



VALDOSTA STATE UNIVERSITY

***PROMOTION AND TENURE  
POLICIES AND PROCEDURES***

*College of Nursing and Health Sciences  
Valdosta State University  
University System of Georgia*

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**Adopted Fall 2017 by CONHS Faculty  
Approved by Dr. Robert Smith, Provost and VPAA Fall 2018**

# ***PROMOTION AND TENURE POLICIES AND PROCEDURES***

## ***Introduction***

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The Promotion and Tenure Policies and Procedures of the College of Nursing and Health Sciences are set by the faculty of the College in the context of the *Policy Manual* of the Board of Regents of the University System of Georgia, the *Academic Affairs Handbook* of the Office of Senior Vice Chancellor for Academic Affairs, the *Faculty Handbook* of Valdosta State University, and the VSU Tenure and Promotion Policies and Procedures. As stated in the Preface of the *Academic Affairs Handbook*:

The Policy Manual of the Board of Regents is the authoritative source of information concerning Board of Regents' (BoR) approved policies governing academic and student matters. The Academic Affairs Handbook is the procedural guide for implementing BoR policies related to Academic Affairs. The purpose of the handbook is to offer procedural information for implementing Board policy needed by chief academic officers and chief student officers of the institutions of the University System of Georgia.

In the event of conflicting language, the *Policy Manual* of the Board of Regents prevails over all other documents. The *Policy Manual* of the Board of Regents can be searched at <http://www.usg.edu/policymanual/>, the *Academic Affairs Handbook* of the Board of Regents is available at [http://www.usg.edu/academic\\_affairs\\_handbook/](http://www.usg.edu/academic_affairs_handbook/), and the VSU *Faculty Handbook* is available at [http://www.valdosta.edu/facsen/handbook/documents/Handbook\\_r97.pdf](http://www.valdosta.edu/facsen/handbook/documents/Handbook_r97.pdf).

Responsibility for developing promotion and tenure applications rests with faculty members. The candidates' applications should be developed after consultation with the Associate Dean for Nursing or Health Sciences and the Dean's office. Eligible candidates may apply for promotion or tenure or both. Tenure relates to academic appointments and does not apply to administrative appointments or endowed chairs held when tenure is awarded.

## ***Faculty Evaluations***

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Evaluations aid faculty members to become more effective professionals, as well as offering supporting evidence for promotion or tenure. Self-evaluations, peer evaluations, evaluations by the Associate Deans for Nursing or Health Sciences, and student opinions of instruction (SOIs) measure teaching effectiveness. Candidates must submit written self-evaluations and SOIs to the Associate Dean's office for Nursing or Health Sciences as appropriate.

## ***Promotion Policy***

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The BoR *Policy Manual* (8.3.6.1) establishes the minimum criteria for promotion in all professional ranks:

1. Excellent teaching and effectiveness in instruction;
2. Noteworthy professional service to the institution, or the community
3. Noteworthy research, scholarship, creative activity, or academic achievement
4. Continuous professional growth and development

(BoR Policy Manual)

Noteworthy achievement in all four of the above areas is not required, but should be demonstrated in at least two areas. A written recommendation should be submitted by the head of the department concerned setting forth the reasons for promotion. The faculty member's length of service with an institution shall be taken into consideration in determining whether or not the faculty member should be promoted.

For Research and Comprehensive Universities, the BoR *Policy Manual* (8.3.6.2) stipulates:

In addition to the minimum requirements above, promotion to the rank of associate or full professor requires the earned doctorate or its equivalent in training, ability, or experience. Neither the possession of a doctorate nor longevity of service is a guarantee of promotion.

Evaluations by the Faculty Promotion and Tenure Committee for Third-year and Fifth-year Review (Lecturer/Senior Lecturer), Pre- Tenure, Promotion, Tenure, and Post-Tenure Review will be based upon the performance standards for teaching, scholarship, and service.

Promotion or Tenure Review in the College of Nursing and Health Sciences is completed to ensure that faculty members are appropriately evaluated in a timely fashion for promotion and/or tenure. The following timetable for promotion review in the College of Nursing and Health Sciences conforms to VSU policies added in 2012 (Table 1) and applies only to new hires beginning Fall semester 2013. Length of service related to promotion for hires prior to Fall semester 2013 is addressed in the VSU Faculty Handbook.

<b>TABLE 1: SUMMARY OF MINIMUM YEARS IN RANK AT VSU</b>			
<b>Non-Tenure Track Full-Time Faculty</b>		<b>Tenure Track Full-Time Faculty</b>	
<b>For Promotion to</b>	<b>Minimum Service in Previous Rank</b>	<b>For Promotion to</b>	<b>Minimum Service in Previous Rank</b>
Lecturer	Entry-Level Position		
Senior Lecturer	6 years as Lecturer		
Instructor	Entry-level position	Instructor	Entry-level position
Assistant Professor	Entry-level position or promotable from Instructor once terminal degree is earned	Assistant Professor	Entry-level position or promotable from Instructor once terminal degree is earned
		Associate Professor	4 years as Assistant Professor
		Professor	5 years as Associate Professor

**Note:** Minimum Service in Previous Rank meets BoR criteria from *4.5 Award of Promotion—USG Academic & Student Affairs Handbook*. Only assistant professors, associate professors, and professors are eligible for tenure according to BoR Policy 8.3.7.2. The maximum time that may be served in combination of full-time instructional appointments (instructor or professorial ranks) without the award of tenure shall be ten (10) years (BoR Policy 8.3.7.6).

## ***Promotion Criteria***

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### **Promotion and Pre-Tenure Review Guidelines: Instructor to Assistant Professor Rank**

#### A. Timing for Promotion On Track/Pre-Tenure Reviews

- Faculty will have a Required On Track/Pre-Tenure Review for promotion during the third year of employment as a full-time Instructor in the College.
- Faculty will have a Required Promotion Review during the sixth year of employment as a full-time Instructor in the College.

Faculty may initiate an Elective Promotion Review upon entering eligibility within the College of Nursing and Health Sciences (completion of the terminal degree and three years as a full-time, Instructor in the College). While faculty without the terminal degree may initiate an Elective Promotion Review any year upon meeting the University System minimum time in rank of three years as an Instructor, promotions resulting from such “early” review are rare and should not be expected.

#### B. Promotion Criteria

An Instructor’s primary responsibilities are to establish, develop, and refine an effective teaching style and, based on consultation with the Dean or Associate Dean, to contribute effort to academic achievement and service that is consistent with the responsibilities of the position and the goals of the college. The maximum period of time that may be served at the rank of full-time Instructor shall be seven (7) years (BoR 8.3.7.6).

### **Tenure and Post-Tenure Guidelines: Faculty Initially Appointed at the Instructor Rank**

- Instructor rank is an entry level position. Tenure is not awarded to faculty holding the Instructor rank.
- Faculty without the terminal degree, who were initially appointed at the Instructor rank but subsequently appointed to Assistant Professor, will have a Required Tenure Review during the sixth year after promotion to Assistant Professor or during the ninth year of employment at Valdosta State University, whichever comes first.

It is expected that the Instructor has earned a terminal degree in order to be eligible for promotion to Assistant Professor. Faculty initially appointed at the Instructor rank who earn the terminal degree and are promoted to Assistant Professor may initiate an Elective Tenure Review after achieving eligibility expected in the College of Nursing and Health Sciences (completion of the terminal degree and minimum time served in rank at the Assistant Professor level).

#### C. Timing for Promotion/Pre-Tenure Reviews: Assistant Professor to Associate Professor Rank

Faculty will have a Required Pre-Tenure Review during the third year of service after initial appointment to a full-time, tenure track or non tenure-track position as Assistant Professor at Valdosta State University. If the faculty member is seeking promotion to the Associate Professor Rank, this pre-tenure review may be used for promotion. It should be noted that some individuals may provide valuable service at the rank of Assistant Professor and may be progressing toward tenure in a positive manner, but may not have achieved a level of accomplishment sufficient to be promoted to Associate Professor.

Faculty may initiate an Elective Promotion Review upon entering eligibility expected within the College of Nursing and Health Science (completion of terminal degree).

D. For Post-Tenure Review follow the guidelines as described in the next Section (for Assistant and Associate Professors).

**Promotion and Tenure Review Guidelines:** Assistant to Associate Professor Rank

A. Promotion Criteria

Notable sustained performance in teaching, scholarship, and service that demonstrates a high level of accomplishments in scholarly activities and research are required for promotion to Associate Professor. Meritorious achievement should be evident in professional growth and development and service which includes active involvement in leadership roles internal and external to the institution and region. Collegial relationships should be developed that are professional and productive. The College of Nursing and Health Science guidelines for promotion eligibility expect faculty to have served four years in rank as an Assistant Professor and to have completed the terminal degree. These requirements are a minimum, and one should not anticipate automatic promotion after teaching for the minimum years required and completing the terminal degree.

**Promotion and Tenure Review Guidelines:** Associate Professor to Full Professor Rank

A. Appointment to Associate Professor does not entail eventual promotion to Professor. The rank of Professor is reserved for those who have demonstrated continuous intellectual development and academic leadership. Candidates for promotion to Professor shall have established themselves as leaders, mentors, and scholars, and contributed to the discipline. Typical expectations for Professors include: 1) satisfactory teaching, 2) preparation of and dissemination of significant scholarship, and 3) service that is of value to the discipline. Faculty may initiate an Elective Promotion Review upon entering eligibility expected within the College of Nursing and Health Science (completion of terminal degree and minimum time in rank of five years as an Associate Professor at Valdosta State University).

The promotion procedures adopted by the faculty of the College of Nursing and Health Sciences require that faculty members seeking advancement in rank accumulate a specified minimum number of points.

**However, attainment of the point threshold for a particular rank does not guarantee promotion; it establishes whether a candidate merits any further consideration. Please note that the attainment of the point threshold does not limit the ability of relevant committees or administrators to exercise good faith judgments about the quality of faculty achievements in teaching, professional growth and development, and service.**

A faculty member's promotion to a higher academic rank requires **additional contributions** in teaching, service, and professional development **beyond those** that warranted promotion to the academic rank presently held. Candidates will be evaluated on a 100-point scale by three criteria with points allocated as follows: Criterion I: Teaching (50 points), Criterion II: Professional Growth and Development (30—35 points), and Criterion III: Service to the Community, Institution and Profession (15—20 points). Candidates, Nursing or Health Sciences promotion and tenure committees, and respective Associate Deans must each submit totals of recommended points. Outlined below are the policy for assignment of elective points and the specific minimum

requirements for meeting the criteria on which promotion is awarded. *Years granted toward tenure do not count toward promotion.*

### ***Assignment of Elective Points***

While the maximum point value allowed for Criterion I: Teaching (50 points) is fixed, candidates have some flexibility in determining maximum points under Criterion II: Professional Growth and Development (30-35 points) and Criterion III: Service to the Community, Institution and Profession (15-20 points). Candidates may elect to emphasize Criterion II by applying up to 5 elective points in Criterion II, but the total number of points allocated in Criterion II and Criterion III cannot exceed 50 points. For example, a candidate could have Criterion II=35 points with Criterion III=15 or Criterion II=30 with Criterion III=20. Elective points may not be used in Criterion I-Teaching.

### ***Promotion to Assistant Professor***

Candidates must serve a minimum of three years in the rank of instructor and may apply for promotion during their third year of full-time, tenure-track service at Valdosta State University. Candidates must possess the earned doctorate<sup>1</sup> in their teaching field or related field *and* must accumulate a minimum total of 70 points from the 100-point scale for promotion while attaining minima in the following criteria.

1. Teaching: Candidates must demonstrate superior teaching as evidenced by evaluations from students (SOIs), peers, and department heads. 40 points minimum.
2. Professional Growth and Development: Candidates must be continually active in scholarship and professional development. 15 points minimum.
3. Service to the Community, Institution, and Profession: Candidates must perform service to the community, institution,<sup>2</sup> and profession. Service to the institution and the community includes activities that relate specifically to a faculty member's professional expertise. 10 points minimum.
4. Professional Ethics and Behavior: Candidates are expected to exhibit proper professional ethics and behavior.<sup>3</sup>

### ***Promotion to Associate Professor***

Candidates must serve a minimum of four years in the rank of assistant professor and may apply for promotion during their fourth year of full-time, tenure-track service at Valdosta State University. Candidates must possess an earned doctorate<sup>1</sup> in their teaching field or related field *and* must accumulate a minimum total of 85 points from the 100-point scale for promotion while attaining minima in the following criteria.

1. Teaching: Candidates must demonstrate superior teaching as evidenced by evaluations from students (SOIs), peers, and department heads. 40 points minimum.
2. Professional Growth and Development: Candidates must be continually active in scholarship and professional development. 25 points minimum.
3. Service to the Community, Institution, and Profession: Candidates must perform service to the community, institution,<sup>2</sup> and profession. Service to the institution and the community includes activities that relate specifically to a faculty member's professional expertise. 15 points minimum.
4. Professional Ethics and Behavior: Candidates are expected to exhibit proper professional ethics and behavior.<sup>3</sup>

### ***Promotion to Professor***

Candidates must serve a minimum of five years in the rank of associate professor and may apply for promotion during their fifth year of full-time, tenure-track service at Valdosta State. Candidates must possess an earned doctorate<sup>1</sup> in their teaching field or related field *and* must accumulate a minimum total of 95 points from the 100-point scale for promotion while attaining minima in the following criteria.

1. Teaching: Candidates must demonstrate superior teaching as evidenced by evaluations from students (SOIs), peers, and department heads. 45 points minimum.
2. Professional Growth and Development: Candidates must be continually active in scholarship and professional development. 30 points minimum.
3. Service to the Community, Institution, and Profession: Candidates must perform service to the community, institution,<sup>2</sup> and profession. Service to the institution and the community includes activities that relate specifically to a faculty member's professional expertise. 15 points minimum.
4. Professional Ethics and Behavior: Candidates are expected to exhibit proper professional ethics and behavior.<sup>3</sup>

<sup>1</sup> A Doctorate is defined as "an earned academic degree carrying the title of 'doctor.' Not to be included are first professional degrees such as M.D., D.D.S." (The University System of Georgia, *Data Element Dictionary*, Appendix F). A first professional degree is "the first earned degree in a professional field; should include, but not limited to, the following degrees: (1) M.D., (2) D.O., (3) L.L.B. or J.D. (if J.D. is the first professional degree), (4) D.D.S., (5) D.V.M., (6) O.D., (7) B.D., M.Div., Rabbi, (8) Pod.D., P.M." *ibid*.

<sup>2</sup> Service to the institution and the community includes activities that relate specifically to faculty members' professional expertise, including interdisciplinary professional activities, e.g., non-paid consulting, conducting workshops, speech-making, etc. In these activities faculty members are utilizing their area(s) of competence as an extension of their research or classroom teaching for the benefit of those who normally would not have access to regular classroom instruction.

<sup>3</sup> See the VSU *Faculty Handbook* "Professional Standards: An Academic Code of Professional Ethics" pages 25-31.

### ***Promotion Procedures***

If any of the dates listed below fall on a weekend, the following Monday shall be the relevant due date. By April 30 the Dean will notify each faculty member of eligibility for promotion. All faculty members who wish to be considered shall submit applications to the chair of the promotion and tenure committee by the fourth Wednesday in August for consideration by the College of Nursing and Health Science's promotion and tenure committee.

Candidates must complete the College of Nursing and Health Science's Application for Promotion and Tenure, which is on the CONHS home page. The candidate's point count must be included in the application.

By September 15, the College of Nursing and Health Science's promotion and tenure committee will review submitted documents and will notify candidates of any missing documentation, giving the candidate an opportunity to make corrections.

By October 1, candidates will submit corrections, if needed, to the CONHS promotion and tenure committee chair.

By the fourth Wednesday in October, the CONHS promotion and tenure committee chair is to prepare a report, outlining the candidate's strengths and weaknesses, giving the point count, and making a recommendation about promotion. A copy of the chair's report will be furnished to the candidate at this time.

By the last Monday in November, the Dean shall review applications, prepare statements regarding the candidates' qualifications for promotion, and forward the dossiers to Academic Affairs. Candidates shall organize and the Dean shall ensure that dossiers are prepared uniformly as specified in the University Tenure and Promotion document:

1. Coversheet from Academic Affairs for the Recommendation for Promotion
2. Candidate's current curriculum vitae
3. College of Nursing and Health Sciences Promotion and Tenure Policies and Procedures
4. Annual faculty evaluations for each year under review
5. CONHS promotion and tenure committee's recommendation
6. College of Nursing and Health Sciences Dean's recommendation
7. College of Nursing and Health Sciences Application for Promotion and Tenure
8. Table summarizing student opinions of instruction (SOIs) from the period under review
9. Copy of VSU's uniform SOI instrument and printouts of all SOIs from the period under review with summary information about the contents of the student narrative comments
10. Peer evaluations of teaching as defined by CONHS policies.
11. Other optional supporting documentation of teaching, e.g., evidence of student learning, course syllabi, evidence of course or curriculum development activities, evidence of innovative instruction
12. Copies of scholarly publications and papers
13. Other optional supporting documentation of professional growth and development, e.g., letters of recommendation, external peer review of scholarship
14. Other optional supporting documentation of service, e.g., committee assignment documentation, copies of meeting minutes, copies of products developed

<b>Promotion Deadlines*</b>	<b>Action</b>
April 30	Dean notifies FP&T Committee Chair of faculty eligible. Faculty confirm intent related to personal action with FP&T Chair.
Fourth Wednesday August	Candidate submits dossier to Chairperson of FP&T Committee. Chairperson, Associate Dean, or Dean may request additional materials.
September 15	Notify candidates of any missing documentation, giving the candidate an opportunity to make corrections.
October 1	Candidates will submit corrections, if needed, to the CONHS promotion and tenure committee chair.
Fourth Wednesday October	CONHS FP&T Committee review dossier and any requested additional materials. FP&T Committee forwards a letter of recommendation to the Dean and provides the candidate with a copy.
Last Monday November	Dean informs candidates of Dean's decision. Dean submits P&T dossiers going forward to Academic Affairs' Office.
December 15	Dossiers uploaded to university committee
January	UTPC Committee reviews Candidate's application for action and forwards recommendation to the Vice President for Academic Affairs and the Candidate.
March	Candidate may inquire to the Office of the Vice President for Academic Affairs if recommendation has been sent forward to the Board of Regents.

\*If the date falls on a weekend, the following Monday shall be the relevant due date.



Four types of review are described in the following sections: The Pre-Tenure Review, the Promotion Review, the Tenure Review, and the Post-Tenure Review.

### **THE PRE-TENURE REVIEW**

The purpose of the *Pre-Tenure Review* is to assist the faculty member in determining whether they are making appropriate progress toward promotion or tenure requirements. This review occurs before a faculty member becomes eligible for tenure or promotion. A favorable Pre-Tenure Review at all levels of the review process implies that a faculty member is making satisfactory progress toward promotion and/or tenure, but it does not result in a tenure or promotion decision. Rather, the review provides feedback to the faculty member about performance strengths and weaknesses, and this review provides additional information to the Dean of the College of Nursing and Health Sciences for making a decision regarding the performance of the faculty member.

The Required Pre-Tenure Review is conducted within the College of Nursing and Health Sciences during the third year of a faculty member's employment in a full-time, tenure-track or non-tenure-track position at Valdosta State University. A non-tenure-track instructor may elect to have a third year review if they are considering advancing to a non-tenure-track assistant professor position.

### **THE PROMOTION REVIEW**

A *Promotion Review* is conducted to assist in making a decision about the promotion of faculty within the College of Nursing and Health Sciences. An *Elective Promotion Review* is conducted to make a decision about the promotion of a faculty member who has become eligible for such a decision, as specified by policies of Board of Regents of the University System of Georgia. Eligibility for promotion, relative to rank and years in service, does not imply readiness for promotion. An eligible faculty member should consult the promotion requirements in the Valdosta State University Faculty Handbook and confer with the Dean of the College of Nursing and Health Sciences to determine readiness and the appropriateness of initiating an Elective Promotion Review.

### **THE TENURE REVIEW**

A *Tenure Review* is conducted to assist in making a decision about the awarding of tenure to faculty members in the College of Nursing and Health Sciences.

A *Required Tenure Review* is to assist in making a decision about awarding tenure to a faculty member who has been employed for the maximum allowable time without an award of tenure in accordance with Board of Regents' policy.

An *Elective Tenure Review* is conducted to make a decision about the awarding of tenure to a faculty member who has become eligible for such a review, but has not yet met the time requirement for such a decision as specified by the Valdosta State University Faculty Handbook. *Eligibility for tenure, relative to rank and years in service, does not imply readiness for tenure.* An eligible faculty member should consult the requirements in the Valdosta State University Faculty Handbook and confer with the Dean of the College of Nursing and Health Sciences to determine readiness and appropriateness for initiating an *Elective Tenure Review*. Faculty members who received probationary credit toward tenure on initial appointment at VSU have the opportunity to initiate an *Elective Tenure Review earlier* than those who do not receive probationary credit.

**Guidelines for Years Granted Towards Tenure:** At Valdosta State University, any years granted towards tenure, negotiated at the time of appointment, must be specified in the formal letter of offer. These years do not count towards promotion. The formal letter of offer from the Provost must stipulate if the faculty member can list and count accomplishments in teaching, scholarship, and service from previous years for tenure review at Valdosta State University.

Individuals who have previously served in a tenure track position at a regionally accredited institution may be granted up to three years of probationary credit and may apply this toward the time requirement of five years.

### **THE POST-TENURE REVIEW**

The *Post-Tenure Review* occurs on a 5-year cycle. Faculty submit vitae and copies of all five most recent annual evaluations by the regular date required by the College of Nursing and Health Sciences for promotion and tenure actions. The College of Nursing and Health Sciences Faculty Promotion and Tenure Committee examine submitted materials. Three or more Satisfactory annual evaluations with at least two of these within the three years prior to the review and no Unsatisfactory evaluations will result in reward and recognition of Satisfactory performance. A report from the Committee is forwarded to the faculty member, Dean, and Vice-President for Academic Affairs. Two or more Unsatisfactory annual evaluations with at least one of these within the three years prior to the review requires a remediation plan by the candidate. The Committee submits a report to the faculty member, Dean, and Vice-President for Academic Affairs. All other cases result in a Committee report to the faculty member, Dean, and Vice-President for Academic Affairs.

### **Tenure Policy**

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The BoR *Policy Manual* (8.3.7.2; 8.3.7.4; 8.3.7.6; 8.3.7.7) stipulates:

Only assistant professors, associate professors, and professors are eligible for tenure. Normally, only faculty who are employed full-time (as defined by Regents' policies) by an institution are eligible for tenure.

The term "full-time" is used in these tenure regulations to denote service on a 100% work load basis for at least two (2) out of three (3) consecutive academic terms. Faculty with non-tenure track appointments shall not acquire tenure. The award of tenure is limited to the above academic ranks and shall not be construed to include honorific appointments, such as adjunct appointments (BoR Minutes, October 2008).

Tenure may be awarded, upon approval of the president, upon completion of a probationary period of at least five (5) years of full-time service at the rank of assistant professor or higher (BoR Minutes, August 2007). The five-year period must be continuous, except that a maximum of two (2) years interruption because of a leave of absence or part-time service may be permitted, provided, however, that an award of credit for the probationary period of an interruption shall be at the discretion of the president.

In all cases in which a leave of absence, approved by the president, is based on birth or adoption of a child, or serious disability or prolonged illness of the employee or immediate family member, the five-year probationary period may be suspended during the leave of absence. A maximum of three (3) years' credit toward the minimum probationary period may be allowed for service in tenure track positions at other institutions or for full-time service at the rank of instructor or lecturer at the same institution. Such credit for prior service shall be approved in writing by the president at the time of the initial appointment at the rank of assistant professor or higher.

Notwithstanding anything to the contrary in this Policy Manual, in exceptional cases an institution's president may approve an outstanding distinguished senior faculty member for the award of tenure upon the faculty member's initial appointment; such action is otherwise referred to as tenure upon appointment.

Each such recommendation shall be granted only in cases in which the faculty member, at a minimum, is appointed as an associate or full professor, was already tenured at a prior institution, and brings a demonstrably national reputation to the institution. If the person is being appointed to an administrative position and has not previously held tenure, the award of tenure must be approved by the Chancellor (BoR Minutes, August 2007).

Except for the approved suspension of the probationary period due to a leave of absence, the maximum time that may be served at the rank of assistant professor or above without the award of tenure shall be seven (7) years, provided, however, that a terminal contract for an eighth year may be proffered if a recommendation for tenure is not approved by the president.

The maximum time that may be served in combination of full-time instructional appointments (instructor or professorial ranks) without the award of tenure shall be ten (10) years, provided, however, that a terminal contract for the 11th year may be proffered if a recommendation for tenure is not approved by the president (BoR Minutes, 1992-93, p. 188; April 2000, pp. 31-32; August 2007).

Except for the approved suspension of the probationary period due to a leave of absence, the maximum period of time that may be served at the rank of full-time instructor shall be seven (7) years (BoR Minutes, April 2000, pp. 31-32).

Tenure or probationary credit towards tenure is lost upon:

1. Resignation from an institution; or
2. Written resignation from a tenured position in order to take a non-tenured position; or,
3. Written resignation from a position for which probationary credit toward tenure is given in order to take a position for which no probationary credit is given.

In the event such an individual is again employed as a candidate for tenure, probationary credit for the prior service may be awarded in the same manner as for service at another institution.

### ***Years Granted Towards Tenure***

At Valdosta State University, any years granted towards tenure, negotiated at the time of appointment, must be specified in the formal letter of offer. These years do not count towards promotion. Faculty granted years towards tenure may list accomplishments in teaching, professional growth and development, and service from previous years, but faculty must demonstrate new accomplishments in each area.

### ***Tenure Criteria***

Faculty must serve a minimum of five years in tenure-track positions to be eligible for tenure; however, they may apply for tenure during their fifth year of full-time, tenure-track service. A candidate with no years granted towards tenure cannot apply for tenure before the fifth year.

The general expectation in the College of Nursing and Health Sciences is that the successful candidate for tenure will achieve the points and record for promotion to associate professor. In rare cases, a candidate may achieve tenure but not promotion to associate professor. A candidate must have a minimum of 15 points in Category II.A.1 of Professional Growth and Development to be considered for tenure.

**However, attainment of the point threshold does not guarantee tenure; it establishes whether a candidate merits any further consideration. Please note that the attainment of the point threshold does not limit the ability of relevant committees or administrators to exercise good faith judgments about the quality of faculty achievements in teaching, professional growth and development, and service.**

The BoR *Policy Manual* (8.3.7.3) describes the minimum criteria for tenure:

1. Excellence and effectiveness in teaching and instruction;
2. Academic achievement, as appropriate to the mission
3. Outstanding service to the institution, profession, or community
4. Professional growth and development

(BoR Policy Manual)

Noteworthy achievement is required in at least two of the above categories, but is not required in all four categories. A written recommendation should be submitted by the Head of the department concerned, setting forth the reasons for tenure. The faculty member's length of service with an institution shall be taken into consideration in determining whether or not the faculty member should be tenured, but neither the possession of a doctorate degree nor longevity of service is a guarantee of tenure.

In relation to research and comprehensive universities, the BOR *Policy Manual* (8.3.7.3) stipulates:

In addition to the minimum criteria above, tenure at the rank of associate or full professor requires the earned doctorate or its equivalent in training, ability, and/or experience.

## ***Tenure Procedures***

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If one of the dates listed below falls on a weekend, the following Monday shall be the applicable due date. By April 30 the Dean will notify each faculty member of eligibility for tenure. All faculty members who wish to be considered shall submit their applications to the FP&T chair by the fourth Wednesday in August for consideration by the CONHS promotion and tenure committee.

Candidates must complete the College of Nursing and Health Sciences Application for Promotion and Tenure which is on the CONHS homepage. The candidate's point count as well as the division's guidelines for teaching, professional growth and development, and service must be included in the application.

By October 1, the Dean will distribute an Evaluation of Tenure Candidate form to each tenure track member of the CONHS, except the candidate. All tenure track faculty have the responsibility of carefully reviewing the tenure application and judging the professional qualifications of their colleagues. After reviewing the candidate's application, each tenure track member shall complete and sign the Evaluation of Tenure Candidate form.

- Completed evaluations shall be submitted directly to the FP&T Chair by October 15.
- Members of the FP&T committee shall fill out the form as individual faculty members; the FP&T committee shall make its recommendation later in the process.
- The FP&T Chair shall tally the recommendations and submit the tally and individual responses to the FP&T committee.
- FP&T Chair shall ensure the tally and the signed individual responses on the evaluation form are included in all dossiers when they are submitted to the College of Nursing and Health Science's Dean.

The dean will distribute the Evaluation of Tenure Candidate form to each tenured member of the candidates' division when associate deans or directors are being considered for tenure and completed forms will be submitted directly to the dean.

By fourth Wednesday in October, the FP&T committee is to submit a report to the Dean, outlining the candidate's strengths and weaknesses, giving its determination of the point count, and making a recommendation about tenure. A copy of the committee's report will be furnished to the candidate at this time.

Candidates shall organize and FP&T Chairs shall ensure dossiers are prepared uniformly as specified in the University Tenure and Promotion document:

1. Coversheet from Academic Affairs for the Recommendation for Tenure
2. Candidate's current curriculum vitae
3. College of Nursing and Health Sciences Promotion and Tenure Policies and Procedures
4. Annual faculty evaluations for each year under review
5. Pre-tenure review letters from promotion and tenure committee as well as the associate dean
6. CONHS promotion and tenure committee's report for tenure
7. College of Nursing and Health Sciences dean's recommendation
8. College of Nursing and Health Sciences Application for Promotion and Tenure
9. Table summarizing student opinions of instruction (SOIs) from the period under review

10. Copy of VSU's uniform SOI instrument and printouts of all SOIs from the period under review with summary information about the contents of the student narrative comments
11. Peer evaluations of teaching as defined by CONHS policies
12. Other optional supporting documentation of teaching, e.g., evidence of student learning, course syllabi, evidence of course or curriculum development activities, evidence of innovative instruction
13. Copies of scholarly publications and papers
14. Other optional supporting documentation of professional growth and development, e.g., letters of recommendation, external peer review of scholarship
15. Other optional supporting documentation of service, e.g., committee assignment documentation, copies of meeting minutes, copies of products developed

<b>Promotion Deadlines*</b>	<b>Action</b>
April 30	Dean notifies FP&T Committee Chair of faculty eligible. Faculty confirm intent related to personal action with FP&T Chair.
Fourth Wednesday August	Candidate submits dossier to Chairperson of FP&T Committee. Chairperson, Associate Dean, or Dean may request additional materials.
September 15	Notify candidates of any missing documentation, giving the candidate an opportunity to make corrections.
October 1	Candidates will submit corrections, if needed, to the CONHS promotion and tenure committee chair.
Fourth Wednesday October	CONHS FP&T Committee review dossier and any requested additional materials. FP&T Committee forwards a letter of recommendation to the Dean and provides the candidate with a copy.
Last Monday November	Dean informs candidates of Dean's decision. Dean submits P&T dossiers going forward to Academic Affairs's Office.
December 15	Dossiers uploaded to university committee
January	UTPC Committee reviews Candidate's application for action and forwards recommendation to the Vice President for Academic Affairs and the Candidate.
March	Candidate may inquire to the Office of the Vice President for Academic Affairs if recommendation has been sent forward to the Board of Regents.

\*If the date falls on a weekend, the following Monday shall be the relevant due date

### ***Additional Procedures***

#### ***CONHS FP&T Committee Recommendation***

If the FP&T Chair makes a negative recommendation, the FP&T Chair will notify the faculty member of this decision by fourth Wednesday in October. The candidate decides whether to withdraw or have the CONHS FP&T Chair forward the application materials to the dean's office for consideration.

#### ***College Appeals***

If a faculty member's application for promotion or tenure is denied at college level, the dean will notify the faculty member of this decision by the last Monday in November; the faculty member may submit a written appeal to the dean within five working days of notification, defined as days when classes are in session. When appeals are made to the dean, the Associate Dean shall reconsider the candidate's application. The dean shall consider recommendations of the Associate

Dean and then shall submit his or her recommendations to the vice president for academic affairs. If, after reconsideration, the dean upholds the negative recommendation and so informs the faculty member, the faculty member may withdraw the dossier or request that it be forwarded to the Provost.

### ***Final Recommendation and System Appeals***

The University Tenure and Promotion Committee shall review the dossiers of all candidates forwarded by the dean for tenure/promotion and make recommendations to the Vice President for Academic Affairs/Provost. The Provost reviews the dossiers and notifies the candidate of the decision at the university-level. According to the VSU Tenure and Promotion Policies and Procedures, a negative recommendation by the Provost may be appealed according to the appeals process outlined in USG BOR bylaws. The President reviews the dossiers and recommendations and makes a final decision.

The *Policy Manual* of the Board of Regents provides for appeals to the Board (8.2.21 Employment Appeals):

Applications from University System employees for Board of Regents' review of presidential decisions shall be limited to instances in which an employee is terminated, demoted, or otherwise disciplined in a manner which results in a loss of pay. Any University System employee aggrieved by a final decision of the President of an institution, other than those stated above, may apply to the University System Office of Legal Affairs for a review of the decision, in accordance with the Board of Regents' Policy on Applications for Discretionary Review; provided, however, that an application may be reviewed if (1) the record suggests that a miscarriage of justice might reasonably occur if the application is not reviewed, or (2) the record suggests that the institutional decision, if not reviewed, might reasonably have detrimental and system-wide significance.

### ***Implementation***

These guidelines for promotion and tenure will go into effect the semester following their approval by a majority of the faculty of the College of Nursing and Health Sciences. All faculty who begin their employment at Valdosta State University that semester or thereafter will be subject to these guidelines. Faculty hired earlier than that semester who undergo personnel actions may elect the old P&T guidelines or the revised guidelines. In the Fall 2019 semester, all faculty must use the revised guidelines, regardless of the date of hiring.

## **LECTURERS AND SENIOR LECTURERS: APPOINTMENT, REVIEW, AND PROMOTION PROCESS**

### **A. Appointment**

Lecturers and Senior Lecturers are appointed by the CONHS on a year-to-year basis. Such faculty should present the appropriate degree for their field with a minimum of a Master's degree. The most important criterion related to qualifications for appointment is teaching ability including classroom presence, knowledge of the subject, and familiarity/skill with current instructional methods.

### **B. Reviews**

The primary consideration in the third-year and fifth-year reviews will be contributions in teaching and service.

- Lecturers will undergo third- and fifth-year review.
- Lecturers will develop a Review Dossier. Using the FAR (Faculty Annual Review) document.
- The dossier should include a thoughtfully constructed narrative self-evaluation of teaching; description of professional development to remain current in the field; a reflective analysis of external evaluations (SOIs and peer-evaluations of teaching); and description of service to the CONHS, University, community, etc.
- The CONHS Checklist for Development of Faculty Review Dossier—Lecture Track can be used to guide assembly of the dossier.
- Lecturers who have received a favorable fifth-year review may apply for promotion to Senior Lecturer during their sixth year to take effect during their seventh year of continuous service.
- After their initial fifth-year review, lecturers must be reviewed every five years. Subsequent fifth-year reviews will require the same documentation required in post-tenure reviews.
- Unsatisfactory reviews will be grounds for non-reappointment.
- Lecturers whose reviews do not demonstrate exceptional teaching ability and extraordinary value may be terminated at the end of their sixth year (BoR 8.3.8.1).

#### C. Promotion Criteria

The promotion of Lecturer to Senior Lecturer is based upon the experience and academic background of the candidate as well as the instructional needs in the position. Promotion to Senior Lecturer is based on merit and is not automatic. Promotion decisions are not necessarily retention decisions. Promotion is not necessary for continued employment beyond six years.

- If the candidate chooses to apply for promotion, the fifth-year Review Dossier must be developed (as described above in **B. Reviews**) and should include elements described on the Checklist for Development of Faculty Promotion and Tenure Dossier.
- If the candidate chooses not to apply for promotion, the fifth-year Review Dossier should include elements described on the Checklist for Development of Faculty Promotion and Tenure Dossier.

#### D. Reappointment

Lecturers and Senior Lecturers are appointed by the institution on a year-to-year basis. Renewal of such faculty appointments depends not only on exceptional teaching ability and extraordinary value to the institution, but also on the instructional needs in the position.



**COLLEGE OF NURSING AND HEALTH SCIENCES  
PROMOTION AND TENURE APPLICATION**

Name \_\_\_\_\_ Division \_\_\_\_\_

Application for tenure     Application for promotion to the rank of \_\_\_\_\_

**Highest Earned Degree:**

Institution awarding degree:  
Month and year when awarded:

**Original Employment at Valdosta State University**

Month and year of original employment:  
Rank at time of original employment:  
Probationary credit towards tenure (include evidence):  
Total years awarded:  
Years of service at:  
Years of service at:

**Employment History at Valdosta State University**

Month and year tenure was awarded (if applicable):  
Month and year of election to the graduate faculty (if applicable):  
Type of membership on graduate faculty (if applicable):  
Month and year of previous promotion at VSU (if applicable):  
To Professor:  
To Associate Professor:  
To Assistant Professor:

Previous Academic Experience

<u>Institution</u>	<u>Position/Rank</u>	<u>From</u> <u>Month Year</u>	<u>To</u> <u>Month Year</u>	<u>Tenured</u> <u>Yes No</u>
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Previous Non-Academic Professional Experience

<u>Place of Employment</u>	<u>Position/Rank</u>	<u>From</u> <u>Month Year</u>	<u>To</u> <u>Month Year</u>
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## ***Introduction***

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The VSU College of Nursing and Health Sciences Promotion and Tenure document establishes the minimum criteria for tenure and promotion for the three areas under consideration: teaching, professional growth and development, and service. The criteria within this document also align with the University Promotion and Tenure document.

- I. **Teaching: 50 points maximum.** Please note the point maxima listed below for the candidate, the CONHS P&T committee, and the Dean. Minimum points required to establish eligibility for promotion are as follows: assistant professor, 40 points; associate professor, 40 points; and professor, 45 points.

The recommended points are to be distributed as follows:

I.A: Self-evaluation – 10 points maximum

I.B: Teaching Activities – 20 points maximum

I.C: External Evaluations – 20 point maximum

### **CONHS Teaching Expectations:**

The College of Nursing and Health Sciences greatly values teaching. Expectations are

- Participation in CONHS tools of teaching assessment, specifically SOI's should be administered for each course taught and peer reviews according to CONHS policy.
- Maintenance of course standards.
- Maintenance of classroom and office hours.
- Competency in the subject matter taught.

The college appreciates efforts such as innovation and experimentation, the development of new courses and the redevelopment of existing courses, independent and directed studies administered by the candidate, on-going development, for example, the attendance at workshops and seminars related to teaching, and the development of classroom extras, such as notes, videos, websites, software applications, etc.

Candidates must keep and be able to provide well-organized documentation to justify their point assignments. They should submit a well-organized dossier according to any formats suggested by the College of Nursing and Health Sciences and/or the University (see Checklist).

**I.A: Teaching Self-evaluation, 10 points maximum.** Superior teaching is a combination of careful planning (including a well thought-out and detailed syllabus) and excellent skills and performance in the classroom. Courses within the major are part of the knowledge and skill base that contribute to the learning outcomes within the major. Using at least two of the courses you taught as your examples (when possible courses at different levels), describe your attention to course design and assignments intended to engage students and help them achieve the stated learning goals for the course.

- How was the course designed? Describe how assignments built upon each other and created increasingly complex skills and understandings among your students.
- Which skills, in particular, were you addressing through the content and assignments in this course?
- Finally, how did these courses each contribute to the learning outcomes for the majors in your discipline? Describe your classroom strengths, particularly instructional techniques

and innovations, as well as the teaching issues that you found challenging in your attempt to be a superior classroom teacher. (2,000 word limit)

- I.B: Teaching Activities, 20 points maximum.** For each activity, note the date, duration, and nature of activity.
- I.B.1: Courses Taught – 10 points maximum.** One point for each different course taught. One point for new text revisions or new format, i.e.: online.
  - I.B.2: New Courses and Academic Programs Developed – 10 points maximum.** One point for each new course (for the catalog or a new special topics course) or academic program developed.
  - I.B.3: Theses/Dissertations – 10 points maximum.** One point per committee for membership and one additional point for serving as chair.
  - I.B.4: Internships, Projects, and Honors Options Supervised – 10 points maximum.** One point for each internship, project, or Honors Option supervised that is not part of your normal teaching load.
  - I.B.5: Undergraduate and Graduate Research Projects Mentored – 10 points maximum.** One point for each project mentored in accordance with departmental guidelines that resulted in a student presentation, submission to a journal or publication. Graduate research projects should not be thesis or dissertation work. List student name, date, venue of presentation, journal submission or publication, and faculty role.
  - I.B.6: Service Learning and Civic Engagement Projects Conducted – 10 points maximum.** One point for each project involving student work in the community or with local governments that is conducted as part of a course.
  - I.B.7: Study Abroad/Domestic Study Programs – 10 points maximum.** One point for developing a study abroad or domestic program, another point for planning/recruiting, and one additional point for each program directed.
  - I.B.8: Teaching Development Workshops and Conferences – 10 points maximum.** One point for each workshop or conference attended.
  - I.B.9: Academic Advising – 10 points maximum.** One point per semester for academic advising.
- I.C: External Evaluations, 20 points maximum.** Candidates must provide evidence from SOIs and peer evaluations. The division committee and Associate Dean will provide separate evaluations.
- I.C.1: Student Opinion of Instruction (SOI) – 5 points maximum.** The candidate must include as an appendix a copy of the division's uniform SOI instrument as well as a printout of all SOIs completed during the period under review, showing all student comments for each course taught. If SOIs for a particular course are unavailable, the candidate must reply why. The candidate must also provide a table summarizing SOIs for each course taught in the period under review including at least the following data: the semester, the course number, the section, the title, the enrollment, the number of respondents, the scale (low to high), the means and standard deviations (an aggregate of questions). The candidate must also explain any difference between her/his teaching load and the standard teaching load for the department (*e.g.*, course reduction for grant work, illness). The candidate must include summary information about the content of the student narrative comments.
  - I.C.2: Peer Evaluation of Teaching – 5 points maximum.** Peer evaluation of teaching must include classroom observations with written reports of classroom visitations based upon CONHS policies. Peer evaluations must be included as an appendix.

**I.C.3: CONHS FP&T Committee Evaluation – 5 points maximum.** The division promotion and tenure committee must provide an analysis of the candidate's teaching activities, including strengths and weaknesses and results of student and peer evaluations. The following factors should be considered: work done to remain current in the teaching field(s), maintain, and increase competency in teaching field(s): instructional techniques and the extent of success in teaching methods used; aspects of teaching perceived as being subject to improvement; new courses or academic programs developed and other contributions to the CONHS's teaching programs; and additional teaching activities as outlined in Category B.

**I.C.4: Dean's Evaluation – 5 points maximum.** The Dean must provide an analysis of the candidate's teaching activities, including strengths and weaknesses and results of student and peer evaluations. The following factors should be considered: work done to remain current in teaching field(s); instructional techniques and the extent of success with teaching methods used; aspects of teaching perceived as being subject to improvement; new courses or academic programs developed and other contributions to the college's teaching programs; and additional teaching activities as outlined in Category B.

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**I. Teaching: Summary of Recommended Point Count**

	<i>by candidate</i>	<i>by FP&amp;T committee</i>	<i>by Dean</i>
<b>I.A: Self-evaluation</b>	xxxxxxxxxxxx	_____	_____
<b>I.B: Teaching Activities</b>	_____	_____	_____
<b>I.C: External Evaluation</b>			
<b>I.C.1: SOI</b>	_____	_____	_____
<b>I.C.2: Peer Eval.</b>	_____	_____	_____
<b>I.C.3: P&amp;T. Commt.</b>	xxxxxxxxxxxx	_____	_____
<b>I.C.4: Dean</b>	xxxxxxxxxxxx	xxxxxxxxxxxx	_____
<b>Total</b>	_____	_____	_____
	(30 points max.)	(45 points max.)	(50 points maximum)

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**II. Professional Growth and Development – 15 to 35 points.** Note: your points in Criteria II & III cannot exceed 50 points total. Minimum points required to establish eligibility for promotion are as follows: assistant professor, 15 points; associate professor, 25 points; and professor, 30 points. See “Promotion Criteria.”

Additional directions:

- For each category below include only information that pertains to one’s professional career.
- Items should be listed in reverse chronological order with the most recent accomplishments listed first.
- Candidates should also place a solid line in the listing to delineate what you have accomplished since your last promotion (recall Promotion Criteria, P. 3)

The recommended points are to be distributed as follows:

II.A: Externally refereed publications – 35 points maximum.

II. B: Professional development activities, including publications not subject to an external refereeing process – 0 to 15 points maximum.

**CONHS Professional Growth and Development Expectations:**

Professional growth and development of tenure-track and tenured faculty is highly valued in the College of Nursing and Health Sciences at Valdosta State University. The explosion of print and on-line journals, vanity press, proceedings, subfields within subfields, and so on can make determining the acceptable contributions to one’s field confusing. Ultimately an honest assessment by the candidate for tenure or promotion is essential. The FT&P application requires such an assessment together with **supporting documentation** throughout section II.A.

We encourage candidates to keep and provide documentation to justify their point assignments. They should submit a well-organized dossier according to any formats suggested by the College of Nursing and Health Sciences and/or the University. Finally, “**guidelines**” are just that, **guidelines**. Candidates for tenure or promotion are encouraged to assign a particular endeavor points (the same, more, or less) according to those suggested with justification.

**II.A: Externally Refereed Publications and Other Externally Refereed Works - 35 points maximum.** Externally refereed publications must be in the candidate’s discipline or interdisciplinary work. Work accepted for publication may be counted if the publication date falls on or after the starting date of the candidate’s contract at VSU. Candidates must describe the precise role they played on a publication, especially for co-authored work.

Note: to demonstrate that a publication is refereed, the candidate should submit materials such as the submission requirements of the journal, the comments/revisions to the manuscript required by the readers/editor before publication, etc.

**II.A.1: Externally Refereed Publications: (15 point minimum for tenure and promotion)**

**II.A.1.a:** Book, monograph, textbook, or edited book – 5 to 20 points each. The type

and length of the book, quality of the press, number of co-authors, awards won, and contributions to the field will determine the point allocation.

**II.A.1.b:** Refereed publications including journal articles (electronic or print), book chapters, conference/workshop/symposium proceedings, anthologies, workbooks, laboratory manuals, solutions manuals, short stories, essays, and other creative works, etc. – 3 to 10 points each.

**II.A.2: Externally Refereed Works: (0 point minimum)**

**II.A.2.a:** Externally funded grants/contracts – 1 to 7 points each.

**II.A.2.b:** Patent or dissemination of original software and hardware systems – 1 to 5 points each.

**II.B: Professional Development Activities - 10 points maximum.** This category may include publications subject to or not subject to an external refereeing process such as presentations at academic conferences, editing, and reviewing. This category includes works accepted for publication but excludes non-refereed works for which the candidate paid a fee to have the work published. For a non-refereed publication, the candidate must include a description of the publication's selection process and the nature of the sponsoring organization or publisher.

**II.B.1:** Academic conferences

**II.B.1.a:** Papers, posters, and invited addresses presented at academic conferences – 2 points each.

**II.B.1.b:** Attendance only at an academic conference – 1 point each.

**II.B.2:** Non-refereed scholarly work such as abstracts, anthologies, articles, book chapters, book reviews, conference proceedings, encyclopedia entries, poems, technical reports, and others – 1 to 3 points each.

**II.B.3:** Professional refereeing and reviewing - 1 point each.

**II.B.4:** Editing of regional or national newsletters - 2 points each.

**II.B.5:** Editing of professional journals – 1 to 5 points each.

**II.B.6:** Published workbooks, laboratory manuals, solutions manuals, videos, software, and other instructional material, including national Internet web sites for which that faculty member is responsible in development, content and maintenance – 1 to 5 points each.

**II.B.7:** External grant proposals – 1-2 points for each proposal written. Range depends on the role that the faculty member played in developing the grant proposal.

**II.B.8:** Internal grant proposals - 0 points for each proposal written and 1 point for each accepted. Internal faculty development grants for conference presentations should not be listed, but internal research grants (such as the Faculty Research Seed Grant) may be listed.

**II.B.9:** Licensure/Certification

**II.B.9.a.:** New licensure or certification – 2 points.

**II.B.9.a.:** Renewal licensure or certification – 1 point.

**II.C: Works-in-Progress – 0 points.** Work submitted or under contract.

## **Overview of Professional Growth and Development (30 – 35 points)**

Candidates for tenure or promotion may **not** exceed 50 points total in sections II and III, and may allocate points 30/20 or 35/15. Full details of section II appear in the College's T&P document.

<b>II.A: Externally Refereed Publications and Other Externally Refereed Work</b>	<b>35 point maximum</b>
<b>II.A.1: Externally Refereed Publications</b>	<b>15 points minimum</b>
<b>II.A.1.a. Book, monograph, textbook or edited book</b>	<b>5 – 20 points each</b>
<b>II.A.1.b. Refereed Publications*</b>	<b>3 – 10 points each*</b>
<b>II.A.2: Externally Refereed Works</b>	<b>0 points minimum</b>
<b>II.A.2.a. Externally funded grants</b>	<b>1 – 5 points each</b>
<b>II.A.2.b. Patent or dissemination of original software and hardware</b>	<b>1 – 10 points each</b>
<b>II.B: Professional Development Activities</b>	<b>0 – 10 points</b>
<b>II.B.1: Presentations at academic conferences</b>	<b>2 points each</b>
<b>II.B.2: Non-refereed scholarly work</b>	<b>1 – 3 points each</b>
<b>II.B.3: Refereeing and reviewing</b>	<b>1 point each</b>
<b>II.B.4: Editing of newsletters</b>	<b>2 points each</b>
<b>II.B.5: Editing of professional journals</b>	<b>1 – 5 points each</b>
<b>II.B.6: Published instructional material</b>	<b>1 – 5 points each</b>
<b>II.B.7: External grant proposals</b>	<b>1 – 2 points each</b>
<b>II.B.8: Internal grant proposals</b>	<b>0 – 1 points each</b>
<b>II.C: Works-in-Progress</b>	<b>0 points</b>

\* In section II.A.1.b guidelines are discipline specific (nursing, exercise physiology, health sciences)



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**II. Professional Growth and Development: Summary of Recommended Point Count**

	<i>by candidate</i>	<i>by FP&amp;T committee</i>	<i>by Dean</i>
<b>II.A.1: Externally Refereed Publications</b>	_____	_____	_____
<b>II.A.2: Externally Refereed Works</b>	_____	_____	_____
<b>II.B: Professional Develop. Activities</b>	_____	_____	_____
<b>II.C: Works-in-Progress</b>	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX
<b>Total</b>	_____	_____	_____

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**III. Service to the Community, Institution, and Profession – 15 to 35 points.** Note: Your points in Professional Development and Service cannot exceed 50 points total. Minimum points required to establish eligibility for promotion are as follows: assistant professor, 10 points; associate professor, 15 points; and professor, 15 points.

**CONHS Service Expectations:**

For tenure, list all service activities. For promotion, list only items since the last personnel action. The list should start with the most recent service activities. Be prepared to provide documentation of each service activity if requested. The recommended points must be allocated across at least three of the following categories, one of which must be service to the institution.

**III.A: Service to the Community – 10 points maximum.** One point for each contribution. Community service must be related specifically to a faculty member's professional expertise. Seminars, public lectures, conferences, workshops, and non-credit courses related to the candidate's disciplinary or interdisciplinary professional expertise, which were conducted by the candidate or in which the candidate provided assistance. For each item provide: title of activity, date(s), place, duration of activity, and number of participants, where applicable.

**III.A.1: Public Lectures**

**III.A.2: Conferences**

**III.A.3: Workshops and Seminars**

**III.A.4: Non-credit courses**

**III.A.5: Other community service**

**III.B: Service to the Institution (division, college, university or system) – 15 points maximum.** One to two points per year for each service activity, such as serving as a graduate or program coordinator, assessment coordinator, or faculty senator. One point per committee per year for membership and one additional point for serving as chair. For each item provide year(s) of service and nature of involvement (e.g., chairman, member, etc.). Be sure to note extent of involvement, especially for committee service.

**III.B.1: Division**

**III.B.2: College**

**III.B.3: University**

**III.B.4: University System**

**III.B.5: Substantial responsibility for preparation of assessment / accreditation reports**

**III.C: Service to the Profession – 10 points maximum.** One to two points per year for each contribution. For each item provide date(s), group served, duration and nature of activity.

**III.C.1: Organizing a conference program or section**

**III.C.2: Chairing or organizing a conference panel**

**III.C.3: Serving as a discussant, respondent, or roundtable participant on a conference panel**

**III.C.4: External evaluation of an academic program**

**III.C.5: External evaluation of a P&T dossier from another institution**

**III.C.6: Serving on a grant review panel**

**III.C.7: Other consulting activities**

**III.C.8: Posts held in professional organizations**

**III.D: Other service – 10 points maximum.** This category may include faculty sponsorship of student clubs, organizations, or events. One to two points per year for each contribution. For each item provide information about the nature of service and extent of involvement.

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**III. Service: Summary of Recommended Point Count**

	<i>by candidate</i>	<i>by FP&amp;T committee</i>	<i>by Dean</i>
<b>III.A: Service to Community</b>	_____	_____	_____
<b>III.B: Service to Institution</b>	_____	_____	_____
<b>III.C: Service to Profession</b>	_____	_____	_____
<b>III.D: Other Service</b>	_____	_____	_____
<b>Total</b>	_____	_____	_____

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**IV. Total points recommended for each criterion - 100 points maximum**

	<i>Points recommended by Candidate</i>	<i>Points recommended by faculty promotion &amp; tenure committee</i>	<i>Points recommended by Dean</i>
<b>CRITERION I: Teaching</b>	not to exceed 30 points	not to exceed 45 points	not to exceed 50 points
<b>CRITERION II: Professional Growth and Development</b> – not to exceed 35 points*			
<b>CRITERION III: Service to the Profession, Institution and Community</b> – not to exceed 35 points*			
<b>GRAND TOTAL -</b>	not to exceed 80 points	not to exceed 95 points	not to exceed 100 points

\*Criterion II plus Criterion III may not exceed 50 points.

**COLLEGE OF NURSING AND HEALTH SCIENCES  
EVALUATION OF TENURE CANDIDATE  
TO BE COMPLETED BY TENURED AND TENURE TRACK FACULTY**

Candidate: \_\_\_\_\_ Rank: \_\_\_\_\_

Division: \_\_\_\_\_ Highest Degree: \_\_\_\_\_

Institution Awarding Degree: \_\_\_\_\_

**Part I - Analysis of Candidate's Professional Performance**

1. Please analyze the candidate's strengths and weaknesses in the area of teaching and explain the basis upon which conclusions are drawn.
  
2. Please analyze the candidate's strengths and weaknesses in the area of professional growth and development and explain the basis upon which conclusions are drawn.
  
3. Please analyze the candidate's strengths and weaknesses in the area of service and explain the basis upon which conclusions are drawn.

**4. Part II - Summary Evaluation**

Provide a qualitative statement summarizing the candidate's overall performance, professional behavior, and fitness for tenure.

**Part III - Recommendation**

Based on the foregoing analysis,

- I recommend tenure without reservation.
- I recommend tenure with reservation.
- I do not recommend tenure.
- Abstain.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**VALDOSTA STATE UNIVERSITY  
COLLEGE OF NURSING AND HEALTH SCIENCES**

**CHECKLIST FOR DEVELOPMENT OF FACULTY  
REVIEW DOSSIERS—LECTURE TRACK**

A complete faculty dossier must contain the following discrete sections:

- A. \_\_\_\_\_ Cover sheet for the action under consideration.
- B. \_\_\_\_\_ Curriculum vitae with activities since last action highlighted.
- C. \_\_\_\_\_ All annual evaluations since last action.
- D. \_\_\_\_\_ All letters of recommendation from College FP&T Committee and Dean since last action.
- E. \_\_\_\_\_ Three-page narrative self-evaluation of **teaching**.
- F. \_\_\_\_\_ A reflective **analysis of external evaluations** (SOIs and peer-evaluations of teaching).  
This section must include original SOIs for all courses taught since last action and all peer evaluations since last action.
- G. \_\_\_\_\_ Description of **professional development to remain current** in the field
- H. \_\_\_\_\_ **Description of service** to the CONHS, University, community, etc.

**VALDOSTA STATE UNIVERSITY  
COLLEGE OF NURSING AND HEALTH SCIENCES**

**CHECKLIST FOR DEVELOPMENT OF FACULTY  
PROMOTION AND TENURE DOSSIERS**

A complete faculty dossier must contain the following discrete sections:

**Section I: Cover Page and Vita**

- A. \_\_\_\_\_ Cover sheet for the action under consideration.
- B. \_\_\_\_\_ Curriculum vitae with activities since last action highlighted.
- C. \_\_\_\_\_ College of Nursing and Health Sciences application for tenure and promotion completed by the candidate

**Section II: Evaluations of the Candidate by Review Committees and Administrators**

- A. \_\_\_\_\_ Relevant sections of the CONHS tenure and promotion guidelines for the appropriate job action.
- B. \_\_\_\_\_ All annual evaluations since last action.
- C. \_\_\_\_\_ Pre-Tenure Review Committee letter.
- D. \_\_\_\_\_ All letters of recommendation from College FP&T Committee and Dean since last action.

**Section III: Teaching and Student Learning**

- A. \_\_\_\_\_ This section must include original SOIs for all courses taught since last action. (These results should include summary information regarding the numerically-scored questions for each class section the faculty member has taught, including the total number of students and the number of respondents. They should also include summary information about the contents of the student narrative comments but *not* a complete listing of all narrative comments received.)
- B. \_\_\_\_\_ All peer evaluations since last action.
- C. \_\_\_\_\_ Evidence of student learning.
- D. \_\_\_\_\_ Additional Evidence: advising or mentoring activities; course syllabi, course outlines, exams, other assignments; course or curriculum development activities; innovative instruction.

**Section IV: Scholarship (Publications and Research)**

- A. \_\_\_\_\_ Chronological reference list of peer-reviewed articles beginning with most recent.
  - Applications for tenure: accomplishments prior to appointment at VSU should be clearly distinguished.
  - Applications for promotion: accomplishments prior to the last job action should be clearly distinguished.

- B. \_\_\_\_\_ Chronological reference list of other scholarly accomplishments with most recent first.
- Applications for tenure: accomplishments prior to appointment at VSU should be clearly distinguished.
  - Applications for promotion: accomplishments prior to the last job action should be clearly distinguished.
  - Examples: Professional presentations; excerpts from conference proceedings; submission and receipt of grants; book, chapter, and article reviews.
- C. \_\_\_\_\_ Works in Progress including works submitted, conditionally accepted.
- D. \_\_\_\_\_ Copies of licenses and certificates as required for discipline.

**Section V: Service**

- A. \_\_\_\_\_ List of service activities, starting with most recent, specifying the dates of each activity, designating the type of activity and one's role in the service.
- B. \_\_\_\_\_ Additional types of evidence (committee assignment documentation, copies of minutes, copies of products developed, recognition by others of the faculty member's contributions, evidence of campus, local, statewide, regional, national, or international professional service.
- C. \_\_\_\_\_ Additional types of evidence for faculty holding administrative positions:  
Documentation of leadership assignments; Evidence of program evaluation;  
Supervisor, peer, and employee evaluations; Copies of products developed.