



For the 2018 – 2019 Promotion and Tenure Cycle the School of Computer and Cyber Sciences is adapting the attached Hull College of Business Promotion and Tenure Guidelines.

Note: It is anticipated that with the selection of a new School of Computer and Cyber Sciences Dean a specific set of School of Computer and Cyber Sciences Promotion and Tenure Guidelines will be drafted and approved in Fall 2018.

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Guidelines for Faculty Promotion and Tenure

Hull College of Business

This document serves as Appendix A to Augusta University's Guidelines for Faculty Promotion and Tenure. It contains information concerning how the Hull College of Business assesses performance relative to tenure and promotion in line with our own goals and objectives. In the main, the Hull College follows Augusta University Guidelines for Faculty Promotion and Tenure. Although some medical terminology does not apply (e.g. residents) the Augusta University guidelines provide the roadmap for all faculty seeking promotion and tenure and should be understood prior to reading this document. The Augusta University guidelines can be found online at

http://www.augusta.edu/hr/faculty-support-ser/procedures/documents/promotionandtenure/university_promotion-and-tenure_guidelines_jan2016.pdf

The table of contents you will find at this site:

- Glossary of Promotion and Tenure
- Promotion and Tenure Guidelines
- Promotion and Tenure Committee Guidelines
- Pre-Tenure Review
- Post-Tenure Review
- Promotion and Tenure Appeals
- Portfolio Guidelines

The Hull College P&T Committee

Compliant with Augusta University Guidelines for Faculty Promotion and Tenure, the Hull College of Business faculty P&T committee is formed from the regular, full-time corps of instruction (excluding applicants for promotion or tenure and excluding the college faculty representative who serves on the University Promotion and Tenure Committee) and constituted as follows:

1. The College Promotion and Tenure Committee shall consist of seven full-time faculty members with the rank of associate professor or above, and at least five members must be tenured. The college faculty will elect four committee members and the dean shall appoint the remaining three members. The dean shall provide a list of eligible College faculty members of the appropriate academic rank.
2. The Committee shall elect its own chair from its membership and shall establish its own procedures for review of faculty applications, within the constraints of College, University and University System policies.
3. Terms of the committee members are as follows: (this has not been decided)

PROMOTION AND TENURE CRITERIA AND PROCEDURES

After reviewing the website referenced for the university guidelines, this Addendum provides insight into additional information needed by the Hull College of Business in making decisions about promotion and tenure. Both the university and the college criteria for promotion and tenure center on Teaching, Scholarship, and Service. In each of the three areas, it is incumbent upon the candidate to make a case for "exemplary" or "substantial" performance. The additional information presented here is largely driven by the requirements of the Association to Advance Collegiate Schools of Business (AACSB) accreditation, especially regarding the area of scholarship.

This document is comprised of four parts:

- I. Scholarship: Intellectual Contributions and Faculty Qualifications,**
- II. Teaching Expectations**
- III. Service Expectation**
- IV. Best Practices and Clarifications**

I. Scholarship: Intellectual Contributions and Faculty Qualifications

The HCOB adopts AACSB terminology for categorizing faculty in terms of expectations for intellectual contributions and role in achieving the College's mission. Although AACSB posits four categories of faculty it is the Scholarly Academic (SA) category which defines typical, tenure-track, career faculty: SA faculty possess a doctoral degree in the field in which they teach, sustaining currency and relevance through scholarship and related activities.

Within the College, a faculty maintains SA qualifications by regular production of peer reviewed publications (PRP's) and Other Engagement Activities (OEA's) which are defined later in this section. A faculty member qualifies as SA if one (or more) of the following conditions holds:

- The faculty member has produced three or more PRP's in the last five years
- The faculty member has produced two PRP's and at least one OEA in the last five years
- The faculty member has published one PRP and at least three OEA's in the last five years
- The faculty earned a doctorate and was hired within the last 3 years

Peer Reviewed Publication A PRP is faculty authored material in a subject area reasonably considered related to the subject taught by the faculty member and which has appeared in a peer reviewed, publicly available academic outlet that has acceptance rates of 40% or below.

Other Engagement Activity An OEA is a scholarly, high-quality intellectual contribution that does not qualify as a PRP including activities such as:

1. Receiving a substantial grant from a recognized funding agency
2. Presenting at an academic or professional conference
3. Publishing in an academic outlet with acceptance rate greater than 40%
4. Serving as a journal editor or associate editor
5. Publishing scholarly books or chapters in scholarly books or publishing a textbook
6. Development and delivery of a significant professional product (e.g., software development, consulting implementation)

7. Development and presentation of substantive continuing professional education activities or executive education programs
8. Substantive roles and participation in academic associations
9. Authoring significant reports (e.g., from sponsored research, consulting) that are widely disseminated or have significant impact
10. Publishing (and sustaining the publication of) a newsletter or sequence of reports that is subscribed to by the business community

Process given the current publishing milieu and changing expectations, classification of an intellectual contribution as either PRP or OEA is a "judgment call". For that reason, faculty should identify those activities which they believe qualify an intellectual contributions "of record" during their annual review process and obtain written acknowledgment from their reviewer (at this writing, this is the Hull College Associate Dean or Dean) whether the efforts count as either PRP's or OEA's. This allows both administration and faculty to identify early on whether intellectual contributions will have the gravitas to maintain faculty qualifications and can be counted on when applying for promotion and tenure. Should a faculty member propose a work as PRP or OEA which does not receive reviewer approval, the faculty member has recourse to present their case to the (? Is this the correct name) Hull College Faculty Rights Committee which will render an independent opinion on the suitability of the work as PRP or OEA.

Criteria for Intellectual Contributions

Faculty should review the Hull College Faculty manual for definitions of "AACSB Qualified" (AQ), "Scholarly Academic" (SA), "Peer Reviewed Publication", and "Other Engagement Activity". Promotion and/or tenure (P-T) criteria for the College are based on these definitions but for P-T there are requirements for defining "substantive" and "exemplary" intellectual contributions.

Candidates for P-T must be AACSB Qualified at the time of their P-T application. In addition, faculty will be deemed substantive or exemplary based on consistency, quantity, or quality of their intellectual contributions (IC's). The following table provides guidelines for this determination:

Category	Substantial	Exemplary
Consistency	Without new IC's the candidate would remain AQ for 1 full year after P-T application	Without new IC's the candidate would remain AQ for 2 full years after P-T application
Quantity	The candidate has produced at least 1 PRP or two OEA's beyond requirements for AQ	The candidate has produced at least 2 PRP's or (1 PRP and at least 2 OEA's) beyond requirements for AQ
Quality	The candidate demonstrates that at least 1 PRP or two OEA's are of significant quality beyond AQ requirements	The candidate demonstrates that at least 2 PRP's or (1 PRP and at least 2 OEA's) are of significant quality beyond AQ requirements

In addition to demonstrating exemplary intellectual contributions by application of one category, a candidate whose intellectual contributions are substantial in a least two categories will be deemed exemplary overall.

II. Teaching Expectations in the Hull College of Business

At a minimum the candidate should have teaching evaluations that demonstrate a continued commitment to excellence for the last five years, at least one peer review assessment, and be able to document accomplishments in three categories:

1. Knowledge – In-discipline expertise that remains relevant and is accompanied by improvements and innovation in the content, design, and delivery of all course assignments.
2. Assessment – Multiple levels of evaluation that demonstrate continuous improvement in presentation and pedagogy that increases student learning.
3. Mentoring/Advisement – Activities that demonstrate effective leadership and advisory roles in the candidate's discipline as an educator, business professional, and scholar.

This is the standard that is expected of all HCB faculty members. "Exemplary" teaching exceeds the standard and carries the implication that it is worthy of being held up as an example for others. The candidate bears the burden of proof to support a claim of exemplary teaching performance and must explain how individual teaching accomplishments are worthy of consideration as exemplary and, when possible, provide supporting evidence. To be exemplary, teaching accomplishments in all 3 categories should be commendable and may include, but would not be limited to:

1. Having students who become especially successful in using the knowledge acquired under the instruction of the candidate
2. Developing teaching material that is especially useful in analyzing and evaluating real-world problems
3. Receiving teaching awards or other honors in recognition of outstanding performance as an educator
4. Assisting students with internships, honors theses, professional presentations, or research publications

III. Service Expectations

(Refer to Augusta University Promotion and Tenure Guidelines, Portfolio Guidelines, Section J.)

There are no modifications or addendums specific to the Hull College of Business for this area beyond the AUGUSTA UNIVERSITY Promotion and Tenure Guidelines.

IV. Best Practices and Clarifications to Augusta University Portfolio Guidelines

The following information is updated as necessary as the Hull College P&T Committee gains insights by completing assessments for tenure or promotion. Both the best practices and the

clarifications are intended to make the process of applying for tenure and/or promotion a smoother one for applicants.

Best Practices:

1. Timing of Application: Ideally the candidate will have a complete submission package before beginning the fall term in which they intend to apply for promotion and/or tenure.
2. Exceptions to the Augusta University Portfolio Guidelines may apply and should be explained by the candidate in their application.

Clarifications:

Clarification 1.

This applies to the Augusta University Portfolio Guidelines, Item B. Details of the Portfolio, specifically regarding Letters of Recommendation (c.) (Note: the table specifying the number of references stands as originally stated in the Augusta University document):

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

Use the following information for Letters of Recommendation instead of what is stated in the Augusta University Guidelines:

Candidates for promotion or tenure will have external letters of recommendation. The candidate will recommend a list of possible references (who have agreed to serve as references). This list should be given to the college P&T Committee Chair at the beginning of the fall semester during which the candidate applies. The committee chair will then solicit the reference letters. A table in the Augusta University Portfolio Guidelines describes the number of external letters of recommendation required for each rank and tenure.

Clarification 2.

This applies to the Augusta University Portfolio Guidelines, Item H. Achievements in Teaching Summary, items a. and b. (Note: items c. through g. are required as originally stated in the Augusta University document):

H. "Achievement in Teaching Summary (since the time of last review or promotion)"

Use the following information for a. and b. instead of what is stated in the Augusta University Guidelines:

- a. For each of the 5 academic years prior to the term of application:
 1. Annual performance evaluation report from the Dean or the Associate Dean of the Hull College (required)
 2. Summary sheets of annual student evaluations across all courses from the University evaluation system (required)
- b. Minimum of one peer evaluation: one teaching assessment provided by a peer based on class observation (required)