

**East Georgia State College Faculty Handbook**  
**Promotion and Tenure Policy**

**Revisions Adopted by Faculty Senate 8/7/15**

**Revisions Adopted by President 12/18/15**

**Adopted by Faculty Senate 4/14/14**

**Approved by President 7/16/14**

**7.5 Promotion and Tenure**

In order to administer the policies of the Board of Regents and comply with the Statutes of East Georgia State College, the procedure described herein is to be followed in evaluating and recommending faculty members for promotion and tenure. The purpose of this procedure is to provide an orderly and constructive process for counseling faculty members as they advance toward promotion and tenure and to provide a mechanism by which all faculty will be evaluated fairly. These procedures apply to full-time tenured and tenure-track faculty.

The policy at East Georgia State College is intended to supplement the policies of the Board of Regents as stated in sections 8.3.6 and 8.3.7 of the Policy Manual of the Board of Regents, section 4.5 of the Academic and Student Affairs Handbook of the Board of Regents, and Article VII, Section B of the Statutes of East Georgia State College. Successful bids for promotion and/or tenure will be linked to merit pay increases.

**Criteria**

All decisions pertaining to promotion and tenure shall be based upon the following criteria: teaching, professional growth and development, and service to the institution and/or community. Promotion and tenure dossiers must demonstrate noteworthy achievement in teaching and at least one other of the three criteria; activity in all three areas is required.

Teaching

All faculty members at East Georgia State College are expected to be effective teachers. The candidate must be able to present evidence of effective teaching in support of a bid for promotion or tenure. Such evidence may include but is not limited to peer and supervisor observations of teaching, student evaluations, classroom assessment, assessment of learning outcomes, and success of students.

Professional Development

All faculty members are expected to participate in activities that enhance their performance as academic professionals and teachers. These include but are not limited to publishing; presenting papers at regional, state, or national meetings; attending professional meetings; studying professional literature in one's field of expertise; participating in professional organizations; and engaging in academic coursework toward completing academic degrees. (Holding a particular degree does not, in and of itself, guarantee promotion or tenure.)

Service

Effective service to the institution encompasses activities that a faculty member does that go beyond the classroom responsibilities. These include but are not limited to effective student advising, service on standing and special committees, advising/participation in extracurricular organizations, discipline-related community service, articles written for local publication, and service to the community through civic or charitable organizations.

**Promotion/Tenure Time Line**

Eligible to apply for Assistant Professor in 5th year at rank of Instructor

Pre-tenure Review in 3rd year at rank of Assistant Professor or higher, untenured

Eligible to apply for Associate Professor in 5th year at rank of Assistant Professor  
Eligible to apply for Tenure in 5th year at rank of Assistant Professor or higher, untenured  
Eligible for to apply for Professor in 5th year at rank of Associate Professor

In accordance with the Board of Regents Policy Manual,

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. (8.3.7.4)

If tenure application is not successful, the faculty member may reapply during the fall term of the subsequent years until his/her maximum allowable service years have been reached. In accordance with the Board of Regents Policy Manual.

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. (8.3.7.6)

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)

Each August, the dean will inform faculty members of their current position on the tenure and promotion timelines. Time at rank does not guarantee promotion or tenure.

Applications for early tenure and/or promotion must make the case for exceptionality. Both the dean's recommendation and the committee's recommendation must address the early nature of the application.

### **Application Guidelines**

The pre-tenure, tenure, and promotion processes begin with the applicant's submission of a dossier to his/her dean. Dossiers should conform to the following guidelines for dossiers and curricula-vitae. The Review Committee for Promotion/Tenure may ask for further documentation in order to determine the degree to which the faculty member has met the criteria outlined above.

### **Dossier Guidelines**

Since the dossier is developed to support a candidate for promotion and/or tenure, it should be focused on showing the strengths of the candidate.

1. The dossier should contain the following items:

- A table of contents outlining the following organizational plan
- I. A cover letter (abstract).
- II. Three letters of support and/or recommendation from peers.
- III. A current curriculum vitae.
- IV. Narrative\* on teaching.

- V. Narrative\* on professional development.
- VI. Narrative\* on service (service may be a single narrative or divided into institutional [VI] and community [VII] service narratives)

(\*Narratives should be no more than two pages and should address the period relevant to the application; they may be followed by supporting appendices.

Summary student evaluations of teaching for the period addressed by the dossier must be included in the section IV appendices. Evidence of professional development (e.g. short abstracts of the most significant publications and presentations) may be included in an appendix to section V.)

- 2. The dossier is not developed to show every single activity of a candidate but a selection of strongest activities. All dossiers should be limited to materials that fit into a single 2-inch binder.
- 3. Letters of support and/or recommendation should address different attributes. All letters of support or recommendation should be typed and original.
- 4. The cover letter should act as an abstract of the dossier.
- 5. An addendum may be appended to the dossier in order to include items necessary to accurate evaluation of the dossier which are not included among the required elements.
- 6. The dossier may be presented in hard copy, electronic, or hybrid form. Hybrid dossiers will consist of the cover letter, curriculum vitae, letters of recommendation, and section narratives in printed form, supported by appendices in electronic form.

### **Vita Guidelines**

The vitae should be current and organized by the following headings:

Education: List degrees earned, the awarding institutions, and the dates completed.

Professional Experience: List job titles and teaching experience, including employers, date of employment, and subjects taught.

Professional Development: List professional growth and development activities.

Service: List service to the college and community (may be presented as two sections: Institutional Service and Community Service).

### **Review Committees for Promotion/Tenure**

Review Committees for Promotion/Tenure shall be composed of all qualified faculty from the applicant's school (excluding the dean). The dean shall organize the committee; the committee will elect its chair. In the case of tenure applications and pre-tenure dossiers, the Review Committee for Tenure will be composed of all tenured faculty from the applicant's school; in the case of applications for promotion, the Review Committee for Promotion will be composed of all faculty from the applicant's school ranked at or above the rank applied for. Each review committee must have a minimum of five members. If the applicant's school has fewer than five qualified faculty for a review committee, the qualified school faculty shall select appropriate faculty members (faculty from other schools who meet tenure and rank qualifications) to complete a committee of five. (If the applicant serves in an academic department within a school, his/her review committee will be drawn from departmental faculty supplemented, when necessary, by school faculty.)

### **Administrative Procedure**

The normal chain of progression for a promotion or tenure application is from the dean to the school Review Committee for Promotion/Tenure, then to the vice president for academic affairs, and finally to the president. Specific responsibilities of the dean, the Review Committee, and the vice president for academic affairs will be delineated below.

Once an application for tenure or promotion is initiated, the faculty member may request at any time that the application be withdrawn; otherwise, the dossier will proceed through the entire administrative procedure.

The dean will counsel the faculty member about his/her responsibility to the institution and about institutional expectations. This process will begin with the hiring of a new faculty person and will be ongoing, especially during the years leading up to a decision on the award of tenure.

### Pre-Tenure Review

By April 1 in his/her third year of service at the level of assistant professor or higher, each untenured faculty member must submit a pre-tenure dossier to the dean, the dean will facilitate the election of a chair of the pre-tenure committee, and then forward the dossier to the committee. The dossier is for review and critique and is not a formal application for tenure. By the last day of classes of that spring semester, the review committee will provide, to both the faculty member and the dean, a written critique of the dossier. The dean will use the committee's critique in counseling the faculty member toward tenure.

### Promotion/Tenure Application

When the faculty member is eligible for promotion/tenure according to the appropriate timeline(s), he/she may submit an application dossier to his/her dean.

Promotion/Tenure dossiers should be submitted by November 1. The dean will notify the vice president for academic affairs and the review committee(s) that the application has been initiated; review the dossier; add to the dossier his/her recommendation regarding the application, including his/her assessment of the applicant's qualifications for promotion/tenure; and forward the dossier to the division's Review Committee for Promotion/Tenure.

The review committee will review and vote on the application, add its recommendation to the dossier, and forward the dossier to the vice president for academic affairs prior to the college's last working day in December. At the same time, the committee will, in writing, notify the faculty member and the appropriate dean as to its recommendation on the application, including a rationale for that decision. Applications must receive a simple majority to pass.

When the vice president for academic affairs receives a tenure/promotion dossier from the Review Committee for Promotion/Tenure, he/she will review the application, add his/her recommendation to the dossier, and forward the dossier to the president upon the return to an official schedule of operation of the college. At the same time, the vice president for academic affairs will, in writing, notify the faculty member and the dean as to his/her action and recommendation on the application, including a rationale for that decision.

The president shall render his/her decision on the application by the end of February of the same academic year and return the application dossier to the faculty applicant, including a written rationale for his/her final decision on the application.