



James LaPlant, Dean

Adopted Spring 1977

Revised Fall 1977

Revised 1990

Revised 1992

Revised 1995

Revised 1997

Revised 2000

Revised 2005

Revised 2011

Revised 2012

Revised 2018

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 _____ of the Board of Regents of the University System of Georgia, the _____ of the Office of Senior Vice Chancellor for Academic Affairs, the _____ of Valdosta State University, and the VSU Tenure and Promotion Policies and Procedures. As stated in the Preface of the _____ :

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 _____ of the Board of Regents prevails over all other documents. The _____ of the Board of Regents can be searched at <http://www.usg.edu/policymanual/>, the _____ of the Board of Regents is available at http://www.usg.edu/academic_affairs_handbook/, and the VSU _____ is available at <https://www.valdosta.edu/administration/faculty-senate/handbook/>.

Responsibility for developing promotion and tenure applications rests with faculty members. The _____

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 (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.

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.

A faculty member's promotion to a higher academic rank requires

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 doctorate¹ in their teaching field or related field 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,² 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.³

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 doctorate¹ in their teaching field or related field 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,² 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.³

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

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.

The BoR (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, -1.18 TD(ab)-4 (s)-5 g

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.

The BoR (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 (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

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.

- x Completed evaluations shall be submitted directly to the department head by September 10.
- x 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.
- x The department head shall tally the recommendations and submit the tally and individual responses to the departmental promotion and tenure advisory committee.
- x 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 (-25.58 s)-1 (.4 (l). (oh2w -14 () C)-1 (o)2 (d)2n.oh2Tc 60 2 (ppl (i)-2C /LB S) c a m d i t o 3 8 8 1 p d f T

Tenure Deadlines*	Action
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	

The _____ 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)

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.

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 _____

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

decrseeisrso

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:

I. Teaching: Summary of Recommended Point Count

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

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:

xFor each category below include only information that pertains to one’s professional career.

xItems should be listed in reverse chronological order with the most recent accomplishments listed first.

xCandidates 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.

II.B.1: Papers, posters,

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.

III. Service: Summary of Recommended Point Count

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

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

CRITERION I: Teaching	not to exceed 30 points	not to exceed 45 points	not to exceed 50 points
CRITERION II: Professional Growth and Development – not to exceed 35 points			
CRITERION III: Service to the Profession, Institution and Community – not to exceed 20 points			
GRAND TOTAL -	not to exceed 80 points	not to exceed 95 points	not to exceed 100 s

**COLLEGE OF HUMANITIES AND SOCIAL SCIENCES
EVALUATION OF TENURE CANDIDATE
TO BE COMPLETED BY TENURED DEPARTMENTAL FACULTY**

Candidate: _____ Rank: _____

Department: _____ Highest Degree: _____

Institution Awarding Degree: _____

Part I - Analysis of Candidate's Professional Performance

1. Please analyze the candidate's strengths and weaknesses in the area of teaching and explain the basis upon which conclusions are drawn.

2.

4. Part II - Summary Evaluation

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

Part III - Recommendation