



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

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

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Approved by College Faculty, Spring 2023**

# PROMOTION AND TENURE POLICIES AND PROCEDURES

## Introduction

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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/governance/handbook/>

Responsibility for developing promotion and tenure applications rests with the faculty member. The candidate's application should be developed after consultation with their department head 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:

The minimum criteria for promotion are:

1. Excellent teaching and effectiveness in instruction;
2. Noteworthy involvement in student success activities;
3. Noteworthy professional service to the institution or the community;
- 4.

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 (6.2) stipulates:

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

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

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

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

## Promotion Criteria

## Promotion to Professor

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

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

## Tenure Policy

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

Tenure resides at the institutional level. Institutional responsibility for employment of a tenured individual is to the extent of continued employment on a 100 percent workload basis for two out of every three consecutive academic terms until retirement, resignation, separation as remedial action related to tenure review, dismissal for cause, or release because of financial exigency or program modification as determined by the Board of Regents.

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

Tenure may be awarded with approval of the president, upon completion of a probationary period of at least five (5) years of full-time service at the rank of assistant professor or higher. The five-year period must be continuous, except that a maximum of two (2) years interruption because of a leave of absence during service may be permitted, provided, however, that an award of credit for the probationary period of an interruption shall be at the discretion of the president.

A maximum of three (3) years' credit toward the minimum probationary period may be allowed for service in tenure track positions at other institutions or for full-time service at the rank of instructor or lecturer at the same institution. Such credit for prior service shall be approved in writing by the president at the time of





## Humanities and Social Sciences Promotion and Tenure Advisory Committee

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

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

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

### Additional Procedures

#### Departmental Recommendation

If the department head makes a negative recommendation, the candidate decides whether to

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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

I.B: Teaching Activities - Bullet points should be used to enumerate activities below  
each activity, note the date, duration, and nature of activity. Denote with an asterisk

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

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

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

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

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

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

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

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

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

I.C: Student and Peer Evaluations, Candidates must provide evidence of teaching excellence from M4 (hi)80(r)3 5016 Tc -0.016 T3 (ov)c82e abov avtn 8T0 1 4 ( as)-1 .aa

action, candidate should include at least two peer evaluations of teaching from across multiple years. In cases of tenure, one peer evaluation should occur before tenure (3rd-year review) and one after. Reviews should be selected in consultation with the department head or department committee. Peer evaluations of teaching should include a narrative—whether or not a rubric is included. Faculty should seek out peer evaluations that reflect the modality of their teaching. There is no expectation of a peer evaluation of class set (i)-6 (o)4 (c)4 cncr odi (hou)l r notuvseop. n4 e

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

II.A.1.b:

## II.A.2: Externally Refereed Works:

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

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

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

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

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

II.B. 5: External grant proposal

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

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

#### Criteria for senior and principal lecturers

Candidates for promotion to senior lecturer should document six professional development activities for which any of the above items may count (see departmental FEM). Candidates for promotion to principal lecturer should document eight professional development activities for which any of the above items may count. There is no expectation 0.003 (e)6 (a)6 (b)2

one of which is at the department level. Candidates for promotion to senior or principal lecturer should demonstrate activity at the department level and at one other level.

### III.A: Service to the Department

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

### III.B: Service to the College

This category can include service on the college promotion/tenure review committee, awards committee or

### III.C: Service to the Institution

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

### III.D: Service to the University System of Georgia

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

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

### III.E : Service to the Profession

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

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



### III. E.10: Other consulting activities

### III. E.11: Posts held in professional organizations

### III.F. Service to the Community

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

#### III.F.1: Public Lectures

#### III.F.2: Conferences

#### III.F.3: Workshops and Seminars

#### III. F.4: Non-credit courses

### III. F.5: Other community service

#### III.G. Other Service Activities

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