Tenure and Promotion Procedures
Department of Curriculum, Foundations, and Reading
Approved: 2/6/15

The Department of Curriculum, Foundations, and Reading has developed the following procedures that are consistent with those identified in the Georgia Southern University Faculty Handbook (sections 208 and 209). This information is intended to provide assistance and clarification to individuals (i.e., candidates or committee members) involved in the tenure and/or promotion process. The Faculty Handbook states that promotion is based on merit and is not automatic and that each Unit will have written procedures for promotion recommendations approved by the provost and available to all faculty members. Tenure recommendations must be made in accord with Board of Regents’ guidelines and may be awarded after five years of full-time institutional service at the rank of assistant professor or higher. [Note: Procedures are subject to change pending revisions to the university guidelines for tenure and promotion. Faculty will be evaluated for tenure and promotion based upon the criteria in effect when employment began at Georgia Southern or the date of most recent personnel action.]

Procedures for Tenure and Promotion

Tenure track and tenured faculty are encouraged to review the documents available on the COE Tenure, Promotion and Welfare Committee’s website and the provost’s website as well as the Faculty Handbook for information regarding college and university tenure and promotion policies and timelines.

Candidate

The candidate must adhere to deadlines established by the COE Tenure, Promotion and Welfare Committee. The candidate must notify and seek input from the department chair regarding his or her decision to apply for tenure and/or promotion. The candidate for tenure and/or promotion will be responsible for compiling evidentiary materials in accord with college and university guidelines. The candidate may work with the department chair to solicit external review(s) of the candidate’s teaching, scholarship and/or service to accompany evidentiary materials. The candidate is encouraged but not required to solicit feedback on these materials from the department chair and other faculty prior to submitting the materials for formal review. It is strongly recommended that the candidate address any deficiencies identified from previous reviews by the department chair and prior review committees.

Committee Membership

The tenure committee will consist of all tenured faculty members in the department. In the event that there are not at least three eligible tenured faculty members in the department, the existing tenured faculty members will work with the department chair to establish an appropriate committee (Faculty Handbook, Section 209).

The promotion committee will consist of all faculty members in the department who are currently equal to or above the rank being sought by the applicant. In the event that there are not at least three eligible faculty members in the department, the existing faculty members equal to
or above the rank being sought by the applicant will work with the department chair to establish an appropriate committee.

Committee Process

In accordance with the COE tenure and promotion calendar, the department chair will convene and charge the departmental tenure and promotion committee. Following the committee charge, the department chair will ask committee members to nominate and elect a chair. Persons holding the rank of full professor with a minimum of two years of experience on the department tenure and promotion committee are eligible for nomination; if there are no committee members holding the rank of full professor, then those with the highest rank represented among sitting tenured faculty are eligible for nomination. Nominations may be submitted in writing to the department chair prior to the meeting, or they may be offered during the meeting from committee members. Nominees must accept nominations before elections are held. If more than one nomination is accepted, a majority vote by secret ballot among committee members present determines the chair. Results of the vote will be read by a committee member who was not nominated. Once the committee chair has been determined, the department chair will exit the meeting. The tenure and promotion committee chair will officiate the meeting(s) and ensure that approved department procedures are followed and that candidates are evaluated fairly. Specific responsibilities of the committee chair include the following: 1) scheduling location, time, and date to review candidate materials (the department chair will negotiate any scheduling conflicts between the committee chair and affected faculty member(s)); 2) holding nominations for candidate letter writers; 3) documenting members present and absent at meetings as well as any actions taken and voting outcomes; 4) forwarding meeting documentation, letters and committee recommendations to the department chair; and 5) completing departmental committee section of university tenure and/or promotion form(s).

After candidate materials have been submitted, the tenure and promotion committee chair will convene all eligible faculty to discuss candidate materials and make recommendations. The first order of business is to nominate a separate letter writer for each tenure and promotion candidate. Persons with a minimum of two years of experience on the department tenure and promotion committee are eligible for nomination. Nominations may be submitted in writing to the committee chair prior to the meeting, or they may be offered during the meeting from committee members or the committee chair. Nominees must accept nominations before elections are held. If more than one nomination is accepted, a majority vote by secret ballot among committee members present determines the letter writer. Results of the vote will be read by a committee member who was not nominated. The second order of business is to review candidate material using the departmental, college, and university criteria. The purpose of the review process is to ensure that each candidate receives a fair, consistent, and thorough evaluation of his/her work. Following a discussion of each candidate, a vote will be taken by secret ballot from members present regarding the recommendation for tenure and/or promotion. A separate vote is required for tenure and promotion for individuals simultaneously seeking tenure and promotion. During the meeting, ballots are to be counted by the committee chair and another committee member, and the committee is informed of the vote count. The committee chair is responsible for forwarding the vote count to the department chair.

All tenured faculty members are expected to fulfill their responsibilities to the department process by making every effort to prepare for and attend the committee meeting. Committee
members who are unable to attend the committee meeting may submit written comments to the committee chair prior to the meeting. Written comments should be relevant to the review process. The committee chair will make copies of any written comments that are submitted and distribute these during the committee meeting. Committee members will have approximately 5-10 minutes to read the comments. The committee chair will collect and shred all written comments at end of meeting.

Although individual committee members will lead the initial authorship of each letter, editing and final wording of the letter is ultimately the responsibility of all committee members. The lead author for each letter will utilize evaluative comments from the meeting to write a letter that accurately represents the discussion of the candidate during the review. The letter will provide evaluative comments based upon tenure and/or promotion criteria as indicated in the departmental, college and university guidelines. Letters should be on departmental letterhead and should indicate submission from the committee rather than the lead author. It is in the best interest of all candidates that letters within a specific review category (e.g., tenure and promotion, tenure only, promotion only) are consistent in format, length (1-2 pages), and emphasis on each evaluation area. In the case of promotion, letters should explicitly state whether applicant is noteworthy, satisfactory, or unsatisfactory in each of the evaluation areas. Each letter should end with an overall statement summarizing the committee’s recommendation. Committee members will discuss and set specific deadlines for completion and approval of the candidate’s letters. The lead author is responsible for providing a draft of the letter to committee members via e-mail. Committee members are responsible for reviewing the letter to ensure that it is a fair representation of comments made about the candidate during the meeting and for providing feedback to the lead author. If consensus cannot be reached regarding the letter’s content, the committee chair will convene another meeting to continue discussion regarding the candidate. The lead author will submit the final letter to the committee chair who will then forward letter to the department chair. All proceedings of the committee (face-to-face and electronic) are to remain strictly confidential; committee outcome will only be shared with the candidate by the department chair.

**Department Chair**

The department chair will review the recommendation(s) received from the committee(s) regarding each application for tenure and/or promotion. The chair will then write a letter for each candidate acknowledging the recommendation of the tenure and/or promotion committee(s) and providing his or her own recommendation, including a statement about whether he or she concurs with the committee recommendation. Both letters and the committee vote count will be included with the application materials, which are forwarded to the COE Tenure, Promotion and Welfare Committee. The department chair will be responsible for discussing with candidates the contents of the department tenure and promotion committee recommendation letter as well as his or her recommendation letter prior to submitting tenure and promotion materials to the college level.

**Appeals**

Please consult the current version of the *Faculty Handbook* (Section 210) and the most recent version of the *COE By-Laws* for more information on appeals.