

# Memorandum

**To:** General Faculty

**Date:** January 17, 2012

**Regarding:** Agenda, Faculty Senate Meeting, January 20<sup>th</sup> at 3:00 pm TLC 1-303

The agenda for the January 20, 2012 Faculty Senate Meeting will be as follows:

1. Call to Order
2. Roll Call
3. Approval of the minutes of the December 9<sup>th</sup> meeting ([See Addendum I](#))
4. Committee Reports

## **Committee IV: Academic Policies Committee (Chair, Robert Kilpatrick)**

### **Action Items:**

- A. The Academic Policies and Procedures Committee requests that the Faculty Senate adopt the below course schedule (shaded in gray) for MWF and MW/TR courses, effective Fall 2012. This recommendation is based on the results of a survey distributed to the entire UWG faculty.

### **Schedule of time slots for MWF and MW/TR courses, to be effective Fall 2012**

<b><u>New MWF</u></b>	<b><u>New MW/TR</u></b>	<b><u>Current MWF</u></b>	<b><u>Current MW/TR</u></b>
8:00-8:55	8:00-9:20	8:00-8:52	8:00-9:20
9:15-10:10	9:45-11:05	9:00-9:52	9:30-10:50
10:30-11:25	11:30-12:50	10:00-10:52	11:00-12:20
11:45-12:40	1:15-2:35	11:00-11:52	12:30-1:50
1:00-1:55	3:00-4:20	12:00-12:52	2:00-3:20
2:15-3:10	4:45-6:05	1:00-1:52	3:30-4:50
3:30-4:25	6:30-7:50	2:00-2:52	5:30-6:50
			7:00-8:20

- 1) Scheduling would not change for classes meeting once per week (eg. Evening and Sat. classes)
- 2) MTWR and MTWF classes would mirror the above schedule.
- 3) Semester start and end dates would not change
- 4) Graduation dates would not change

5. New Business

A. Eligibility for Faculty Senate Chair, FY 13-14 candidates and call for nominations (**Chris Huff, FS Chair**)

6. Announcements

7. Adjournment

# **Addendum I**

**University of West Georgia  
Faculty Senate Meeting  
Minutes—Draft**

**December 9, 2011**

1. The meeting was convened in room 1-303 of the Technology-enhanced Learning Center and called to order by Chair Chris Huff.

2. Roll Call

*Present*

Ashford, Barnhart, Blair, Bucholz, Chesnut, Cox, Deng, Gant, Gezon, Halonen-Rollins, Hannaford, Hansen, Hasbun, Hodges, Jenks, Jeff Johnson, Melissa Johnson, Kilpatrick, Kramer, Leach, Lloyd, Moffeit, Noori, Packard, Parrish, Pitzulo, Ponder, Scott-Myhre (for Pope), Ringlaben, Samples, Sanders, Peralta (for Schmidt), Smith, Thomas, Thompson

*Absent*

Banford, DeNie, Doyle, Hatfield, Kassis, Mayer, Mitchell, Morris, Penco, Rutledge, Snaith, Williard, Yeong

3. Approval of the minutes of the meeting, November 11, 2011.

*With no objection voiced, the minutes were approved by unanimous consent.*

4. Committee Reports

**Committee I: Undergraduate Programs Committee (Chair, Dr. Camilla Gant)**

**Action Items:**

*Items A.1-4 presented as a block*

- A) College of Sciences and Mathematics
  - 1) Biology
    - a) BIOL 3825 – Research Methods  
Request: Add (review attachment)  
Action: Approved
  - 2) Chemistry
    - a) CHEM 3825 – Research Methods  
Request: Add (review attachment)  
Action: Approved

- b) CHEM 4910L – Tools & Applications in Chemical Research and Practice  
Request: Add (review attachment)  
Action: Approved
- c) STEM 3815 – Perspectives on Science and Mathematics  
Request: Add (review attachment)  
Action: Approved
- 3) Mathematics
  - a) MATH 3805 – Functions and Modeling  
Request: Add (review attachment)  
Action: Approved
  - b) MATH 3825 – Research Methods  
Request: Add (review attachment)  
Action: Approved
- 4) Physics
  - a) PHYS 3825 – Research Methods  
Request: Add (review attachment)  
Action: Approved

*Items A.1-4 approved by voice vote.*

**Information Items:**

- A) College of Sciences and Mathematics
  - 1) Physics
    - a) PHYS 2211 – Principles of Physics I  
Request: Modify Prerequisite
    - b) PHYS 2212 – Principles of Physics II  
Request: Modify Prerequisite

**Committee II: Graduate Programs Committee (Chair, Susan Ashford)**

**Action Item:**

*Motion made to change COAH—Music Department items from information items to action items.*

*Motion was approved by voice vote.*

- A) College of Social Sciences
  - 1) Criminology Department
    - a) Program: Master of Arts with a Major in Criminology  
Request: Modify  
Action: Approved

- b) Program: Master of Arts with a Major in Criminology  
Request: Modify  
Action: Approved
  - c) Program: Master of Arts with a Major in Criminology  
Request: Modify  
Action: Approved
  - d) Course: CRIM-6305 Critical Social Analysis  
Request: Delete  
Action: Approved
  - e) Course: CRIM-6700 Social Protest, Movement, and Change  
Request: Delete  
Action: Approved
- 2) Psychology Department
- a) Program: Master of Arts with Major in Psychology  
Request: Modify  
Action: Approved

*The following items were presented in given order and approved by voice vote:*

- A.1.a.b
- A.1.c
- A.1.d.e

B) College of Arts and Humanities

- 1) Music Department
  - a) Program: Master of Music with a Major in Performance  
Request: Modify  
Action: Approved
  - b) Program: Master of Music with a Major in Music Teacher Education  
Request: Modify  
Action: Approved

*Items B.1.a.b presented together and approved by voice vote.*

**Information Items:**

- A) College of Arts and Humanities
  - 1) English and Philosophy Department
    - a) Course: ENGL-5170 Studies in African American Literature  
Request: Modify  
Action: Approved

- B) College of Social Sciences
  - 2) Criminology
    - a) Course: CRIM – 6015 Managing Data  
Request: Modify  
Action: Approved
    - b) Course: CRIM – 6623 Inequality in Society  
Request: Modify  
Action: Approved

- C) College of Education
  - 1) Educational Innovation
    - a) Course: MEDT-7477 Technology for Media Services  
Request: Modify  
Action: Approved
    - b) Course: MEDT-7478 Automating School Media Center  
Request: Modify  
Action: Approved

**Committee IV: Academic Policies Committee (Chair, Robert Kilpatrick)**

**Information Items:**

- A) Modification of UWG's Academic Calendar beginning Fall 2012.  
**Explanation:** We have developed a table detailing five options for the Fall 2012 Academic Calendar. Our goal is to bring us into compliance with BOR policy 3.4.1 on the minimum minutes of instruction required per credit hour, as well as to produce a calendar that will best serve the pedagogical needs of faculty and students. Our plan is to submit the five options listed in the addendum to the general faculty in the form of an online survey in early January. We will then bring a formal proposal to the Faculty senate meeting on January 20 so that changes can be made in time for Fall 2012 scheduling and institutional planning.

**Committee V: Faculty Development Committee (Sal Peralta for Chair Gary Schmidt)**

**Action Items:**

- A) The committee requests that the Faculty Handbook Sections 103.01 to 103.05 (Tenure and Promotion) be replaced with Agenda Addendum V. In addition, the current 103.06 should be deleted up to the beginning of 103.06.01.

*Motion approved by voice vote. Revisions can be found in Minutes Attachment.*

- B) The committee recommends the establishment of a faculty advisory group for GLBTQ issues. The purpose of this group is to advise the administration on issues of recruitment and retention of GLBTQ faculty and to provide a forum in which to discuss academic issues of importance to the GLBTQ community.

*Questions raised included:*

- *Where would group fit structurally?*
- *To whom would this group report?*
- *Would this be a long-standing or permanent group or be given a time frame to complete their work?*
- *Wouldn't the Office of Diversity be a better venue for this group?*
- *Are there other groups that are in need of a similar venue?*
- *Are there other similar advisory groups on campus (no one was sure)?*

*The Senate asked that the proposal be sent back to committee to explore the implications of such an advisory group, organization of such groups and procedures for implementing this and similar requests.*

**VI: Strategic Planning Committee (Chair, Tommy Cox)**  
**Information Items:**

- C) Assessment of the UWG Strategic Plan
- D) QEP at UWG: Undergraduate Student Writing

5. Old Business

**Action Item:**

- A) The Online Degrees Task Force requests an endorsement from the Faculty Senate of the concepts presented in the white paper entitled "Grow West: A Strategic Plan for the Targeted Advancement of Online Teaching and Learning at UWG."

*Jason Huett and Myrna Gantner presented a summary of the Grow West Plan and answered questions.*

*The proposal was unanimously approved.*

6. New Business

7. Announcements

*Provost Michael Horvath announced:*

- *\$100,000 will be available for faculty research*
- *Due to additional responsibilities, the Honors College will be given the new title of the Honors College and Trans-Disciplinary Programs*

- *Office of Research and Sponsored Operations will be renamed to better reflect its mission. The name will be the Office of Research and Sponsored Projects.*

8. Meeting was adjourned at 4:20 PM.

Respectively submitted,

Dawn Harmon McCord  
Executive Secretary of the Faculty Senate and  
General Faculty

# **Attachment I**

### **103.01 Foreword**

These procedures are designed to select those persons in the University qualified for promotion and tenure.

The number of faculty members who advance in rank and/or achieve tenure is dependent on various factors, several of which are beyond the control of the University of West Georgia. The external factors include the following: the Board of Regents, which must maintain a sound and equitable structure within the University System; financial appropriations; appointments of new faculty members; and resignations or retirement of faculty members within departments.

Beyond these factors, advance in rank shall be controlled within the University by an annual promotion recommendation system, which shall promote qualified members to advanced professional positions. Promotions in rank are based on merit and are not automatic. The University approves faculty for promotion in accordance with *Section 8.3.6, Board of Regents Policy Manual*. The University approves faculty for tenure in accordance with *Section 8.3.7, Board of Regents Policy Manual*, which includes a comprehensive statement of tenure policies in the University System. The annual promotion recommendation system shall also apply to tenure recommendations. In recognition of professional achievement and service, tenure shall be extended to ensure academic freedom in teaching and research.

Tenure is the keystone for academic freedom; it is essential for safeguarding the right of free expression and for encouraging risk-taking inquiry at the frontiers of knowledge. Both tenure and academic freedom are part of an implicit social compact which recognizes that tenure serves important public purposes and benefits society. The people of Georgia are best served when faculty are free to teach, conduct research, and provide service without fear of reprisal and to pursue those activities with regard for long term benefits to society rather than short term rewards. In return, the faculty has the responsibility of furthering the institution's programs of research.

The annual promotion recommendation system shall be administered according to the procedures herein established.

If there exists a significant conflict of interest, no person with such a conflict may participate in promotion and/or tenure recommendations; advisement of candidates; and/or preparation of materials. All personal and professional conflicts of interest must be revealed and reviewed. Such conflicts of interest include, but are not limited to, personal and professional interactions and relationships that would preclude dispassionate and disinterested recommendations and correct, complete, and unbiased participation in these matters. Spouses, immediate family members, and colleagues with an intimate personal relationship with a candidate are explicitly prohibited from participation. (This paragraph

also applies to any and all recommendations made during the probationary period. See Section 102.0201)

### **103.02 Procedures**

By the end of the first week of fall semester classes, the Provost and Vice President for Academic Affairs shall establish the date by which recommendations shall be submitted at each level of the promotion/tenure process. Any faculty member who meets the criteria for promotion and tenure established herein and who desires to be considered shall submit a dossier to his or her department chair, library supervisor, or other designated supervisor (in the absence of a department chair). Department chairs or supervisors shall see that dossiers are organized uniformly according to the appropriate criteria specified. Each dossier shall include, at a minimum, the following:

- a curriculum vitae;
- the three evaluations of teaching effectiveness and performance of allied duties specified in Section 103.05 and 103.06;
- any letters of recommendation which the department chair has received;
- reprints of scholarly publications or other evidence of scholarly or creative work.

The promotion/tenure process shall include reviews at the levels of both the Department and the College or School. Given the diverse nature of academic disciplines and the rigorous professional standards associated with each, departments may formulate specific criteria appropriate to their discipline. If a department specifies unique criteria, such criteria must be in written form and approved by the governing body of the College, the Dean, and the Provost. Such approved department criteria must be made available to candidates at their point of entry into UWG, and reinforced during periodic pre-tenure / promotion reviews; they must also be included as part of a candidate's dossier at each subsequent level of review. Departmental criteria must not conflict with University criteria. Each subsequent level of review must consider the dossier in terms of these stated criteria, thus ensuring that candidates are considered in the professional contexts of both their discipline and of the University.

### **103.0201 Formation and Operation of Faculty Promotion and Tenure Evaluation Committees**

#### **A. Departmental Evaluation**

##### **1. Faculty Committee**

A faculty promotion and tenure evaluation committee, consisting exclusively of no less than three tenured faculty members selected by the voting members of the department, shall formally review dossiers submitted to the department chair. In the event that a department does not have a sufficient number of tenured faculty members, tenured faculty from other departments must be invited to serve. No department chair may serve

as a member of the committee. Academic units such as the School of Nursing that do not have departments must develop their own procedures for committee formation and review at this level; these procedures should be delineated in a separate document that is approved by the governing body of that entity and must be otherwise consistent with section 103.0201 of the Faculty Handbook.

The departmental committee (or other review body of academic units that do not have departments) shall be guided by all of the specific university, college/school, and, for academic units that contain departments, departmental criteria for promotion or tenure in their formal review of dossiers submitted to the department chair and shall make a recommendation in writing (including a discussion of the candidate's strengths and identification of areas where the candidate failed to meet the criteria) regarding each case for promotion and/or tenure. A simple majority vote of the committee is required for a positive recommendation. If a candidate is not recommended for promotion and/or tenure, the chair of the department (or Dean in the case of a unit that does not have departments) shall give the candidate a copy of the committee's evaluation in accordance with the procedures and timelines specified in Section 103.0205.

## 2. Department Chair

The department chair shall include the faculty committee's written evaluation along with his or her own written evaluation in the dossier of the candidate. Formal written evaluations shall include a discussion of the candidate's strengths and shall identify areas where the candidate failed to meet the criteria.

## 3. Evaluation of a Department Chair

When a department chair is under consideration for promotion and/or tenure, the faculty committee (see above) shall review the candidate's dossier submitted to the Dean. The committee shall make a recommendation in writing (including a discussion of the candidate's strengths and identification of areas where the candidate failed to meet the criteria) regarding the case for promotion and/or tenure. A simple majority vote of the committee is required for a positive recommendation. If a candidate is not recommended for promotion and/or tenure, the chair of the Committee shall give the candidate a copy of the committee's evaluation in accordance with the procedures and timelines specified in Section 103.0205.

## 4. Evaluations of other faculty holding administrative positions

Faculty above the level of department chair (e.g., deans, vice presidents) shall be evaluated in accordance with the same promotion and/or tenure criteria and procedures outlined in this Handbook including an independent evaluation by the candidate's immediate supervisor.

## 5. Appeals

Candidates may appeal any evaluation that does not recommend promotion and/or tenure in accordance with the procedures and timelines specified in Section 103.0205.

## **B. College, School or Library Evaluation**

1. A Faculty Promotion and Tenure Evaluation Committee shall be established in each of the following: The College of Arts and Humanities, the College of Business, the College of Education, the College of Science and Mathematics, the College of Social Sciences, the Library, and the School of Nursing. Each committee shall be composed exclusively of tenured faculty members selected by the voting members of the academic unit and shall formally review dossiers submitted to the Dean. Department chairs, Assistant/Associate Deans and Deans are excluded from selection as committee members. No faculty member shall serve on the committee during a year in which he or she is being considered by the committee. Each department shall have representation on the committee, but no department shall have more than two members. In the event that a department does not have any eligible tenured faculty members, a non-tenured member may be selected from the department to serve. Deans shall be responsible for calling the initial meeting of this committee. At the initial meeting, the members of each committee shall elect one of the members as chair, who will be a voting member of the committee.
2. Each committee shall meet at the call of its committee chair. At the initial meeting, the committee chair shall review the qualifications for each rank so that members will be guided by all of the specific university, college/school, and departmental criteria for promotion or tenure.
3. Dossiers submitted shall be reviewed by committee members prior to committee meetings.
4. The merits of each candidate for promotion or tenure shall be discussed to the extent desired by a simple majority of committee members. Department members serving on the Promotion and Tenure Evaluation Committee are to serve as resource persons to the committee rather than advocates for or adversaries against members of their department under consideration for promotion and/or tenure. Any supervisor may be called to discuss with the committee the qualifications of each person nominated from his or her department.
5. Voting on promotion and tenure shall be by separate secret ballots and according to the following procedures: all candidates for promotion to each academic rank shall be voted on at the same time, and all candidates for tenure shall be voted on at the same time. Each candidate shall receive a vote of approval or disapproval. The committee chair shall total the votes awarded each candidate. A simple majority vote of the committee is required for a positive recommendation. It will be the responsibility of the Dean to preserve the original ballots and to keep these on file for a period of ten years.

6. Each committee chair shall submit a list of the names of those recommended for promotion and/or tenure to the appropriate Dean. The committee chair shall report to the Dean the number of approval/disapproval votes that each candidate received in the voting. The dossiers of those considered by the committee will be submitted with the report.

The committee chair shall prepare a written evaluation for each candidate that includes a discussion of the candidate's strengths and areas where the candidate failed to meet the criteria. A copy of this written evaluation, including vote totals, shall be forwarded in the dossier of the candidate to the appropriate Dean. If a candidate is not recommended for promotion and/or tenure, the Dean shall give the candidate a copy of the committee's evaluation in accordance with the procedures and timelines specified in Section 103.0205.

#### 6. Appeals

Candidates may appeal any evaluation that does not recommend promotion and/or tenure in accordance with the procedures and timelines specified in Section 103.0205.

### **103.0202 Dean's Evaluation**

Each Dean shall evaluate the qualifications of the people under consideration for promotion and/or tenure. The Dean's review shall be guided by all of the specific university, college/school, and departmental criteria for promotion or tenure, taking into account all the material in their dossiers, vote totals, and recommendations provided in each previous evaluation. The names of those recommended for promotion shall be arranged by academic rank; an additional list shall consist of the names of those recommended for tenure. The names of those not recommended for promotion and/or tenure will be listed separately. The Dean shall prepare a written evaluation that includes a discussion of the candidate's strengths and areas where the candidate failed to meet the criteria. A copy of this written evaluation shall be included in the dossier of the candidate and forwarded to the Provost. In the event the Dean recommends a candidate who, up to this point, has not been recommended for promotion and/or tenure, or chooses not to recommend a candidate who up to this point has been recommended for promotion and/or tenure, the Dean's written report shall articulate the reasons for differing with prior evaluations. If a candidate is not recommended for promotion and/or tenure, the Dean shall give the candidate a copy of the committee's evaluation in accordance with the procedures and timelines specified in Section 103.0205. Candidates may appeal any evaluation that does not recommend promotion and/or tenure in accordance with the procedures and timelines specified in Section 103.0205.

### **103.0203 The Provost and Vice President for Academic Affairs' Evaluation**

The Provost and Vice President for Academic Affairs shall evaluate the qualifications of the people under consideration for promotion and/or tenure. The Provost and Vice President for Academic Affairs' review shall be guided by all of the specific university, college/school, and departmental criteria for promotion or tenure taking into account all the material in their dossiers, vote totals, and recommendations provided in each previous evaluation. The names of those recommended for promotion shall be arranged by academic rank; an additional list shall consist of the names of those recommended for tenure. The names of those not recommended for promotion and/or tenure will be listed separately. The Provost and Vice President for Academic Affairs shall prepare a written evaluation which includes a discussion of the candidate's strengths and areas where the candidate failed to meet the criteria. A copy of this written evaluation shall be included in the dossier of the candidate and forwarded to the President. In the event the Provost and Vice President for Academic Affairs recommends a candidate who, up to this point, has not been recommended for promotion and/or tenure, or chooses not to recommend a candidate who up to this point has been recommended for promotion and/or tenure, the Provost and Vice President for Academic Affairs' written report shall articulate the reasons for differing with prior evaluations. If a candidate is not recommended for promotion and/or tenure, the Provost and Vice President for Academic Affairs shall give the candidate a copy of the committee's evaluation in accordance with the procedures and timelines specified in Section 103.0205.

The Provost and Vice President for Academic Affairs shall then notify the Dean of each college/school of his or her decisions in each case. The Dean of each College or School shall notify the department chair or area supervisor of the status of each candidate.

Candidates may appeal any evaluation that does not recommend promotion and/or tenure in accordance with the procedures and timelines specified in Section 103.0205.

### **103.0204 Final Approval**

The President shall evaluate the qualifications of the people under consideration for promotion and/or tenure as revealed by the material in their dossiers and by the reports from the College, School, or Library Promotion and Tenure Evaluation Committees, the Deans, and the Provost and Vice President for Academic Affairs. The President shall approve or disapprove the candidate's application for promotion and/or tenure.

### **103.0205 Appeal for Reconsideration**

Notification of a negative evaluation shall be communicated in a verifiable method by the appropriate supervisory level no later than ten University Business Days prior to the required notification to the next level. Any candidate appealing for reconsideration at any level shall within five University Business Days of the receipt of the report state in writing the grounds for his or her request and shall include in this appeal such additional material as is pertinent.

Within five University Business Days of receipt of an appeal, the party to whom the appeal has been made shall carefully re-evaluate the candidate's dossier in light of the written appeal. This re-evaluation shall be made in accordance with the procedure established for initial consideration at this level and shall replace this party's previous evaluation in the candidate's dossier. The dossier will then proceed to the next level.

### **103.0206 Promotion in Professorial Rank of a Member of the Administrative Staff**

Members of the administrative staff who hold faculty rank in a teaching area and who wish to be considered for promotion shall submit a dossier to the chair of the department in which they hold rank. Their applications shall be considered under the procedures herein prescribed.

### **103.03 Time Limits and Minimum Criteria for Promotion**

#### **103.0301 Time Limits--Promotion**

A Lecturer may serve in rank six years. Reappointment after six consecutive years of service will be permitted only if the lecturer has demonstrated exceptional teaching ability and extraordinary value to the institution. Lecturers who have served for a period of at least six years at the University of West Georgia may be considered for promotion to Senior Lecturer if they have met criteria for Senior Lecturer.

An Instructor may serve in rank a maximum of seven years. He or she should be considered for promotion as soon as he or she has met criteria for Assistant Professor. To be considered for tenure-track appointment at the assistant professor level, BOR policy 8.3.7.6 should be applied regarding years of service.

An Assistant Professor shall normally not be considered for promotion to Associate until after his or her fourth year in rank at the University of West Georgia. A faculty member's receipt of tenure in rank shall not preclude his or her future consideration for promotion.

An Associate Professor shall normally not be considered for promotion to professor until his or her fifth year in rank.

The granting of promotion in rank by the university recognizes the significance of a faculty member's contribution to the institution and his/her enhanced value as a scholar-teacher. Because of this, promotion must be accompanied by a salary increase. If in times of extreme financial crisis such salary increases are suspended, the institution must retroactively apply such promotion increases to individuals who did not receive them at the time of promotion.

### **103.0302 Specific Minimum Criteria for Promotion**

Foreword. Four criteria are prescribed by Board of Regents Policies, 8.3.6: 1) superior teaching, 2) outstanding service to the institution, 3) academic achievement, and 4) professional growth and development. According to Regents' Policies, noteworthy achievement should be expected in at least two areas. At the University of West Georgia, one of those "noteworthy" areas must be teaching, except in the case of librarians and administrators whose primary tasks are not teaching. For employment or promotion to Associate Professor or Professor, one must have demonstrated at least some substantive and documentable achievement in all four areas. For those holding academic rank in the Library, outstanding fulfillment of duties rather than superior teaching shall be the criterion applied although teaching librarians and administrators must supply evidence of excellence in teaching as part of their case for promotion.

As the institution becomes more diverse in the types of programs offered and clientele served, it might reasonably have different levels of expectation for faculty in different programs. All faculty members at the University of West Georgia, however, are expected to participate actively in the intellectual life of their discipline and their profession. This may take the form of professional development activities which involve the practical application of existing knowledge or the creation of new knowledge. All faculty members are expected to have a professional development agenda, to make progress annually in addressing it, and to maintain proper professional ethics. (see Section 109) Below are outlined specific MINIMUM UWG requirements by rank for meeting each criterion:

#### **1. To Be Promoted to Senior Lecturer**

- 1.1. Teaching. Demonstration of excellence in teaching with evidence from sources listed in section 103.0302.5.1 .
- 1.2. Service to the Institution. Demonstration of effectiveness as shown by successful, collegial service on departmental, college/school-wide, institutional or system-wide committees and with evidence from additional sources listed in section 103.0302.5.2 .
- 1.3. Academic Achievement. Graduate degree in discipline.
- 1.4. Professional Growth and Development. Demonstration of professional development in the candidate's discipline with evidence from the sources listed in section 103.0302.6.

#### **2. To Be Promoted to Assistant Professor**

- 2.1. Teaching. Demonstration of excellence in teaching with evidence from sources listed in section 103.0302.5.1.
- 2.2. Service to the Institution. Demonstration of effectiveness as shown by successful, collegial service on departmental, college/school-wide, institutional or system-wide committees and with evidence from additional sources listed in section 103.0302.5.2 .
- 2.3. Academic Achievement. Terminal degree in discipline.
- 2.4. Professional Growth and Development. Demonstration of scholarly contributions, creative work, or successful professional practice in the candidate's discipline with evidence from the sources listed in section 103.0302.5.3 .

### **3. To Be Promoted to Associate Professor**

- 3.1. Teaching. Demonstration of significant contributions as a teacher and a high level of sustained excellence in teaching with evidence from sources listed in section 103.0302.5.1.
- 3.2. Service to Institution. Demonstration of significant contributions in such service and a strong likelihood of continuing effectiveness as shown by successful, collegial service on departmental, college/school-wide, institutional or system-wide committees and with evidence from additional sources listed in section 103.0302.5.2 .
- 3.3. Academic Achievement. Terminal degree in discipline.
- 3.4. Professional Growth and Development. Demonstration of scholarly contributions, creative work, or successful professional practice in the candidate's discipline and a strong likelihood of continuing effectiveness with evidence from the sources listed in section 103.0302.5.3 .

### **4. To Be Promoted to Professor**

- 4.1. Teaching. Demonstration of a clear and convincing record of a high level of sustained excellence with evidence from sources listed in section 103.0302.5.1.
- 4.2. Service to Institution. Demonstration of a clear and convincing record of a high level of sustained effectiveness as shown by successful, collegial service on departmental, college/school-wide, institutional or system-wide committees and with evidence from additional sources listed in section 103.0302.5.2.
- 4.3. Academic Achievement. Terminal degree in discipline.
- 4.4. Professional Growth and Development. Demonstration of a clear and convincing record of emerging stature as regional, national, or international authority within the candidate's discipline, and/or a clear and convincing record of a high level of sustained effectiveness in the candidate's discipline with evidence from the sources listed in section 103.0302.5.3.

**5. Acceptable Evidentiary Sources Relevant to Promotion:** Each department, school, or college must specify acceptable additional evidentiary sources for teaching, service, and professional growth and development. Additional evidentiary sources must be approved by the faculty and the Dean of the respective school or college, the Vice President for Academic Affairs/Provost, and must be published in the academic unit's respective promotion and tenure documents.

## **5.**

### **5.1. Teaching:**

- 5.1.1. Effectiveness as shown by peer or supervisor evaluation
- 5.1.2. Honors or special recognitions for teaching accomplishments
- 5.1.3. Letters from former students attesting to the candidate's instructional abilities
- 5.1.4. Successful direction of individual student work (e.g., independent projects, theses, exit papers, etc.)
- 5.1.5. Scholarship related to teaching
- 5.1.6. Successful development of courses
- 5.1.7. Development of effective curricula and/or instructional methods
- 5.1.8. Faculty directed student research that complements classroom learning
- 5.1.9. Student evaluations
- 5.1.10. Evidence of student learning such as student self-assessments, pre- and post-test results, external test scores, rubric-based assessments, portfolios, examples of student work, and other relevant discipline-specific evidence.

### **5.2. Service to Institution:**

- 5.2.1. Successful development of service programs or projects.
- 5.2.2. Effective service-related consultation work or technical assistance.
- 5.2.3. Effective advisement of student organizations.
- 5.2.4. Successful counseling/advising of students.
- 5.2.5. Successful service on local, statewide, regional, national, or international levels in community-service organizations (e.g., committees, boards, panels).
- 5.2.6. Honors, awards and special recognitions for service to the institution or the community.
- 5.2.7. Significant contributions to the improvement of student, faculty or community life.
- 5.2.8. Successful mentoring of colleagues.
- 5.2.9. Collaborating with PK-12 schools, university colleagues, or external agencies to strengthen teaching quality and to increase student learning (as stipulated in B.O.R. policy 8.3.15)

### **5.3. Professional Growth and Development:**

5.3.1 Scholarly Publications (as determined by the disciplines):

Books published by peer-reviewed presses  
Other published books related to the candidate's professional field  
Articles published in refereed journals  
Papers and articles published elsewhere

5.3.4 Presentations before learned society

Presentations before learned societies and professional organizations

5.3.3 Grants

Grants received for research, scholarship, or creative activity  
Grants received for curricular development or other academic projects  
Submitted proposals for competitive external grants

5.3.4 Honors and Awards

Honors and awards for research, scholarship, or other creative activities

5.3.5 Recognition by professional peers

Reviews of a candidate's publications or creative work by persons of recognized competence in the discipline.  
Election or appointment to offices in professional organizations, successful committee work and important service to state, regional, national or international professional associations and learned societies, including editorial work.  
Receipt of competitively awarded fellowships, or selective admission to seminars related to one's discipline, scholarship, and/or creative activities.  
Successful performances in significant recitals or productions in which such performances are invited or selected after competitive review.  
Other performances related to academic field  
Exhibitions of creative works in which such works are invited or selected after competitive review.  
Non-refereed exhibitions  
Membership on editorial boards, juries judging art works, or juries auditioning performing artists.  
Development of scholarly applications of technology, e.g., laboratory devices, computer software packages or programs, videotapes, etc.  
Consultation which involves scholarly application of professional expertise

5.3.6 Scholarship that promotes and improves student learning and achievement in PK-12 schools and/or in the university (as stipulated in B.O.R policy 8.3.15)

5.3.7 Other as approved by departments and colleges

## **6 Professional Growth and Development for Promotion from Lecturer to Senior Lecturer:**

- 6.1. Significant contributions to continuing education programs for the community or local educators.
- 6.2. Significant contributions to workshops on teaching, pedagogy, or educational technology.
- 6.3. Significant consulting work related to teaching, pedagogy, or educational technology.
- 6.4. Completion of coursework required to obtain or maintain teacher certification.
- 6.5. Completion of graduate coursework in one's primary field beyond the Master's level.
- 6.6. Supervision and training of instructors, teaching assistants, lab assistants, or tutors.
- 6.7. Significant contributions to curricular development.
- 6.8. Academic publications and/or presentations at academic conferences.

## **7 Composition of Promotion and Tenure Submissions**

7.1. The promotion and tenure submission should constitute a carefully constructed argument, not a warehouse full of artifacts.

7.1.1. Size (or quantity) does not matter nearly as much as clarity, brevity, and careful selection and ordering of evidence.

7.1.2. Both the narrative and the evidence should flow like a powerful debate case or dissertation.

7.1.3. the picture that emerges should be a strong, consistent, and focused professional agenda, both in teaching and in research (or creative activity).

7.2. It is recommended that the promotion and tenure submission be limited to no more than one three ring binder.

### **103.04 Minimum Tenure Criteria**

#### **103.0401 Foreword**

The awarding of tenure is a serious and significant step for both the faculty member and the university. It is not awarded merely on the basis of time in service or minimal effectiveness. Retention throughout a probationary period of service, regardless of faculty academic rank held, is by itself insufficient to guarantee the success of a candidate for tenure. To be eligible for consideration for tenure, a candidate must not only meet the required period of service and the minimum criteria specified below but must also show a history of evaluations that merit the award of tenure. Tenure is awarded to individual faculty members upon evidence of the capacity and likelihood for continued intellectual, scholarly, and professional vitality and a sense of responsibility and dedication to make the continuing exemplary performance of duties a reasonable expectation; and upon evidence of maintenance of proper professional ethics. (See AAUP statement on professional ethics, academic freedom and responsibility in "Academic Freedom, Responsibility and Professional Ethics" in this Handbook.) Protected from arbitrary dismissal and from transient political and ideological currents, the individual faculty member assumes a responsibility to make a continuing effort to achieve the expectations upon which the award of tenure was based. Tenure at the University of West Georgia should be regarded as a most valuable possession, signifying a long-term commitment of resources by the University of West Georgia, matched by the sincere commitment by the faculty member to continued professional growth and achievement. Only assistant professors, associate professors, and professors who are normally employed full-time (as defined by Regents' Policies) by an institution are eligible for tenure. Faculty members with the rank of instructor, Lecturer or Senior Lecturer or with adjunct appointments shall not acquire tenure.

The term "full-time" is used in these tenure regulations to denote service on a one hundred percent workload basis for at least two of three semesters.

#### **103.0402 Time Limitations**

1. Tenure may be awarded upon recommendation by the President and approval by the Board of Regents upon completion of a probationary period of at least five years of full-time service at the rank of Assistant Professor or higher. The five-year period must be continuous except that a maximum of two years interruption because of a leave of absence or of part-time service may be permitted, provided, however, that no probationary credit for the period of an interruption shall be allowed. A maximum of three 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 University of West Georgia. Such credit for prior service shall be defined in writing by the President and approved by the Board of Regents at the time of the initial appointment at the rank of assistant professor or higher.
2. The maximum time that may be served at the rank of assistant professor or above without the award of tenure shall be seven years, provided, however, that a terminal

contract for an eighth year may be proffered if an institutional recommendation for tenure is not approved by the President.

3. The maximum time that may be served in the combination of full-time instructional appointments as instructor or professorial ranks without the award of tenure shall be ten years, provided, however, that a terminal contract for an eleventh year may be proffered if an institutional recommendation for tenure is not approved by the President. The maximum period of time that may be served at the rank of full-time instructor shall be seven years.
4. Tenure or probationary credit towards tenure is lost upon resignation from the University of West Georgia or upon written resignation from a tenured position in order to take a non-tenured position at the University of West Georgia or upon 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 at the University of West Georgia. In the event such an individual is again employed as a candidate for tenure at the University of West Georgia, probationary credit for the prior service may be awarded in the same manner as for service at another institution.

#### **103.0403 Specific Minimum Criteria for the Award of Tenure**

1. **Teaching.** Same as criteria for promotion to Associate Professor
2. **Service to the Institution.** Same as criteria for promotion to Associate Professor
3. **Academic Achievement.** Same as criteria for promotion to Associate Professor
4. **Professional Growth and Development.** Same as criteria for promotion to Associate Professor

#### **103.05 Instruments for Evaluating Teaching**

5. Evaluation of a faculty member's work should be continual because evaluation aids a faculty member in becoming more effective in the performance of his or her duties as well as offers evidence for promotion and/or tenure.
6. Although evaluation of classroom success is necessarily somewhat subjective, three modes of evaluation can, to a significant degree, objectively measure teaching effectiveness: self-evaluation, evaluation by the department chair, and student evaluation. Because the University of West Georgia believes that teaching is the most important function of a faculty member, the focus of evaluation instruments shall be on teaching and related duties.

7. Copies of the forms for student evaluation (103.0601), self-evaluation (103.0602) and the evaluation by the department chair (103.0603 ) are given on the next pages.  
103.0601 Instructor/Course Evaluation Questionnaire