



Two members from the College of Humanities and Social Sciences, one from the Humanities and one from the Social Sciences.

Two members from the Dewar College of Education and Human Services, one from Human Services and one from Education.

Two members from different departments in the College of the Arts.

One member each from the following colleges and divisions: College of Nursing and Health Sciences, the Langdale College of Business Administration, and Odum Library.

To fill a vacancy on the UTPC, the Provost shall appoint the necessary number of committee members from the appropriate college or division from a list of names recommended by the unit's dean or director. The procedure for nominating a committee member to replace a vacated seat originates at the college or unit level. Nominees must be tenured with the rank of associate professor or professor and, once appointed, may not render a decision at any level in the tenure and promotion process except at the university level. Suggested qualifications include that the nominee is knowledgeable of unit policies and procedures. Upon the approval of the college executive committee.



applicable to the candidate at any level of the review process.  
Any error or default in procedure when such error or default has had a prejudicial effect

success activities in each of these areas:

Teaching and Student Learning (or alternative for those whose primary faculty assignment is not teaching),

Research, Scholarship, Professional Growth, and Creative Production

Service to the University, Community, or Profession

**General Standard II:** All criteria and processes for the review of tenure and promotion shall be consistent with the mission of VSU.

**General Standard III:** All criteria and processes for review of tenure and promotion shall be consistent with practices at peer institutions at all levels. VSU's list of comparator and aspirational peers is available at <https://www.valdosta.edu/administration/institutional-research/peer->





to the discipline. Typical expectations for professors include: 1) excellence and effectiveness in teaching and instruction (or alternative for those whose primary faculty assignment is not teaching), 2) preparation of and dissemination of significant scholarship or creative production grounded in their areas of expertise, and 3) noteworthy professional service to the institution, discipline, or the community. Evidence of outstanding engagement in student success activities in any of these categories should be emphasized. An eligible candidate must present a portfolio which includes the items outlined in section 3.2 of this document.

**Professors** - As faculty members whose careers have advanced to extremely high levels of effectiveness and productivity, professors are typically characterized as leaders, mentors, scholars, experts, and distinguished colleagues.

### **NON-TENURE TRACK FACULTY RANKS AND PATHWAYS**

**Promotion for Non-Tenure Track Faculty** While tenure is not an option for faculty members in these positions, the possibility of promotion is available through two possible pathways: for those hired as lecturers or for those hired in the non-tenured professorial ranks.

#### **Pathways and Timelines for Lecturers**

**Lecturers** – The units of VSU are permitted to employ full-time lecturers “to carry out special instructional functions such as basic skills instruction.” Lecturers are an integral part of the teaching corps of many VSU departments, teaching primarily core and lower-division courses. The Lecturer position is not a tenure- track position, and the holder is not eligible for consideration for the award of tenure. Full-time lecturers are appointed by the institution on a year-to-year basis. Each unit must establish a policy that governs the review of Lecturer as well as procedures for retention and possible promotion of a Lecturer to Senior Lecturer and Senior Lecturer to Principal Lecturer. These policies must include two types of reviews: an initial third-year review and subsequent and recurring fifth-year reviews, if not interrupted by an application for promotion. In these reviews, the primary considerations by an



promotion of Lecturer to Senior Lecturer at VSU is based upon the experience and academic background of the candidate as well as the instructional needs for the position. To apply, candidates must demonstrate excellence and effectiveness in teaching and instruction as well as noteworthy achievement in service or research, scholarship, professional growth, or creative production. Evidence of outstanding engagement in student success activities in any of these categories should be emphasized. An eligible candidate must submit an application for promotion which includes a portfolio with the appropriate items outlined in section 3.2 of this document. Promotion to Senior Lecturer requires approval of the president. (BoR 8.3.8).

**Promotion to Principal Lecturers** –Senior Lecturers who have served in rank for a minimum of six years may be considered for promotion to Principal Lecturer. To apply, candidates must have demonstrated a sustained level of excellence and effectiveness in teaching and instruction as well as noteworthy achievement either in service or research, scholarship, professional growth, and creative production. Evidence of outstanding engagement in student success activities in any of these categories should be emphasized. The promotion of Senior Lecturer to Principal Lecturer at VSU is based upon the experience and academic background of the candidate as well as the instructional needs for the position. An eligible candidate must submit an application for promotion which includes a portfolio with the appropriate items outlined in section 3.2 of this document. Promotion to Principal Lecturer requires approval of the president. (BoR 8.3.8). Reappointment procedures for Principal Lecturers follow the same reappointment procedures as those for lecturers.

### **Pathways and Timelines for Non-Tenure Track Professorially-Ranked Faculty**

Non-tenure track professorially-ranked faculty are typically educator-practitioners in professional departments who have a background in their disciplinary area and who practice the discipline in the work setting. Faculty in the professorial ranks must have an appropriate degree or qualification on the basis of demonstrably successful related experience, which exception is expressly approved by the Provost. Faculty must also meet various standards for professional employability, depending on the discipline, to teach in the professional setting and maintain an appropriate balance between teaching, scholarship and service as defined in their unit's policy.

The non-tenure track ranks of associate or full professor require a terminal degree in the appropriate discipline or its equivalent in training, ability, or experience. In cases with clear and convincing evidence, promotion based on training, ability, or experience would serve as an equivalent terminal degree in the discipline. Equivalency is judged on various factors outlined by the unit and the individual achievements of the faculty member pursuing promotion to a higher rank. Required criteria for equivalency of a terminal degree include:

- Demonstration of broad and in-depth knowledge in the discipline beyond the master's level.

- Demonstration of one's ability in the academic field and scholarship that meets the standards outlined in unit guidelines for the appropriate rank at the time of application for promotion.

Those non-tenured faculty seeking promotion must provide support and evidence of factors demonstrating the equivalence to a terminal degree in their dossier materials. In addition to the minimum criteria above, promotion to specific ranks requires faculty to have the degree



informed by scholarship, the ability to conduct and disseminate scholarship and creative production grounded in their area of expertise are important to the work of associate professors.

**Promotion to Professor (Non-Tenure Track)** - 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 A.d



It is the faculty member's responsibility to provide documentation of teaching effectiveness (or

- Excerpts from conference proceedings
- Evidence of submission and receipt of grants
- Published book, chapter, and article reviews
- Published encyclopedia articles
- Copies of exhibit and performance programs
- Photographs of commissioned or exhibited art works

- C. Works-in-Progress including works submitted, conditionally accepted, or under contract should continue to be listed in all dossiers, if the applicant's academic unit permits.

For more detailed examples, consult unit guidelines.

## **Section V: Service**

This section contains evidence of the quality and significance of the faculty member's service. Evidence of engagement in student success activities should be emphasized. Service activities fall into categories such as institutional (department, college, unit, university, university system); community-based (where faculty typically utilize their professional expertise or serve as representative of the university); or professional (where faculty members utilize their disciplinary or professional knowledge in service of the profession or discipline) These materials must include the first item listed below and may include appropriate additional types of evidence as listed thereafter.

- A. List of service activities, starting with the most recent, specifying the dates of each activity, designating the type of activity and one's role in the service (e.g., positions held).
- B. Additional types of evidence for faculty not holding administrative positions:
  - Committee assignment documentation
  - Copies of meeting minutes or year-end reports, if permissible to share
  - Copies of products developed (including items such as the following: copies of non-published reviewing and peer editing; curriculum development and assessment paperwork; accreditation reports, internship reports)
  - 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

















1. Resignation from an institution;
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.