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

Sheri Noviello, Dean

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

I A D

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

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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,

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

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

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While the maximum point value allowed for Criterion I: Teaching (50 points) is fixed, candidates

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

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.

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

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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.

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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.

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

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

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

Promotion Deadlines*	Action
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 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.

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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

- 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

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

Name

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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

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:

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

I. Teaching: Summary of Recommended Point Count

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

II. Professional Growth and Development – 15

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,

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

III. Service: Summary of Recommended Point Count

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

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

*Points recommended
by*

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**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.

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- 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.