

Augusta University

Policy Library

Pretenure Review Policy

Policy Manager: Academic and Faculty Affairs

POLICY STATEMENT

The Board of Regents of the University System of Georgia requires a comprehensive review of progress during the third year towards tenure. The Dean of each school or college is responsible for ensuring that a comprehensive pre-tenure review of each faculty member is completed in the spring semester of their third year of progress toward tenure. The approved criteria utilized for tenure in the school or college shall be used for these reviews.

AFFECTED STAKEHOLDERS

Indicate all entities and persons within the Enterprise that are affected by this policy:

- Alumni Faculty Graduate Students Health Professional Students
 Staff Undergraduate Students Vendors/Contractors Visitors
 Other:

DEFINITIONS

- **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 the University System of Georgia's Board of Regents Policy Manual.
- **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 school or college.

PROCESS & PROCEDURES

Review Timing: Annually by March 1, Human Resources will provide to Academic and Faculty Affairs a list of faculty who are not yet tenured and will be completing their third year on tenure track in the next academic year. This list will be distributed to each Dean by Academic and Faculty Affairs. The school or college will provide a comprehensive pre-tenure review of each faculty member on this list. This review shall be completed on or before April 30 of the faculty member's third 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 as follows:

- Faculty members with one year of prior credit will be reviewed in the spring semester of their second year of institutional service.
- Faculty members with two years of prior credit will be reviewed in the fall semester of their second year of institutional service.

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Policy No.: 445

Policy Sponsor: Vice President of Academic and Faculty Affairs

Originally Issued: No Review Date

Last Revision: 11/30/2018

Last Review: No Review Date

- Faculty members with three years of prior credit will not undergo a pre-tenure review. 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 (pre-tenure committee) from the candidate's tenure-home department. If an insufficient number of tenured faculty exist within the department, tenured faculty from a related field may serve on the committee. The candidate may provide input regarding the appropriateness of the related fields chosen. At the department's discretion, the committee may be the departmental Promotion and Tenure Committee.

The candidate shall prepare a pre-tenure portfolio for the review. The content and format used for the pre-tenure portfolio document should be similar to that specified by Augusta University for promotion and tenure. However, the candidate will not be required to provide internal or external letters of support. The pre-tenure portfolio must be completed and submitted to the department chair (or dean, in cases where no department chair exists) on or about January 15, in accordance with the approved Promotion and Tenure calendar.

The pre-tenure committee will complete its review of the candidate. Upon completion of the review, the committee shall produce a written summary of its recommendations, a copy of which shall be delivered to the candidate and the candidate's department chair. The candidate will have 10 business days to write a written response to the committee report if s/he chooses. This written response should be delivered to the department chair and appended to the committee report. The candidate and department chair will review the report together and develop a development plan based on the committee's recommendations. A copy of the committee recommendations, along with a signed copy of the development plan, should be submitted to the Dean of the College of the tenure-home appointment, for consideration and approval. By April 15, the Dean shall notify the Vice President of Academic and Faculty Affairs when the review has been completed and provide a summary of the results. A copy of the review will be provided to the Provost, who will review, with the Dean, faculty members who are not achieving suitable progress towards tenure.

[NOTE: When a college or school does not have departmental units, the review shall be conducted at the college or school level, with the dean serving in the role of the department chair as outlined above.]

Basis of Review: The Committee shall review the candidate's progress toward the completion of the requirements of tenure as outlined in the approved department, school, and/or college criteria. 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, if any, 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, if necessary. 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.

Faculty Members with Joint Appointments: For faculty members with joint appointments, the review should be initiated and led by the tenure-home department. Input from the department chair or director of the joint department/center/institute should be solicited by the tenure-home department chair in the form of a written statement. The joint unit should use the tenure criteria of the tenure-home department in completing its review.

Unit Level Procedures: Each college or school is responsible for developing specific procedures for conducting the pre-tenure review, in accordance with the process outlined above.

REFERENCES & SUPPORTING DOCUMENTS

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

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

University System of Georgia Board of Regents Policy 8.3.9, Discipline and Removal of Faculty Members
http://www.usg.edu/policymanual/section8/C245/#p8.3.9_discipline_and_removal_of_faculty_members

Augusta University Promotion & Tenure Guidelines http://www.augusta.edu/hr/faculty-support-ser/procedures/documents/promotionandtenure/university_promotion-and-tenure_guidelines_jan2016.pdf

RELATED POLICIES

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APPROVED BY:

Executive Vice President for Academic Affairs and Provost, Augusta University
Date: 2/22/2019

President, Augusta University and CEO, AU Health System Date: 2/22/2019