Dr. Autumn Schumacher

Chair, Promotion and Tenure Committee

Report 3-2-15

The GRU P&T Committee met on February 24th to begin work on clarifying the language in the GRU Bylaws and GRU P&T guidelines. Dr. Schumacher (as chair of the P&T Committee) submitted the following recommendations (attached eight pages) via email to the Dr. Jean Pawl (GRU Senate President) on Thursday, February 26th and in person to the GRU Faculty Senate during the March 2nd meeting.
III, 2.5.3. Curriculum and Academic Policies Committee

Duties. The Curriculum and Academic Policies Committee oversees the evolution of the curriculum, ensuring it is academically sound and meets University goals and the educational needs of our students. The committee recommends appropriate policy to improve and develop academic programs in more than one college, including all undergraduate programs and matters pertaining to the Core curriculum. The committee also reviews all proposed courses, changes, and programs when those changes impact curriculum and academic issues in more than one college, the University as a whole, or all faculty members. The committee members are to mediate curricular problems within, between and among Colleges and oversee University policies and practices in areas such as admissions, classroom management, student retention, progression, graduation, and similar matters.

III, 2.5.4. Promotion and Tenure (P&T) Committee

III, 2.5.4.1. Membership. No individual can serve on more than one Promotion and Tenure (P&T) Committee at different levels (department, college, university). For the purpose of this document, the Library will be considered as a college and the Library Director as a dean. No faculty member in a position at or above the level of department chair shall serve on any P&T Committee. All committee members shall adhere to the Georgia Regents University (GRU) Individual Conflicts of Interest Policy: http://policy.georgiahealth.edu/2010/09/23/individual-conflicts-of-interest-policy/

Each college that has a promotion and tenure committee will have one representative on the University P&T Committee. The college representative will be elected by the full-time faculty of the College.

Term limits will be three years. Approximately one-third of committee membership will be appointed each year. Initial committee members will be appointed to one-, two- or three-year terms. Initial terms will be determined by lot. One third of the committee members will roll off each year and new members elected by their respective colleges. Group 1 consists of College of Business, College of Dental Medicine, and Medical College of Georgia. Group 2 consists of College of Allied Health, College of Arts, Humanities and Social Sciences, and the Library. Group 3 consists of College of Education, College of Nursing, and College of Science and Mathematics. Members shall not serve consecutive terms.

All members of the University P&T Committee will have full-time faculty appointments and will hold rank of Associate Professor or above with tenure.
The Library has no tenured faculty. Therefore, the Library is allowed to elect a representative that is an Associate Professor or above who is not tenured to serve on this committee. The Library representative may not vote on tenure applications.

The Graduate School does not have its own promotion and tenure committee, because all faculty have secondary appointments in this college. Therefore, the Graduate School does not meet the criteria for representation on this committee and shall not have a representative on the University P&T Committee.

A quorum will consist of 75% of those eligible to vote who must be physically or real-time virtually present at the meeting. A 60% majority
Promotion and Tenure Committee Guidelines

Promotion and Tenure (P&T) committee chairs at each level (department, college and university) will provide a one-page written summary of each committee recommendation for promotion or tenure. The summary will address teaching, scholarship, and service. This summary will be added to the P&T portfolio as it moves to the next level of review.

All faculty shall be notified in writing of the recommended decision, and receive a copy of the written summary, at each step of the promotion process outlined in Figure 1: Promotion Process for Georgia Regents University and Figure 2: Tenure Process for Georgia Regents University.

Committee Membership

No individual can serve on more than one P&T Committee at different levels (department, college, university). For the purpose of this document, the Library will be considered as a college and the Library director as a dean. No faculty member in a position at or above the level of department chair shall serve on any P&T Committee. Any faculty member with responsibility for directly supervising the candidate shall not be present or participate in any manner in the discussion of the candidate including not voting. All committee members shall adhere to the Georgia Regents University (GRU) Individual Conflicts of Interest Policy: http://policy.georgiahealth.edu/2010/09/23/individual-conflicts-of-interest-policy/

University Senate P&T Committee

1) The policies and procedures (i.e., term limits, quorum rules, membership, voting procedures, etc.) of the University Senate P&T Committee must be approved by the University President, published in the institutional policy library and be readily available to faculty, and be reviewed at least every 3 years.

2) Each college that has a P&T committee (see below) will have one representative on the University Senate P&T Committee. The college representative will be elected by the full-time faculty of that College.

3) Term limits for University Senate P&T committee membership will be three years. Approximately one-third of University Senate P&T Committee membership will be appointed each year. Initial committee members will be appointed to one-, two- or three-year terms. Initial term length will be determined by lot. One third of the committee members will roll off each year and new members elected by their respective colleges. Group 1 consists of College of Business, College of Dental Medicine, and Medical College of Georgia. Group 2 consists of College of Allied Health, College of Arts, Humanities and Social Sciences, and the Library. Group 3 consists of College of Education, College of Nursing, and College of Science and Mathematics. Members may not serve consecutive terms, except those who were initially appointed to a one-year term.

4) All members of the University Senate P&T Committee will have full-time faculty appointments, be tenured, and hold the rank of Associate Professor or above.

5) The Library has no tenured faculty. Therefore, the Library is allowed to elect a representative that is an Associate Professor or above who is not tenured to serve on the University P&T Committee. The Library representative may not vote on tenure applications.

6) The Graduate School does not have its own promotion and tenure committee, because all faculty have secondary appointments in this college. Therefore, the Graduate School does not meet the criteria for representation on this committee and shall not have a representative on the University P&T Committee.

5) A quorum will consist of 75% of those eligible to vote who must be physically or real-time virtually present at the meeting. A 60% majority vote of those present physically and real-time virtually will be required to pass a motion to promote or to tenure. Since the vote required is 60% of the members present, an abstention
will have the same effect as a no vote.

6) Duties of the committee include reviewing all prior recommendations for due process and adherence to each unit’s published guidelines. If the committee finds evidence of a violation in due process or inconsistencies in adherence to unit or university guidelines, the committee recommendation shall be accompanied with a detailed explanation.

7) Appeals of the College P&T committee decisions are to be made in accordance with the GRU P&T appeals procedures.

**College P&T Committees**

1. Each college will establish a standing P&T Committee consisting of 7, 9 or 11 members. This committee shall be known as the “Promotion and Tenure Committee” of that college. The policies and procedures (i.e., term limits, quorum rules, membership, voting procedures, etc.) of College P&T
Promotion Appeals

All faculty shall be notified in writing of the recommended decision, and receive a copy of the written summary, at each step of the promotion process outlined in Figure 1: Promotion Process for Georgia Regents University.

I. The individual faculty member shall have an avenue for appeal of recommended decisions at each level of the promotion review process within 10 business days from the date of communication of the decision to the candidate. The appeal should be made in writing to the appropriate individual in the next level of the appeal process. (See Promotion Appeal Process document). The letter of appeal must contain the rationale for appealing the decision.

Notification of the recommended decision made by the appellate body will be made electronically as well as in written form. The letter of notification must include the rationale for the decision.

   a. Recommendations by the departmental review committee or the Department Chairperson may be appealed to the Dean through the college's established channel for appeal. For the Library faculty members appeals may be made to the Director of the Library through the Library’s established channel for appeal.

   b. Decisions by the Dean/Library Director may be appealed to the Provost within 10 business days of the written notification of the decision. The Provost shall refer the appeal to an ad hoc Appeals Committee composed of the Chairman of the University Promotion and Tenure Committee and four additional members to be named by the Provost, two of whom must have served on the University Faculty Senate. The committee members must be at the rank the candidate is being considered for promotion to or higher. The appellant has the right to strike for cause one member of the ad hoc Appeals Committee. The Provost shall inform the Dean that an appeal has been submitted and is under review. The findings and recommendations of the Appeals Committee shall be made to the Provost. The Provost makes a recommendation to the President who makes the final decision for the GRU. The appellant will be notified of the President's decision with copies to the Dean and Executive Vice President for Academic Affairs and Provost.

   c. Recommendations to the President may be appealed in writing to the Board of Regents within 20 business days of notification of the President's action.

II. The procedures for appeal at each level shall be available through the department and through the Dean's office. The appeal decision must be returned to the recommending body.
Tenure Appeals

All faculty shall be notified in writing of the recommended decision, and receive a copy of the written summary, at each step of the tenure process outlined in Figure 2: Promotion Process for Georgia Regents University.

I. The individual faculty member shall have an avenue for appeal of recommended decisions at each level of the promotion review process within 10 business days from the date of communication of the decision to the candidate. The appeal should be made in writing to the appropriate individual in the next level of the appeal process. The letter of appeal must contain the rationale for appealing the decision.

Notification of the recommended decision made by the appellate body will be made electronically as well as in written form. The letter of notification must include the rationale for the decision.

a. Recommendations by the departmental review committee or the Department Chairperson may be appealed to the Dean through the college's established channel for appeal. For the Library faculty members appeals may be made to the Director of the Library through the Library's established channel for appeal.

b. Decisions by the Dean/Library Director may be appealed to the Provost within 10 business days of the written notification of the decision. The Provost shall refer the appeal to an ad hoc Appeals Committee composed of the Chairman of the University Promotion and Tenure Committee and four additional members to be named by the Provost, two of whom must have served on the University Faculty Senate and all of whom shall hold tenure. The committee members must be at the rank the candidate is being considered for promotion to or higher. The appellant has the right to strike for cause one member of the ad hoc Appeals Committee. The Provost shall inform the Dean that an appeal has been submitted and is under review. The findings and recommendations of the Appeals Committee shall be made to the Provost. The Provost makes a recommendation to the President who makes the final decision for the GRU. The appellant will be notified of the President's decision with copies to the Dean and Executive Vice President for Academic Affairs and Provost.

c. Recommendations to the President may be appealed in writing to the Board of Regents within 20 days of notification of the President's action.

II. The procedures for appeal at each level shall be available through the department and through the Dean's office. The appeal decision must be returned to the recommending body.
Portfolio Guidelines

These guidelines detail the portfolio format and contents that must accompany the request for promotion/tenure as it moves through the approval process. Departments may require or request additional information to help them make their decisions, but these materials should remain at the department level.

1. **Required Organization and Format of Portfolio.**

   The applicant will prepare the document electronically. The portfolio shall be organized as follows. The details of the following list of items are described in section B below.

   1. Application form(s)
   2. Curriculum Vitae
   3. Letters of Recommendation (according to College P&T guidelines)
   4. Annual Performance Evaluation Forms provided by Human Resources (summary page(s) since the time of last review or promotion)
   5. Statement of Scholarship (maximum one single-spaced page)
   6. Achievement of Scholarship Summary (since the time of last review or promotion)
   7. Statement of Teaching (maximum one single-spaced page)
   8. Achievement in Teaching Summary (since the time of last review or promotion)
   9. Statement of Service (maximum one single-spaced page)
   10. Achievement in Service Summary (since the time of last review or promotion)
   11. Appendix A – Department P&T committee(s), chair, college P&T committee, and dean letters

   **No other material shall be included in the portfolio.**

B. **Details of the Portfolio.**

   A. **Application form(s).** A candidate for promotion and tenure should complete separate forms. Signatures are required on the form. [The forms may be downloaded at [include link]]

   B. **Curriculum Vitae.** The candidate should include a CV in the prescribed format. [include link]

   C. **Letters of Recommendation** *(according to College P&T guidelines)*

   It is expected that candidates for promotion to Assistant Professor and above, and the award of tenure, will have external letters of recommendation. The candidate may recommend colleagues with national or international standing from other institutions that have sufficient knowledge of his or her work. The recommendations are given to the college P&T Committee Chair who will solicit the letters. The following table describes the number of external letters of recommendation required for each rank and tenure.
**Rank Being Promoted to** | **College-Minimum Required Number of External Letters**
---|---
Assistant Professor | 3
Associate Professor | 4
Professor | 5
Tenure | 5

**D. Annual Performance Evaluation Form provided by Human Resources (summary page(s) since the time of last review or promotion)**

**E. Statement of Scholarship (maximum 1 single-spaced page Calibri 12 point)**

This narrative will highlight the significance of the candidate’s scholarship, including publications, presentations and other examples of scholarship. The candidate should explain how his or her scholarship contributes to regional, national or international prominence, appropriate to rank.

**F. Achievement of Scholarship Summary (since the time of last review or promotion).**

The candidate should present the information that best supports their candidacy based on expectations of their discipline. This information should be presented in the most concise manner possible using lists, tables, and diagrams. The following are examples that can be included:

a. faculty member’s publications that explicitly designates peer-reviewed material from other publications including the Scholarship of Teaching and Learning, and the Scholarship of Engagement, and any evidence consistent with [USG 4.7.2: The Scholarship of Discovery.](#)

b. creative endeavors and activities including art exhibitions, professional poetry recitals, theatrical, dance, or music performances, etc.

c. all *funded* research activities.

d. all grants, fellowships, and scholarships, as appropriate to the discipline, with funding amounts.

e. invited seminars and presentations.

f. refereed conference presentations.

g. up to 10 of the candidate’s most significant publications and/or creative endeavors since the time of appointment or the last promotion may be included. This does not imply that every publication/endeavor is of equal intellectual merit. The candidate should define and make the case for what is significant.

**G. Statement of Teaching (maximum one single-spaced page Calibri 12 point).**

This narrative will highlight the candidate’s teaching philosophy, methods and procedures and how these contribute to student learning. This narrative should also highlight the candidate’s contributions in student advising and mentoring.