Augusta University
Policy Library

Pre-Tenure Review Policy
Policy Manager: Office 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.

The purpose of the pre-tenure review shall be to review the portfolio, communicate the areas of strength and need for improvement, and provide recommendations to support a candidate's progress toward successfully achieving tenure according to institutional, college/school, and department/unit guidelines. The process below outlines the criteria and procedures emphasizing excellence in teaching, research/scholarship, and service in support of student success, professional development and therefore overall productivity as the individual candidate as assigned. The candidate will engage in continuous professional development and be recognized for the progress made toward tenure.

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

a. Rating Scale

Candidates will be assessed on their performance within the five areas that will be evaluated for tenure: Scholarship, Teaching, Service, Professional development, and Contributions to student success activities. The rating scale represents the achievements in the associated areas.

1 – Does Not Meet Expectations
2 – Needs Improvement
3 – Meets Expectations
4 – Exceeds Expectations
5 – Exemplary

b. Standards, Metrics, and Evidence for Each Category of Evaluation

The candidate will establish a portfolio of accomplishment for review that demonstrates trajectory for success in achieving tenure consistent with rank, time in service, and assigned responsibilities. The portfolio documents how specific activities and accomplishments apply based on assigned workload in the following areas: Teaching, Research/Scholarship, Service, Clinical Practice, and Administration. The department chair will consult with faculty from appointment and throughout the process regarding accomplishments and trajectory toward successfully achieving tenure.

Faculty members will be assessed by the individual college or unit based on their expertise, responsibilities, and effort. Faculty responsibilities are defined the proportion of effort in Teaching, Research/Scholarship, Service, Clinical Practice and Administration. Review categories describe overarching standards in areas of Scholarship, Teaching, Service, Student Success, and Professional Development.

In general, evidence for student success outcomes arise from candidate contributions to student success activities. Metrics in student success should 1) be related to the quality and impact of the faculty activities rather than simply the conduct of the activities; and 2) reflect the expectation of involvement in student success activities as appropriate to the faculty member's workload allocation and assigned responsibilities.

c. Regular Review Process

In general, faculty hired on tenure track who are not yet tenured and will be completing their third year on tenure track in the next academic year are required to undergo pre-tenure review. Individuals hired on tenure track with negotiated credit toward tenure may be considered on a different, negotiated timeline.

University Calendar and Timeline
Annually by March 1, Human Resources will provide to Academic and Faculty Affairs a list of faculty members 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. If 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.
- Faculty members with three years of prior credit will not undergo a pre-tenure review.

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.

Portfolio Requirements
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 tenure. However, the candidate will not be required to provide internal or external letters of support. Letters of support may be provided according to college/school and department/unit guidelines.

Augusta University is committed to ensuring that community engagement is recognized and rewarded within the institution's tenure, promotion, pre/post tenure, and annual evaluation processes. To that end, community engagement activities shall be recognized as appropriate to each of the following evaluation categories: Scholarship, Teaching, Service, Professional Development and Student Success. Community engagement activities should be reported within the category that best fits the nature of the individual activity.

Tenure/Rank-Home Department Peer Faculty Review
The scope of this review is to provide guidance to the candidate toward developing or maintaining trajectory for successful achievement of tenure. In this advisory capacity, committee voting does not occur. 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 in accordance with college/school and department/unit practice. The Committee

shall review the candidate's progress toward tenure as outlined in the approved department, school, and/or college criteria. The committee will examine the candidate's accomplishments and provide constructive assistance for the candidate to maintain or achieve the required trajectory to achieve tenure.

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.

Recommendation and Report Format and Expectations: 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 committee should note the accomplishments of the candidate, but should also detail areas of improvement, 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's report summarizes 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. A statement toward trajectory in successfully achieving tenure is required.

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.

Tenure/Rank-Home Department Chair Review

The department level committee report provides the basis of review for the department chair. The candidate and department chair will review the written report together and craft a Plan of Action based on the committee's recommendations and chair expectations. The Plan of Action will summarize recommendations, augment the committee's comments, and provide further guidance for the candidate. When the Plan of Action is completed, the candidate will have 10 business days to write a written response to the chair regarding the committee report and Plan of Action if s/he chooses. This written response should be delivered to the department chair and appended to the committee report. A copy of the committee report, as well as the Plan of Action signed by the candidate and chair, will be submitted to the Dean of the College of the tenure-home appointment for consideration and approval. 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.

Tenure/Rank-Home Dean Review
The department level committee serves as the basis of review for the Dean. The pre-tenure committee report, the Plan of Action signed by the candidate and chair, and the candidate's response letter when provided will be submitted to the Dean of the College of the tenure-home appointment, for consideration and approval. After review by the Dean, the report and any response will be communicated to the Provost. By April 15, the Dean shall notify the Provost that the review has been completed and provide a summary of the results. A copy of the review documents will be provided to the Provost, who will review, with the Dean, faculty members who are not achieving suitable progress towards tenure.

Decision Tree
The Pre-Tenure review process assesses accomplishment trajectory and provides guidance toward the candidate's ability to achieve tenure. In this advisory effort, no decisions are made. Pre-Tenure review documentation, including portfolio, committee written report, chair's Plan of Action, and possible candidate response will be retained for future reference.

Due Process
Although there is no formal appeal process, a faculty member who disagrees with any part of the committee report or Plan of Action is encouraged to provide a written response to the Chair within 10 working days. Any such response will be attached to the review documentation and become a part of the official personnel record. Within 10 days working days of the faculty member's response, the chair will acknowledge in writing the receipt of the response. This acknowledgement will also become a part of the official personnel record.

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

Professional Development
Expectations for faculty candidates and for reviewers within the process. Candidates will receive the expectations upon appointment. Discussion of associated expectations will be initially established by the chair. The Pre-Tenure committee will review the Pre-Tenure unit guidelines for calibration when necessary.

REFERENCES & SUPPORTING DOCUMENTS
USG BOR Policy Section 8.3.5.1 Evaluation of Personnel (Faculty)
USG BOR Policy Section 8.3.7 Tenure and Criteria for Tenure
USG BOR Policy Section 8.3.9 Discipline and Removal of Faculty Members

RELATED POLICIES
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APPROVED BY:
Interim Executive Vice President for Academic Affairs and Provost, Augusta University
Date: 9/18/2024

President, Augusta University Date: 9/23/2024