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## Promotion Policies

Policy: Board of Regents Policy Manual, section 8.3.6: <http://www.usg.edu/policymanual/section8/C245/>

USG Academic and Student Affairs Handbook, section 4.5: [http://www.usg.edu/academic\\_affairs\\_handbook/section4/](http://www.usg.edu/academic_affairs_handbook/section4/)

### **GCSU Procedures:**

1. The following procedures shall govern the recommendations for, or against, promotion of eligible faculty members.
  1. The Office of the Provost shall make available a list of eligible faculty to the "line of authority" supervisors, when faculty are eligible for promotion and the dates when every promotion recommendation is due to appropriate University officials.
  2. Formal recommendation for, or against, promotion shall be made initially by peer faculty within the candidate's own department (or similar body of comparable faculty) to the "line of authority" Department Chairperson. This recommendation shall be presented in writing and accompanied by the faculty member's documentation supporting his or her candidacy for promotion. A copy of the recommendation to the Chairperson shall also be provided to the faculty member being considered for promotion. The faculty member may respond to the recommendation within ten (10) calendar days from receipt of such notice by submitting to the "line of authority" Chairperson a written statement in support of his or her candidacy for promotion.
  3. The "line of authority" Chair shall next provide a formal written recommendation for, or against, the faculty member's promotion to the "line of authority" Dean. This recommendation shall be presented in writing and accompanied by the faculty member's documentation supporting his or her candidacy for promotion. A copy of the Chairperson's recommendation to the Dean shall also be provided to the faculty member being considered for promotion. The faculty member may respond to the recommendation within ten (10) calendar days from receipt of such notice by submitting to the "line of authority" Dean a written statement in support of his or her candidacy for promotion.
  4. The "line of authority" Dean shall next refer the department Chairperson's recommendation for, or against, promotion (along with the faculty member's documentation supporting their candidacy for promotion) to the promotion

committee of the eligible faculty member's academic unit for review, consideration, and recommendation. The promotion committee's formal recommendation shall be presented in writing to the "line of authority" Dean with supporting documentation used in making the recommendation.

5. The "line of authority" Dean shall next provide a formal written recommendation for, or against, the faculty member's promotion, along with supporting documentation that has been provided in support of the faculty member's candidacy for promotion, to the Provost. A copy of the Dean's recommendation to the Provost shall also be provided to the faculty member being considered for promotion. The faculty member may respond to the recommendation within ten (10) calendar days from receipt of such notice by submitting to the Provost a written statement in support of his or her candidacy for promotion.
6. The Provost shall next provide a formal written recommendation for, or against, the faculty member's promotion, along with supporting documentation that has been provided in support of the faculty member's candidacy for promotion, to the President of the University. The Vice President and Deans of Faculties' recommendation to the President of the University shall also be provided to the faculty member being considered for promotion. The faculty member may respond to the recommendation within ten (10) calendar days from receipt of such notice by submitting to the President of the University a written statement in support of his or her candidacy for promotion.
7. The President of the University shall be responsible for and approve all promotions for the institution after review of documentation supporting the faculty member's candidacy for promotion, recommendations, consultation with "line of authority" supervisors, and/or other appropriate faculty. The President's decision regarding the eligible faculty member's candidacy for promotion shall be provided to the faculty member once determined.

A documented record detailing a combination of all the following may be considered as equivalent to the terminal degree. "Equivalent" shall be used very sparingly and for only fully justified and fully documented reasons.

1. Distinguished reputation in the discipline of appointment.
2. Extraordinary accomplishments in research, scholarly publications, and/or creative work.
3. Superior teaching.
4. Significant level of formal and integrated study beyond the master's degree.

Minimum Year of Service for Application for Tenure and Promotion---Approved Academic Council 4-25-00

Faculty should be eligible for consideration of tenure and promotion according to the following schedule:

- From Instructor to Assistant Professor during their 3rd year of service;
- From Assistant Professor to Associate Professor during their 5th year of service as an Assistant Professor

- From Associate Professor to Professor during their 5th year of service as and Associate Professor
- For tenure during their 5th year of eligible service

College may add additional requirements beyond the minimum years of service for a recommendation for promotion.

This procedure becomes effective Fall 2000 for all faculty hired as of Fall 2000; current faculty would be provided the option of being considered under this revised schedule.

**Georgia College Lecturer promotion process.** After completing six (6) consecutive years of service at Georgia College, a lecturer may apply for, or be recommended for promotion to senior lecturer. Promotion is based upon the recommendation of the department chair who shall provide documentation of a record of assignments and accomplishments that demonstrates “exceptional teaching ability and extraordinary value to the institution.” Promotion requires the recommendation of the chair, college dean and provost, and approval by the president.

**References: Board of Regents Policy Manual, 8.3.8.2 Senior Lecturers**

*... Lecturers who have served for a period of at least six (6) years at the employing institution may be considered for promotion to senior lecturer if the institution has adopted this title and has clearly stated promotion criteria.*

*Promotion to senior lecturer requires approval by the president. Reappointment procedures for senior lecturers follow the same reappointment procedures as those for lecturers. Senior lecturers are not eligible for the award of tenure (BoR Minutes, August 2002).*