

## Pre-tenure Review Policy

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| <b>Policy Owner:</b><br>Office of the VP for Academic and Faculty Affairs   | <b>Effective Date:</b> | July 2013  |
| <b>Point of Contact:</b> VP for Academic and Faculty Affairs  | <b>Version #:</b>      | Formerly ARSA 7.03<br>This version: Jan. 22, 2013  |
| <b>Affected Organizations</b> ( <input checked="" type="checkbox"/> all that apply):  |                        | <b>Affected Stakeholders</b> ( <input checked="" type="checkbox"/> all that apply):  |
| <input type="checkbox"/> Enterprise<br><input checked="" type="checkbox"/> University<br><input type="checkbox"/> Health System |                        | <input checked="" type="checkbox"/> Faculty<br><input type="checkbox"/> Staff<br><input type="checkbox"/> All Employees<br><input type="checkbox"/> Students<br><input type="checkbox"/> Other: <input type="text"/> |

### Policy Statement

*Include a clear, concise statement of the policy addressing the following: What is expected, when the policy applies, and any major conditions or restrictions that apply.*

The Office of the Vice President for Academic and Faculty Affairs will provide to the Deans of each college or academic unit a list of faculty having completed their third year in Tenure Track positions. The college or academic unit must complete a comprehensive pre-tenure review of each faculty member in their third year of progress toward tenure. The approved criteria utilized for tenure in the relevant college/academic unit shall be used for these reviews.

### Reason for Policy

*Include a clear, concise statement of the reason this policy is needed addressing the following: the overarching basis for the policy, what those involved need to do (but not procedures), the problem or conflict the policy is designed to resolve, and any legal or regulatory reasons for policy.*

The Board of Regents of the University System of Georgia requires a comprehensive review of progress during the third year towards tenure. This policy outlines the process to be followed for the pre-tenure review at Georgia Regents University.

### Definitions [If Necessary]:

These definitions apply to terms as they are used in this policy:

*Include any terms used in the document (try to keep definitions the same as in other policies), unfamiliar or technical terms, or terms that have specialized meaning in this policy. Please list terms alphabetically.*

- **Tenure**-- Academic tenure refers to the conditions and guarantees that apply to a faculty member's employment, in particular the protection from involuntary discharge from, or termination of, employment and from imposition of serious sanctions, except upon grounds and in accordance with procedures set forth in this policy.
- **Tenure track**-- Academic track for full-time faculty leading to the granting of tenure. This is established at the time of initial appointment. Significant performance criteria for tenure are defined by the individual colleges.

### Process/Procedures

*Insert the departmental website address where the procedures used to support this policy are located so that those affected by the policy clearly understand what they must do to comply and what your departmental processes are.*

**Review Timing:** Annually by August 1st, the Office of the Vice President for Academic and Faculty Affairs will provide each Dean a list of faculty who are not yet tenured and have completed their third year on tenure track. The college or academic unit will provide a comprehensive pre-tenure review of each faculty member on this list. This review shall be completed prior to January of the faculty member's fourth year of non-tenured service. Similarly, a mid-course review shall be conducted in those cases in which the candidate has been hired with prior credit. Assuming that a tenure review normally occurs in the sixth year of service, this mid-course review will occur in the year that divides the difference between the years of credited service and year 6 in half (e.g., a person hired with 2 years credit would undergo this review during the second year of institutional service). The purpose of the review shall be to provide the faculty member with a clear understanding of those areas that might need attention if the candidate is to continue his or her progress toward successfully achieving tenure.

**Review Process:** This review will be conducted by a committee of at least three tenured faculty members from the candidate's department or academic unit. If an insufficient number of tenured faculty exist within the unit, tenured faculty from a related field may serve on the committee; however, the candidate must consent to the appropriateness of these related-field appointments. The committee may be, at the department's discretion, the departmental Promotion and Tenure Committee.

**Basis of Review:** The Committee shall review the candidate's progress toward the completion of the requirements of tenure as outlined in the Policy Library. The approved department and college criteria utilized for tenure shall be the basis for these reviews. The content and format used for the pre-tenure portfolio document should be similar to that specified by GRU for promotion and tenure. However, the candidate will not be required to provide internal or external letters of support. The review process and subsequent pre-tenure review document development must be completed and submitted in accordance with the approved Promotion and Tenure calendar.

In reviewing the pre-tenure review document the committee is to examine the accomplishments of the candidate and provide constructive assistance to the tenure-track faculty member seeking tenure. The committee should note the accomplishments of the candidate, but should also detail areas of weakness that the candidate should address as well any change in the orientation of activities that might aid the candidate in meeting the requirements for tenure. The committee will write a report summarizing its recommendations for improvement. The written report of recommendations should also remind the candidate that the committee's comments are intended as an aid to achieve tenure, but that the successful satisfaction of the committee's recommendations will not alone guarantee a positive tenure review.

The written summary of the committee's recommendations shall be delivered to the candidate and the candidate's chair or unit head, as well as to the Dean of the college of primary appointment. The candidate and chair or unit head will review the report together, and develop an advancement plan based on the committee's recommendations, and provide a signed copy of the advancement plan to the Dean of the College of primary appointment or unit head, for consideration and approval. Each college or academic unit will submit to the Office of Provost a copy of the approved review document and advancement plan signed by the faculty member and all reviewing administrators (i.e., department chair, dean or equivalents). The Provost will review, with the Deans or responsible administrators, faculty members who are not achieving suitable progress towards tenure.

## Forms/Related Documents

Identify the form(s) which must be used to comply with the policy; explain the purpose of each form; provide a hypertext link to each form; please list the forms alphabetically.

University System of Georgia Board of Regents Policy 8.3.5.1, Evaluation of Personnel (Faculty)  
[http://www.usg.edu/policymanual/section8/policy/C245/#p8.3.5\\_evaluation\\_of\\_personnel](http://www.usg.edu/policymanual/section8/policy/C245/#p8.3.5_evaluation_of_personnel)

University System of Georgia Board of Regents Policy 8.3.7, Tenure and Criteria for Tenure  
[http://www.usg.edu/policymanual/section8/policy/C245/#p8.3.7\\_tenure\\_and\\_criteria\\_for\\_tenure](http://www.usg.edu/policymanual/section8/policy/C245/#p8.3.7_tenure_and_criteria_for_tenure)

## Appendices

Optional (include only if needed). Use this section to cite the location of lengthy or complex references that applies to a few people.

**WHEN AVAILABLE--NEED TO HAVE COLLEGES' TENURE DOCUMENTS LISTED  
 ALSO LIST THE SPECIFIC FADPT POLICIES WITH LINKS**

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| <b>Approving Officer's Name(s)</b> | Ricardo Azziz, MD, MPH, MBA  |
| <b>Signature(s)</b>                |  |
| <b>Title(s)</b>                    | President, Georgia Regents University and CEO, Georgia Regents Health System |
| <b>Date of Approval</b>            |  |

## To be used by the Office of Compliance

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| <b>Assigned Policy Number:</b>                      | 5.1.10 |
| <b>Policy Website Address:</b>                      |        |
| <b>Revision History:</b>                            |        |
| <b>Next Review Date:</b><br>(3 years from approval) |        |