PROMOTION

Promotion at Georgia Southern requires an ongoing record of satisfactory performance in all areas of evaluation, with more than satisfactory performance in teaching and one other area. (Faculty Handbook, 2018-2019, p. 43)

According to the Board of Regents, a promotion is considered early if the individual has served less than the number of years in rank at Georgia Southern as listed below:
- To Senior lecturer, 3 years
- To Assistant Professor 3 years
- To Associate Professor 4 years
- To Professor 4 years

Under special circumstances, faculty who are performing significantly above the expectations for their current rank may be considered for “Early” promotion. At research and comprehensive universities, faculty may be considered for “early” promotion with less than the required minimum years of service in rank listed below; however these cases require strong justification and approval by the President (Faculty Handbook, 2018-2019, p. 44)

Assistant Professors to Associate Professor

<table>
<thead>
<tr>
<th>Timeline</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
<th>Year 6</th>
</tr>
</thead>
<tbody>
<tr>
<td>On Time</td>
<td>First Year of Employment as Assistant Professor</td>
<td>3rd Year Review</td>
<td></td>
<td></td>
<td>Submit Dossier for Promotion [Noteworthy in Teaching and One Other Area]</td>
<td>First Year as Associate Professor</td>
</tr>
<tr>
<td>Early</td>
<td>First Year of Employment as Assistant Professor</td>
<td>3rd Year Review</td>
<td></td>
<td>Submit Dossier for Promotion [Noteworthy in Teaching, Scholarship and Service]</td>
<td>First Year as Associate Professor</td>
<td></td>
</tr>
</tbody>
</table>

Associate Professors to Professor

<table>
<thead>
<tr>
<th>Timeline</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
<th>Year 6</th>
<th>Year 7</th>
</tr>
</thead>
<tbody>
<tr>
<td>On Time</td>
<td>First Year as Associate Professor</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Submit Dossier for Promotion [Noteworthy in Teaching and One Other Area]</td>
<td>First Year as Professor</td>
</tr>
<tr>
<td>Early</td>
<td>First Year as Associate Professor</td>
<td></td>
<td>Submit Dossier for Promotion [Noteworthy in Teaching, Scholarship and Service]</td>
<td>First Year as Professor</td>
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</tbody>
</table>

**TENURE**

Tenure at Georgia Southern University may be awarded after five years of full-time service at the institution at the rank of assistant professor or higher. Probationary credit, which must be granted at the time of initial appointment, may be used to reduce this time requirement. (Faculty Handbook, 2018-2019, p.42)

Note: Faculty who apply and are not recommended for tenure in minimum time or who use probationary credit and are not recommended may apply for tenure only once more. The maximum number of years to earn tenure is seven years. Individuals are not required to include probationary credit in the calculation of this maximum. Typically, individuals are considered for tenure in their fifth or sixth year, including any probationary credit. (Faculty Handbook, 2018-2019, p. 42)

**Pre-Tenure Review and Tenure Review**

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
<th>Year 6</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Year of Employment at Georgia Southern University</td>
<td>Submit materials for Pre-Tenure Review (3rd Year Review)</td>
<td>Submit Dossier for Tenure</td>
<td></td>
<td>First Year as Tenured Faculty Member</td>
<td></td>
</tr>
<tr>
<td><strong>0 Years Probationary Credit</strong></td>
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<td></td>
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</tr>
<tr>
<td>First Year of Employment at Georgia Southern University</td>
<td>Submit materials for Pre-Tenure Review (3rd Year Review) <strong>Recommended</strong></td>
<td>Submit Dossier for Tenure</td>
<td></td>
<td>First Year as Tenured Faculty Member</td>
<td></td>
</tr>
<tr>
<td><strong>1 Year Probationary Credit</strong></td>
<td></td>
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</tr>
<tr>
<td>First Year of Employment at Georgia Southern University</td>
<td>Submit Dossier for Tenure</td>
<td>First Year as Tenured Faculty Member</td>
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</tr>
<tr>
<td><strong>2 Years Probationary Credit</strong></td>
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</tr>
<tr>
<td>First Year of Employment at Georgia Southern University</td>
<td>Submit Dossier for Tenure</td>
<td>First Year as Tenured Faculty Member</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>3 Years Probationary Credit</strong></td>
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</table>
POST-TENURE REVIEW

Board of Regents policy stipulates that each tenured faculty member is to be reviewed five years after the most recent promotion or personnel action, as defined below, and at five-year intervals unless interrupted by a promotion, a written declaration to retire within five years (submitted through the appropriate dean’s office to the Provost’s Office), or a leave of absence. In the latter case, the faculty member will be reviewed upon returning to active employment. At Georgia Southern, “five years after” is interpreted as requiring review in the faculty member’s sixth year to allow for five full years of activity. Tenured faculty whose primary responsibilities are in administration, including interim appointments, will be reviewed five years after returning to a full-time faculty position. Faculty members undergoing post-tenure review will submit their materials for evaluation to the department chair or unit head by mid-January.

(Faculty Handbook, 2018-2019, p.45)

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
<th>Year 6</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Year after most</td>
<td></td>
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<td></td>
<td></td>
<td>Submit Dossier for</td>
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<tr>
<td>recent promotion or</td>
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<td></td>
<td></td>
<td>Post-Tenure Review</td>
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<tr>
<td>post-tenure review</td>
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</tbody>
</table>


Annual Promotion and Tenure Timeline

August

4th Monday
Department Chairs will have convened all tenured faculty members to elect the chairs of the Departments’ Tenure Committees and Promotion Committees.
Faculty will have notified the Department Chair whether or not they will request Tenure and/or Promotion.

Tuesday after 4th Monday
Tenure, Promotion and Welfare Committee will meet with the COE Dean to review Promotion and Tenure procedures and expectations.

Thursday after 4th Monday
Faculty seeking promotion and/or tenure will attend an information and advisement session conducted by members of the Tenure, Promotion, and Welfare Committee and the COE Dean.

September
Candidates prepare files. NOTE: Some departments may require an earlier deadline in order to complete reviews.

4th Friday
Candidates turn in all materials to Department Chair for review by the Department’s Tenure and Promotion Committee. (At this time all Tenure and/or Promotion materials are placed in a secure location and cannot be changed without approval of the Dean.) NOTE: Some departments may require an earlier deadline in order to complete reviews.

October

2nd Monday (If October begins on a Monday, it will be the 3rd Monday)
Departmental Tenure and Promotion Committees submit written reviews and recommendations to Department Chairs.

3rd Monday (If October begins on a Monday, it will be the 4th Monday)
Department Chair notifies candidates of Departmental support/no-support and reviews evaluation feedback from Department Promotion and Tenure Committee with the candidate. NOTE: A candidate’s documents continue to the next level of review even if the candidate decides to withdraw from promotion and/or tenure consideration.

4th Friday (If October begins on a Saturday or Sunday, it will be the 3rd Friday)
By noon, a candidate may submit a statement of clarification, if necessary. But, no new documents may be added to a candidate’s dossier.

By 5:00 p.m., all Promotion and Tenure files are submitted to the Dean and are made available to the College’s Tenure, Promotion and Welfare Committee.

November

2nd Monday
Tenure, Promotion and Welfare Committee submits written reviews, recommendations and files to the Dean.
3rd Monday
Dean notifies candidates of College support/non-support and, if requested, reviews evaluation feedback from College Promotion and Tenure Committee with the candidate.

December
1st Friday
By noon, a candidate may submit a statement of clarification, if necessary. But, no new documents may be added to a candidate’s dossier.

By 5:00 p.m., Dean sends all required materials and recommendations for Promotion and/or Tenure to the Provost/VPAA.

Note: Within each of the review processes, faculty members have the opportunity to submit letters of clarification pending the type and level of review. Any letters submitted by a faculty member are forward with the faculty member’s dossier and recommendations.
**Annual Post-Tenure Timeline** (aligned with recommended timeline in Faculty Handbook, 2018-2019, p. 37)

**September**
- **Notification by Mid-September**
  Faculty members due for Post-Tenure review are notified by Department Chair and provided a copy of the Post-Tenure Review Timeline.

**December**
- **1st Monday**
  Post-Tenure review materials submitted to Department Chair. Note: Some departments may require an earlier submission deadline in order to complete the reviews.

**January**
- **3rd Monday**
  Department Post-Tenure Committee's review and written recommend submitted to the Department Chair if department review occurs.

  **4th Thursday**
  Department Chair submits all Post-Tenure documents to the Dean.

  **Friday after 4th Thursday**
  Dean submits all Post-Tenure documents to the Chair of the College's Tenure, Promotion and Welfare Committee.

**February**
- **3rd Friday**
  Tenure, Promotion and Welfare Committee submits written recommendations and files to the Dean.

  **4th Friday**
  Dean notifies candidates of College support/non-support and, if requested, reviews evaluation feedback from College Promotion and Tenure Committee with the candidate.

**March**
- **2nd Monday**
  Dean submits all materials and recommendations to the Provost.
Annual Pre-Tenure Timeline (consistent with Faculty Handbook, 2018-2019, p. 37)

September
Notification by Mid-September
Faculty members due for Pre-Tenure review are notified by Department Chair and provided a copy of the Pre-Tenure Review Timeline.

January
4th Monday
Pre-Tenure review materials submitted to Department Chair. Note: Some departments may require an earlier submission deadline in order to complete the reviews.

February
2nd Monday
Department Pre-Tenure Committee's review and written recommendation submitted to the Department Chair, if department review occurs.

4th Monday
Department Chair submits all Pre-Tenure documents and reviews to the Dean.

March
2nd Monday
Dean and Department Chair discuss reviews and contents of Dean's correspondence with the Provost about Pre-Tenure reviews.

4th Monday
Department Chair discusses reviews with the candidates and, if appropriate, develops plan for a candidate's success.

April
2nd Monday
Dean submits Pre-Tenure reviews to the Provost and copies to Department Chairs and candidates.