencies.

**CHECKLIST FOR DEVELOPMENT OF FACULTY
PROMOTION AND TENURE DOSSIERS**

A complete faculty dossier must contain the following discrete sections:

- A. _____ Cover sheet for the action under consideration.
- B. _____ Curriculum vitae with activities since last action highlighted.
- C. _____ All annual evaluations since last action.
- D. _____ All letters of recommendation from College FP&T Committee and Dean since last action.
- E. _____ Optional 3-page supplemental narrative that supports content of CV.
- F. _____ Evidence of Teaching that supports content of CV. This section must include original SOIs for all courses taught since last action and all peer evaluations since last action.
- G. _____ Evidence of Scholarship that supports content of CV.
- H. _____ Evidence of Service that supports content of CV.

**CHECKLIST FOR DEVELOPMENT OF FACULTY
REVIEW DOSSIERS—LECTURE TRACK**

A complete faculty dossier must contain the following discrete sections:

- A. _____ Cover sheet for the action under consideration.
- B. _____ Curriculum vitae with activities since last action highlighted.
- C. _____ All annual evaluations since last action.
- D. _____ All letters of recommendation from College FP&T Committee and Dean since last action.
- E. _____ Three-page narrative self-evaluation of teaching.
- F. _____ A reflective analysis of external evaluations (SOIs and peer-evaluations of teaching). This section must include original SOIs for all courses taught since last action and all peer evaluations since last action.
- G. _____ Description of professional development to remain current in the field
- H. _____ Description of service to the CONHS, University, community, etc.

CALENDAR

<u>DATE</u>	<u>ACTION</u>
July	Dean notifies FP&T Committee Chair of faculty eligible. Faculty confirm intent related to personal action with FP&T Chair.
October	Candidate submits dossier to Chairperson of FP&T Committee. Chairperson or Dean may request additional materials.
November	FP&T Committee review dossier and any requested additional materials. FP&T Committee forwards a letter of recommendation to the Dean and Candidate.
December	Dean submits summary and recommendation to the Vice President for Academic Affairs. UTPC Committee reviews Candidate's application for action and forwards recommendation to the Vice President for Academic Affairs and the Candidate.
March	Candidate may inquire to the Office of the Vice President for Academic Affairs if recommendation has been sent forward to the Board of Regents.