



Policies and Procedures for Tenure, Promotion, and Evaluation of Faculty

**College of the Arts
Valdosta State University
University System of Georgia**

Adopted: August 17, 2008

- Revised 8/4/09*
- Revised 4/19/12*
- Revised 3/1/13*
- Revised 4/15/13*
- Updated 8/12/13*
- Revised 6/01/14*
- Revised 8/1/16; Approved 8/19/16*

*College of the Arts —
Policies and Procedures for Tenure, Promotion and Evaluation of Faculty*

Table of Contents –

COA Tenure & Promotion Materials –	
• Preparation/Submission Recommendations outline _____	3-4
• Primary File outline _____	3-4
• Appendix File outline _____	3-4
Preface _____	5
COA Personnel Committee _____	5
Unit / Department Standards _____	5
Annual Evaluation / Reports _____	6
Pre-Tenure / Third-Year Review _____	6
Tenure _____	6
Promotion & Accreditation Standards _____	7-8
Post-Tenure / Fifth-Year Review _____	9
Submission Requirements _____	10-12
• Teaching / Instruction _____	10-11
• Professional Development; Research & Creative Productivity _____	11
• Service; Institution & Community _____	12
COA Tenure (Pre/Post) & Promotion Timeline / Protocol _____	13-14
• Submission Timeline _____	13
• Tenure and/or Promotion Timeline _____	13
• Pre-Tenure & Post-Tenure Timeline _____	14
Candidate Response & Appeals Procedures _____	15
• Department / College Recommendations & Response _____	15
• University / USG – System Appeals _____	15
• Revisions _____	15
Candidate Statement / Narrative Form _____	16

❖ **The Primary file & Appendix file application materials should include divider sheets & tabs separating each section.**

❖ *Personnel applications should only include materials for the applied action, during the relevant time served at Valdosta State University.*

❖ *All materials should be arranged in reverse chronological order.*

College of the Arts - Policies and Procedures for Tenure, Promotion & Evaluation of Faculty Tenure and Promotion Materials — Preparation/Submission Guidelines

Tenure and/or Promotion applications should only include materials for the applied action, during the relevant time served at Valdosta State University.

All materials should be arranged in reverse chronological order.

PRIMARY FILE -----

Materials should be submitted in Hard Copy Format, assembled in a durable three ring binder, (maximum 2" size). The Primary file & Appendix file application materials should include divider sheets & tabs separating each section.

SECTION I: Cover Page and Vitae.

A. College of the Arts cover page for Personnel Action (Pre-Tenure / Third Year Review, Tenure and/or Promotion, Fifth Year Review, Post-Tenure Review), including a “statement of purpose / narrative.”

(This includes all information required by VSU and the COA for tenure or promotion action).

Statement of purpose / narrative (1-3 pages) includes:

- a. Candidate’s application for Pre-Tenure / Third Year Review, Tenure, Promotion, Post-Tenure Review, etc.
- b. History at Valdosta State University — college, department, etc. — during the relevant time served for the applied tenure or promotion action.
- c. Employment responsibilities; (Gallery Director, Peach State Summer Theatre Manager, Area Head, Studio Manager, Department Head, etc.) Summary of Teaching, Scholarship/Research and Service activities.

B. Comprehensive Curriculum Vitae, during the relevant time served at Valdosta State University, which may include appropriate narrative. (*Reverse chronological order)

SECTION II: Evaluations of the Candidate by Review Committees and Administrators.

A. College of the Arts and Departmental/Unit - Tenure and Promotion Guidelines/Policies (serves as a reference for the COA Personnel Committee, Dean, the University Tenure and Promotion Committee, Provost, etc.).

B. Annual Evaluations & Annual Faculty Activity Report and Action Plans (AFARAP) for the relevant time served.

**AFARAP’s are part of the Department Head Annual Evaluations and are to be included in the Primary File.*

C. In cases of tenure, a pre-tenure response would be included at this point. In cases of promotion, a post-tenure response would be included when applicable.

D. Review/Recommendation letter. Letters will be added to the PRIMARY FILE (and a copy supplied to the Candidate) as each Dept. Personnel Committee, Dept. – Head, the COA Personnel Committee and COA - Dean, reviews the application materials.

****SEE - Tenure and Promotion Timeline/Protocol on page 12.***

- a. Department/Unit Personnel Committee – Personnel action review/recommendation letter(s).
- b. Department Head (Art, Comm Arts, or Music) - Personnel action review/recommendation letter(s).
- c. College of the Arts Personnel Committee - Personnel action review/recommendation letter(s).
- d. College of the Arts Dean - Personnel action review/recommendation letter(s).

SECTION III: Teaching/Instruction and Student Learning.

A. One page summary of all Student Opinion of Instruction (SOI) numerically-scored results for each class section the faculty member has taught, including the total number of students and the number of respondents; followed by complete SOI numeric results, reverse chronological order, and summary information about the contents of the student narrative comments but *not* a complete listing of all narrative comments received.

** Anecdotal support letters and/or “thank you” letters/cards should NOT be included in the Primary File.*

B. Provide narratives from the peer/portfolio review process, or Assessment(s) of Effective Teaching (AET).

C. Evidence of student learning.

Additional evidence listed below should be included in the Appendix File, which may include but is not limited to the following: evidence of student advising activities, examples of course syllabi and/or course outlines, exams, and other assignments, evidence of course or curriculum development activities, evidence of innovative instruction.

****See Appendix File requirements on page 4 for more information.***

SECTION IV: Scholarship / Professional Development / Research and Creative Productivity.

** SEE also - CV, AFARAP(s) and Appendix file.*

- A. A chronological reference list (summary) of **peer-reviewed articles or juried creative accomplishments that are juried or peer reviewed**, beginning with the most recent. (*reverse chronological order*).

Additional evidence listed below should be included in the Appendix File, which may include but is not limited to the following: evidence of scholarship, research, creative activities, productions, juried activities/exhibitions, performances, publications such as the authorship of books, journals and articles, etc.

- B. A separate chronological reference list (summary) of **other** scholarly or creative accomplishments, beginning with the most recent. (*reverse chronological order*).

Additional evidence listed below should be included in the Appendix File. Examples of other scholarly or creative accomplishments may include but are not limited to the following: Professional presentations, excerpts from conference proceedings, evidence of submission and receipt of grants, Book, chapter and article reviews, exhibit/performance programs, photographs of commissioned or exhibited art works, etc.

**See Appendix File requirements on page 4 for more information.*

- C. Works-in-Progress. Work submitted, accepted, or under contract should continue to be listed.

SECTION V: Service to the University and Community

**SEE also - CV, AFARAP(s) and Appendix file.*

- 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, chair, secretary, member). (*reverse chronological order*).

- B. Additional types of evidence for faculty **not holding** administrative positions:

- a. Recognition by others of the faculty member's contributions.
- b. Evidence of campus, local, statewide, regional, national or international professional service.

- C. Additional types of evidence for faculty **holding** administrative positions:

- a. Documentation of leadership assignments.
- b. Evidence of program evaluation.
- c. Supervisor, peer and employee evaluations relevant to service.
- d. Copies of products developed.

APPENDIX FILE -----

*Materials should be submitted in Hard Copy Format, assembled in a **durable** three ring binder, (**maximum** 4 inch size, with a **maximum** of two (2) binders).*

Teaching/Instruction and Student Learning: (Outlined in Section 1a;A-B and 1b;A-F)

- A. Comprehensive/Complete SOI results, including ALL numeric results and ALL student comments as provided by the online SOI portal, or "traditional VSU Scan-tron paper polling results."
- B. Course related support materials, (reassigned time, syllabi, assessment data, etc.).
- C. Course/Program development and revisions.
- D. Innovative approaches to teaching.
- E. Impact on student achievement/performance.
- F. Other evidence of teaching/Instruction excellence.

Scholarship / Professional Development / Research and Creative Productivity: (Outlined in Section 2 A-C)

- A. Written scholarship, creative activities, presentations, (supplemental / support materials), etc.
- B. Grant development.
- C. Additional information / support materials relevant to Scholarship/Professional Development/Research.

Service to the University and Community: (Outlined in Section 3 A-D)

- A. University / College / Departmental Service, indicating chair-ship when applicable.
- B. Service to the Profession.
- C. Advising.
- D. Service to the Community.

College of the Arts — Policies and Procedures for Tenure, Promotion and Evaluation of Faculty

Preface

Faculty should examine and become familiar with the policies and procedures within these documents:

- A. *Georgia Board of Regents of the University System of Georgia Policies and Procedures regarding Evaluation of Faculty, Promotion and Tenure.*
- B. *Valdosta State University Tenure and Promotion Policies and Procedures.*
- C. *Faculty Evaluation Model (FEM) at Valdosta State University available through VSU Academic Affairs.*
- D. *College of the Arts Policies and Procedures for Tenure, Promotion and Evaluation of Faculty.*
- E. *Unit/Department Supplemental Tenure and Promotion Policies/Guidelines.*

College of the Arts Personnel Committee

The College of the Arts Personnel Committee (CoAPC) reviews Tenure and Promotion Actions; and makes recommendations to the College of the Arts - Dean. The CoAPC membership consists of six faculty; two elected faculty members from each unit/department (Art, Comm Arts, Music), at the rank of Tenured Associate Professor or Full Professor. Within each area, one of the two faculty members would be the current chair of the Departmental Personnel Committee, and as such would not cast a vote toward the applicant in their host department (5 votes of the 6 committee members). The COA Assistant/Associate Dean serves as chair of the CoAPC and is a non-voting member of the committee. After the CoAPC thoroughly reviews the application materials for each Tenure and/or Promotion action(s), the committee will submit a written report/recommendation, signed by all committee members, to the College of the Arts Dean. A signed copy of the COA Personnel Committee's report will be furnished to the candidate and is to be included in the applicant's Primary File.

**For detailed dates and procedures, see the [Tenure and Promotion Timeline/Protocol](#).*

Unit/Department Standards within the College of the Arts

Each unit/department within the College of the Arts will provide policies/guidelines for Tenure and Promotion. Departmental policies/guidelines must be aligned with the College, University, and Board of Regents Policies. All tenure-track faculty within the College of the Arts must hold a terminal degree, or equivalent professional achievement. In some cases, highly qualified teachers may hold other academic degrees; others may not hold any academic degrees. In such cases, the institution and the College of the Arts should base appointments on experience, training, and expertise at least equivalent to those required for the accepted terminal degree in the appropriate field. Each unit/department within the College of the Arts should define the appropriate terminal degree(s) for a particular discipline, sighting accreditation agencies or national standards when appropriate.

When submitting materials for a Tenure and/or Promotion action, the candidate is responsible for organizing and compiling documentation in both the Primary file and the Secondary file (Appendix file) for review by the committees involved. The format of the Primary and Appendix file(s) should be aligned with Departmental, College, University, and Board of Regents Policies.

Regarding *Scholarship/Professional Development/Research and Productivity*; Faculty should submit their accomplishments in a clear, organized, and succinct manner, illustrating the degree, importance, or significance of each event (*i.e.*, International, National, Regional, Local, etc.). The quality of the creative activity or the journal/publisher and the nature of the activity or the publication must be considered. A research article, review essay, or major creative endeavor typically provides stronger evidence than a book review. While publication in a vanity press cannot be considered as evidence of scholarship, publication in a commercial or university press would provide strong evidence of scholarship. It is incumbent upon the applicant to explicate how his or her activity meets standards of quality and provides evidence of scholarship in the field. Juried exhibitions provide more evidence of quality than non-juried exhibitions. Appropriate supporting materials (*e.g.*, performance reviews, exhibit critiques, etc.) should be included to provide such evidence.

Annual Evaluation and Activity Reports

The Annual Faculty Activity Report, Action Plan (AFARAP), and Annual Evaluation document plays an important role for the faculty, departments, and units within the university as part of strategic planning and development. This document is also a critical component of the promotion and tenure process for faculty. It serves as the primary source of information for the university annual report and as a means to evaluate the individual unit's progress toward meeting strategic goals. Individual programs and departments should develop policies that address specific components of the report such as allocation of loads for service or special assignments. It is important that research and scholarly activities be discussed in departments and colleges so that listings of activities are clearly and consistently reported across the unit.

Faculty members completing the *ARFARAP, and Annual Evaluation* form should make every effort to clearly address all of the areas within this document that relate to individual responsibilities at the university. Valdosta State University annually evaluates the performance of its faculty in order to insure that academic expectations are met and to insure faculty currency, relevancy, and ability of the highest possible quality. These evaluations are intended to be formative and summative, instructive as well as decisive. The *Annual Evaluation* is intended to inspire and foster outstanding faculty teaching, professional development/research, and service activities.

This evaluation is developed using a university-constructed template, and its content is based upon the evidence of **Teaching, Professional Development/Research, and Service** activities available to the department head for review in a calendar year. Research is defined as creative, scholarly, or performance activity for the faculty of the College of the Arts. Annual evaluations are conducted by department heads and are delivered in person to individual faculty members. The reviewed members of the faculty have the opportunity to respond to evaluations in writing and to have their responses attached to and submitted with the evaluation. Criteria used by department heads in the course of developing annual evaluations for faculty are the same as those published as departmental expectations for tenure and promotion for faculty.

Pre-Tenure Review / Third-Year Review

During the faculty member's third year of probationary service, a **Pre-Tenure review** is conducted for tenure-track positions, a **Third-Year Review** is conducted for Lecturer positions; to provide a means for "untenued faculty to gain positive and corrective feedback about their performance and how it relates to their tenure/promotion progress." VSU Academic Affairs has published guidelines outlining the procedures for conducting this review in the *Faculty Handbook* and provides more detailed information regarding the purpose of the Pre-Tenure/Third-Year Review. Criteria for determining the nature of a reviewed faculty member's progress toward tenure/promotion are developed in general in the College of the Arts' *Policies and Procedures for Tenure, Promotion, and Evaluation of Faculty* and modified specifically by each department in the college.

Tenure

Tenure resides at the institutional level and is not guaranteed. Normally, only Assistant Professors, Associate Professors, and Full Professors are eligible for tenure. Faculty members with adjunct appointments will not acquire Tenure, nor does Tenure apply to honorific appointments. The decision to grant Tenure to a member of the faculty involves an extensive commitment of the institution's resources. Both the institution and the affected faculty member should closely monitor the individual's progress toward Tenure.

Tenure is granted to faculty through procedures established by the **Board of Regents and Valdosta State University**. Tenure will be awarded upon completion of a probationary period of at least five (5) years of full-time service at the rank of Assistant Professor or higher, and upon recommendation by the President. Candidates may apply for Tenure during their fifth year of full-time, Tenure-track service. To be considered for Tenure, applicants must be Assistant Professor (or higher) and must satisfy the criteria for promotion to Associate Professor. *To achieve Tenure, the candidate must receive a rating of OUTSTANDING in Teaching, OUTSTANDING in a second area (Scholarship or Service) and a minimum rating of Satisfactory in the third.*

Promotion & Accreditation Standards

Promotions in rank are based on merit and are not automatic. The requirements for College of the Arts faculty to be promoted in rank to *Senior Lecturer*, *Assistant Professor*, *Associate Professor*, and to *Professor* are listed below. In the case of Senior Lecturer, promotion is based on merit and does not guarantee continued employment.

Sections 1, 2, & 3 are outlined. Pertaining to *SECTION 2, PROFESSIONAL DEVELOPMENT/RESEARCH – The following abbreviated information and definitions were compiled using a variety of professional associations and accrediting agencies that may not include all programs or areas of study within the College of the Arts. They are meant to serve as a guide in understanding how creative production can be equivalent to “conventional” research and scholarly activity. Faculty are urged to study and examine the entire document(s) within their respective discipline. These documents may be found online, or in each department.*

The information from NASAD, NASD, NASM, and NAST is quoted directly from the Arts Accreditation National Association of Schools Handbook(s); (Section II.) PURPOSES & OPERATIONS (E.) Faculty and Staff (3.) Appointment, Evaluation, and Advancement (a.) Standards.

1. **National Association of Schools of Art & Design (NASAD)** Creative activity and achievement and exhibition must be regarded as being equivalent to scholarly efforts and publication in matters of appointment and advancement when the institution has goals and objectives for the preparation of professional artists and designers.
 2. **Dance (NASD)** Creative activity and achievement must be regarded as being equivalent to scholarship in matters of appointment and advancement when the institution has goals and objectives for the preparation of dance professionals in performance and choreography.
 3. **Music (NASM)** Creative activity and achievement must be regarded as being equivalent to scholarly efforts and publication in matters of appointment and advancement when the institution has goals and objectives for the preparation of professional composers and performers.
 4. **Theatre (NAST)** Creative activity must be regarded as being equivalent to scholarly efforts and publication when the institution has goals and objectives for the preparation of theatre professionals in practice-oriented specializations.
-
5. **College Art Association (CAA)** The work of visual arts faculty is not extra-academic. Their commitment to creative work (production, expression, research, etc.) should be regarded as the same as that of academics in other disciplines. Exhibition of creative work is to be regarded as analogous to publication in other fields.
 6. **Southeastern College Art Conference (SECAC)** Acknowledgement that research/creative activity and exhibition/presentation expectations should be as discipline-specific as possible, recognizing that digital media, time arts, collaborative projects, and new genre artworks might have different criteria than areas such as painting and sculpture, etc. Professional activities include exhibition/presentation, participation on panels, presenting papers, jurying art competitions, conference attendance, and participation in professional art organizations at the local, regional and national level.
-
7. **Association for Theatre in Higher Education (ATHE)** The ATHE document is congruent with the NAST accreditation guidelines, which state that creative production and professional work in theatre is equivalent to scholarly publication or research as a criterion for appointment and advancement in all institutions.
 8. **Association Communication Administration (ACA)** Research and Creative Activity; Communication research and creative activity take many forms, but there are principles that apply to a communication researcher, no matter what form of research is utilized. Documents will be accessible through the National Communication Association (NCA) website and will contain links to organizations whose guidelines provide additional detail with respect to research protocols. Researchers are encouraged to review guidelines from professional associations as relevant to their research and creative activity interests.
 9. **Broadcast Education Association - Festival of Media Arts.** The BEA affirms that creative work that meets established criteria, is reviewed by recognized peers, and is disseminated to others both within and outside the academy is important to the development of the field of electronic media and should be recognized as equal to scholarly publication in promotion and tenure review for faculty in the creative areas of the discipline.
 10. **Council for Interior Design Accreditation (CIDA)** Participate in relevant professional, scholarly, or membership associations (for example, American Society of Interior Designers, Interior Designers of Canada, Interior Design Educators Council, International Interior Design Association, Canada or United States Green Building Council). Engage in scholarly research, practice, or creative activity leading to professional growth and the advancement of the profession.

In addition, length of service is considered for Promotion:

Faculty are eligible for and may be reviewed for promotion in rank during their fifth year of service in their current rank. If recommended for promotion, the new rank will go into effect at the beginning of their next contract period. Recommendations for promotion are not normally considered for individuals who are currently on leaves of absence.

Promotion to Senior Lecturer: Candidates must hold a graduate degree (or equivalent) in the relevant field and serve at least five years in rank as Lecturer. One may apply for promotion during the sixth year of service after successful third-year and fifth-year reviews.

To achieve Promotion to Senior Lecturer, the candidate must receive a rating of OUTSTANDING in Teaching and demonstrate extraordinary value in either service or scholarship.

Promotion to Assistant Professor: Candidates must hold a terminal degree (or equivalent) in the relevant field and serve a minimum of four (3) years in the rank of Instructor.

To achieve Promotion to Assistant Professor, the candidate must receive a rating of OUTSTANDING in Teaching, and a minimum rating of Satisfactory in Scholarship and Service.

Promotion to Associate Professor: Candidates must hold a terminal degree (or equivalent) in the relevant field and serve a minimum of five (4) years in the rank of Assistant Professor. One may apply for promotion during the fifth year of full-time Assistant Professor, tenure track service at VSU. The areas of expertise and professional activities of Associate Professors should be more advanced, more clearly defined, and more widely recognized as their academic careers progress. Typically, the faculty member's roles/contributions grow in significance, leadership, and initiative.

To achieve Promotion to Associate Professor, the candidate must receive a rating of OUTSTANDING in Teaching, OUTSTANDING in a second area (Scholarship or Service) and a minimum rating of Satisfactory in the third area.

Promotion to Professor: Candidates must hold a terminal degree (or equivalent) in the relevant field and serve a minimum of five (5) years in the rank of Associate Professor. One may apply for promotion during the fifth year of full-time Associate Professor, tenure track service at VSU. 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.

To achieve Promotion to Full Professor, the candidate must receive a rating of OUTSTANDING in all three areas of Teaching, Scholarship and Service.

Under special circumstances, faculty who are performing significantly above the expectations for their current rank may be considered for "early" promotion. At state universities and state colleges, "early" promotion may only be considered according to the following time table:

- For early promotion from Lecturer to Senior Lecturer, faculty must have served a minimum of three years as a Lecturer.
- For early promotion from Instructor to Assistant Professor, faculty must have served a minimum of three years as an Instructor.
- For early promotion from Assistant Professor to Associate Professor, faculty must have served a minimum of four years as an Assistant Professor.
- For early promotion from Associate Professor to Full Professor, faculty must have served a minimum of four years as an Associate Professor are not eligible for early promotion to Full Professor.

At research and comprehensive universities, faculty may be considered for "early" promotion with less than the required minimum years of service in rank listed above. However, these cases require strong justification and approval by the president. Faculty must provide evidence of exemplary achievement in Teaching, Research/Scholarship and/or Service to be considered for early promotion.

Post-Tenure / Fifth-Year Review

Policy developed by the **Board of Regents of the University System of Georgia** dictates that the performance of each tenured faculty member be reviewed every five years, with the purpose of addressing three common goals.

These goals are to:

- A.** Expand and strengthen established evaluation procedures;
- B.** Recognize and reward outstanding professional accomplishments; and
- C.** Detect and remediate sub-standard professional performance.

The **Board of Regents of the University System of Georgia** and **Valdosta State University** have published guidelines outlining the procedures for conducting this review. These provide more detailed information regarding the purpose of the Post-Tenure Review and will be utilized in those reviews. Criteria for executing the post-tenure review will be the same as those expected for tenure and Promotion above.

The individual Departments in the College of the Arts determine merit within the Post-Tenure Review. This review provides an opportunity to assess faculty development goals and achievements and provides assistance to faculty in ensuring continuous intellectual and professional growth. The post-tenure review differs from the annual review in that it requires faculty and administrators to assess achievements and goals over a longer term. It also merges the faculty and administration into a unit dedicated to expanding and strengthening the overall quality of education at VSU by encouraging highly motivated and professionally active tenured faculty.

**(See the Valdosta State University Faculty Policies and Procedures/Governance, Faculty Evaluation Model at VSU, Section (6), pages 8-12, published in the Faculty Handbook for details regarding Post-Tenure procedures).*

In the same spirit, after a fifth-year review of NTT Positions such as Lecturers and Senior Lecturers, Instructors, or NTT Assistant Professors, subsequent reviews of Lecturers and Senior Lecturers, Instructors, or NTT Assistant Professors must be reviewed every five years. The contents of these subsequent reviews will be the same as the initial five-year review.

In cases when a Post-Tenure review is negative;

**(See the Faculty Evaluation Model (FEM) at VSU, Section (6) Post-Tenure Review).*

A development improvement plan must be provided within the Annual Evaluation and accomplish the following:
(a) define specific goals or outcomes; (b) outline activities to be undertaken to achieve these goals or outcomes;
(c) contain a schedule; and (d) define the criteria by which the faculty member's progress will be monitored.

The department/unit head will be responsible for forwarding the faculty member's development plan resulting from post-tenure review to the COA Dean, and to the Vice President for Academic Affairs. The department/unit head and COA Dean are responsible for arranging appropriate support for the approved plan, if required. This process will be integrated into the timetable for personnel decisions and merit pay decisions.

*College of the Arts —
Policies and Procedures for Tenure, Promotion and Evaluation of Faculty*

Submission Requirements

Content and descriptions related to *Teaching and Instruction, Scholarship / Professional Development, Research and Creative Productivity, and Service to the Institution and Community*, are outlined in the following sections -

Section 1a; A-B & Section 1b; A-F: Teaching and Instruction

Section 2; A-C: Scholarship / Professional Development Research & Creative Productivity

Section 3; A-D: Service to the Institution and Community

*The list of requirements below is assessed in each **Annual Evaluation** and at the time of **Promotion**, as well as at those times when faculty undergo **Pre-tenure, Tenure, and Post-tenure Reviews**.

The Primary file & Appendix file(s) should include divider sheets & tabs separating each section.

Tenure and Promotion applications should only include materials for the applied action, during the relevant time served at Valdosta State University. All materials should be arranged in reverse chronological order.

SECTION 1. TEACHING and INSTRUCTION: Outstanding (required), or Satisfactory, or Unsatisfactory This section of the application contains illustrative evidence of the quality and significance of the faculty member's teaching and student learning, supervision and mentoring. Documentation in the area of teaching must be provided for all candidates requesting any personnel action consideration (during the relevant time period for pre-tenure, tenure and/or promotion, or post-tenure review). The candidate must supply evidence or examples of innovation or efforts of successful teaching effectiveness. Include all evidence illustrating the extent to which the faculty member's students have met the outcomes identified for the appropriate coursework during the relevant period.

Candidates whose record reflects difficulty in teaching must work with the unit/department head to construct a positive plan, documenting steps that they have taken to address these problems, and the record must reflect through SOI results, peer evaluations and other means, that improvement has occurred. For faculty teaching courses as the instructor of record, application materials should include following types of evidence:

SECTION 1a. TEACHING and INSTRUCTION: (Items A & B would be included in the PRIMARY FILE).

A. Student Opinion of Instruction (SOI). One page summary of all Student Opinion of Instruction (SOI) numerically-scored results for each class section the faculty member has taught, including the total number of students and the number of respondents; and complete SOI numeric results, reverse chronological order, followed by summary information about the contents of the student narrative comments but *not* a complete listing of all narrative comments received.

B. Provide narratives from the peer/portfolio review process, or Assessment(s) of Effective Teaching.

SECTION 1b. TEACHING and INSTRUCTION: (Items A-F would be included in the APPENDIX FILE).

A. Student Opinion of Instruction (SOI). Comprehensive/Complete SOI results, including ALL numeric results and ALL student comments as provided by the online SOI portal, or "traditional VSU Scan-tron paper polling results."

B. Course related support materials.

1. List any reassigned time, including purpose and results of the reassigned time.
2. Provide selected course syllabi/course outlines.
3. Provide course, program, and/or unit assessment data used to inform teaching.

C. Course/program development and revisions.

1. Describe contributions to course and curriculum development, new course development, course revisions, revisions to assessments, etc.

D. Innovative approaches to teaching.

1. Describe teaching innovation(s), which may include collaborative interdisciplinary projects or teaching venues. Include examples, assessments and results.
2. Describe instructional innovations that have positively impacted student learning/performance. Include examples and support evidence.

E. Impact on student achievement/performance.

1. Describe how teaching has impacted student performance (e.g., academic accomplishments, student awards, exhibitions, presentations, publications, and products).

F. Other evidence of teaching/instruction excellence.

1. List successful grant funding for teaching proposals and/or other pedagogical activities.
2. List teaching awards and/or other honors related to teaching and instruction.
3. List internship and directed study supervision.

SECTION 2.

**SCHOLARSHIP / PROFESSIONAL DEVELOPMENT / RESEARCH and CREATIVE PRODUCTIVITY:
*Outstanding, or Satisfactory, or Unsatisfactory***

Each unit/department within the College of the Arts should provide guidelines for acceptable scholarship appropriate to the discipline, within the supplemental Unit/Department Tenure and Promotion Policies.

Scholarship/professional development, research, and creative productivity in the College of the Arts are wide and varied. The candidate should set goals to accomplish a consistent range of scholarly and creative accomplishments, which may be broad and diverse, not only during the time relevant to the tenure or promotion action, but throughout one's career.

Artistic production (creative exhibitions/performances/juried or reviewed events, etc), scholarly publications (books/journals/articles), delivery of papers, presentations and/or workshops, documentation of ongoing research in major field, etc. Faculty should submit their accomplishments in a clear, organized and succinct manner, illustrating the degree and importance or significance of each event. (International, national, regional, local, etc).

The candidate must submit strong supporting evidence that describes the scope and impact of scholarship/creative activities appropriate to one's field, (such as publication, delivering papers at professional conferences, production/performance of artistic works, research, and study). Evidence should be clearly and succinctly documented in the *AFARAP (Annual Faculty Activity Report and Action Plan)*, within an *annotated/detailed Curriculum Vita (see PRIMARY FILE)* and in the *APPENDIX FILE*.

A. Written Scholarship, Creative Activities, Presentations, etc. (Supplemental / support materials).

1. A chronological reference list of peer-reviewed articles or creative accomplishments that are juried or peer reviewed, reverse chronological order.
2. A chronological reference list of other scholarly or juried creative accomplishments, reverse chronological order.
3. Professional presentations.
4. Excerpts from conference proceedings.
5. Book, chapter and article reviews.
6. Copies of exhibition and performance reviews.
7. Documentation of commissioned performances or exhibited works of art, etc.
8. Other scholarship as defined by COA unit/departments.

B. Grant development.

1. Institutional level, University level, Regents level grants, etc.
2. Outside public grants
3. Private agency grants.

C. Additional / support information relevant to Scholarship/Professional Development/Research.

1. Work accepted, or under contract should continue to be listed in all applications.

SECTION 3. SERVICE TO THE INSTITUTION AND THE COMMUNITY:

Outstanding, or Satisfactory, or Unsatisfactory

This section contains evidence of the quality and significance of the faculty member's service. Service to the university, its students and the community is an integral part of professional activity. Positive collaboration through committee works at the departmental, college and university level are essential. Professional and public service are also measures of professional excellence. Affiliation with and activity in professional organizations and other networks of academicians and professionals is integral to professional growth.

List service activities, starting with the most recent specifying the dates of each activity. Designate the type of activity and one's role in the service (e.g., indicate chair-ship, positions held).

A. University Service / College of the Arts Committee Service / Departmental Committee Service.

1. Provide evidence of ongoing and consistent service to the university, college, and department. Identify role and duties on committee (e.g., member, chair, secretary).
2. Describe service as program coordinator (if applicable).
3. Describe other service roles in the college or department (e.g. a special program chair, membership on capstone, thesis or student review committees).

B. Service to the Profession

1. List memberships with professional organizations.
2. List activities associated with professional organizations during the present rank (e.g., officer for a journal or professional organization, reviewer, editor, grant reader, organizing programs, committees, etc.).
3. List accreditation activities.
4. List service to other universities/colleges (e.g., participation on thesis or dissertation committees, tenure/promotion external reviewer for other universities/colleges).
5. Other, non-committee University service.

C. Student Advising

1. Provide documentation of participation in university or program orientation sessions.
2. Provide evidence of supervising student organizations and/or student publications.
3. List additional evidence that demonstrates effective advising.

D. Service to the Community

1. Describe non-paid service based on professional expertise to public and/or private sectors. (e.g., including, but not limited to advisory committees, service development, service workshops, etc.

*College of the Arts —
Policies and Procedures for Tenure, Promotion and Evaluation of Faculty*

Pre-Tenure/Third Year Review and Post-Tenure Review – Timeline/Protocol

All proposed dates in the Pre-Tenure/Third-Year Review and Post-Tenure Review timeline are subject to change contingent upon any revisions to the official University and College of the Arts schedule.

The COA Executive Committee or COA Administrative Committee sets and confirms a calendar of verified dates for the COA T&P Timeline. Each year, timeline dates are set and disseminated in the spring semester on or before the last class day.

Submission Timeline

On or before the fourth Monday in August, by the close of business day, the candidate shall submit all materials pertaining to Pre-Tenure/Third-Year Review or Post-Tenure Review, including the personnel action cover sheet(s), to the appropriate department head, departmental tenure and promotion advisory committee, or designee.

> Application materials will not be accepted after this date.

Pre-Tenure / Third-Year Review and Post-Tenure Review Timeline

By the third Monday in September, the departmental Tenure and Promotion Personnel/Advisory Committee is to submit a report/recommendation (hereafter referred to as “report”) to the Department Head, outlining the candidate’s strengths and weaknesses, giving the evaluation totals, and making a recommendation about Pre-Tenure/Third-Year Review or Post-Tenure. Two signed copies of the departmental committee report will be furnished to the Department Head at this time. The Department Head will deliver one copy of the departmental committee report to the candidate along with the Department Head’s report by the first Monday in October; copies of the departmental committee report and Head’s report will be included in the applicant’s Primary File.

By the first Monday in October, the Department Head is to prepare a report, outlining the candidate’s strengths and weaknesses, giving the evaluation totals, and making a recommendation about Pre-Tenure/Third-Year Review and/or Post-Tenure. A signed copy of the Department Head’s report will be furnished to the candidate at this time and is to be included in the applicant’s Primary File. The Department Head will forward all candidate materials/applications to the Dean’s office at this time.

By the fourth Friday in November, The COA Dean will review all candidate materials and recommendations submitted for Pre-Tenure/Third-Year Review or Post-Tenure review. At this time, the COA Dean has the option to provide a written response, if necessary, and may meet with the candidate to discuss the Pre-Tenure/Third-Year Review or Post-Tenure review. The Dean may provide a letter of notification to the candidate and to the Provost/VPAA.

In cases when a Post-Tenure review is negative;

See the Faculty Evaluation Model (FEM) at VSU, Section (6) Post-Tenure Review.

A development improvement plan must be provided within the Annual Evaluation and accomplish the following: (a) define specific goals or outcomes; (b) outline activities to be undertaken to achieve these goals or outcomes; (c) contain a schedule; and (d) define the criteria by which the faculty member’s progress will be monitored.

The department/unit head will be responsible for forwarding the faculty member’s development plan resulting from post-tenure review to the COA Dean, and to the Vice President for Academic Affairs. The department/unit head and COA Dean are responsible for arranging appropriate support for the approved plan, if required. This process will be integrated into the timetable for personnel decisions and merit pay decisions.

*College of the Arts —
Policies and Procedures for Tenure, Promotion and Evaluation of Faculty*

Tenure and Promotion – Timeline /Protocol

All proposed dates in the Tenure and Promotion timeline are subject to change contingent upon any revisions to the official University and College of the Arts schedule.

The COA Executive Committee or COA Administrative Committee sets and confirms a calendar of verified dates for the COA T&P Timeline. Each year, timeline dates are set and disseminated in the spring semester on or before the last class day.

Submission Timeline

On or before the fourth Monday in August, by the close of business day, the candidate shall submit all materials pertaining to Tenure and/or Promotion, including the personnel action cover sheet(s), to the appropriate department head, departmental tenure and promotion advisory committee, or designee.

> Application materials will not be accepted after this date.

Tenure and/or Promotion Timeline

By the third Monday in September, the departmental Tenure and Promotion Personnel/Advisory Committee is to submit a report/recommendation (hereafter referred to as “report”) to the Department Head, outlining the candidate’s strengths and weaknesses, giving the evaluation totals, and making a recommendation about Tenure and/or Promotion ^{*1}. Two signed copies of the departmental committee report will be furnished to the Department Head at this time. The Department Head will deliver one copy of the departmental committee report to the candidate along with the Department Head’s report by the first Monday in October; copies of the departmental committee report and Department Head’s report will be included in the applicant’s Primary File.

By the first Monday in October, the Department Head is to prepare a report, outlining the candidate’s strengths and weaknesses, giving the evaluation totals, and making a recommendation about Tenure and/or Promotion ^{*1}. A signed copy of the Department Head’s report will be furnished to the candidate at this time and is to be included in the applicant’s Primary File. *If the Department Head makes a negative recommendation, see procedures on p 15.* The Department Head will forward all candidate materials/applications to the Dean’s office at this time, for review by the COA Personnel Committee. ^{*2}

By the first Monday in November, the COA Personnel Committee is to prepare a report, outlining the candidate’s strengths and weaknesses, giving the evaluation totals, and making a recommendation about Tenure and/or Promotion. ^{*1} A signed copy of the COA Personnel Committee’s report will be furnished to the candidate at this time and is to be included in the applicant’s Primary File. The COA Personnel Committee will forward all candidate materials/applications to the Dean’s office at this time, for review by the COA Dean.

By the fourth Friday in November, The COA Dean will review all candidate materials and submit a signed written report regarding Tenure and/or Promotion ^{*1}, to be included in the applicant’s Primary File. The COA Dean will furnish a copy of the report to the candidate at this time. *If the COA Dean makes a negative recommendation, see procedures on p 15.* The COA Dean will forward all candidate applications to the Provost’s office for review by the University Tenure and Promotion Committee (UTPC). ^{*2}

^{*1} *If Tenure and Promotion are applied for simultaneously, two report/recommendation letters must be prepared, one report/recommendation for the applied Tenure action and one for the applied Promotion action.*

^{*2} *If the Department Head or Dean makes a negative recommendation, see procedures on next page.*

**SEE - Valdosta State University Tenure and Promotion Policies and Procedures -
Appendix C: Flowchart for VSU Tenure and Promotion Review Process (next page)**

***College of the Arts —
Policies and Procedures for Tenure, Promotion and Evaluation of Faculty***

If the Department Head makes a negative recommendation, the Department Head will notify the faculty member of this decision in writing, by the first Monday in October. The candidate has the following options:

1. Withdraw application - Process ends.
2. Process continues - The candidate may submit a written response addressed to the Department Head within five working days of notification, defined as days when classes are in session. The candidate response will be included in the Primary File after the recommendation letters. The candidate may request that all application materials be forwarded by the Department Head to the Dean's office for consideration/review by the College of the Arts Personnel Committee.

If the Dean makes a negative recommendation, the Dean will notify the faculty member of this decision in writing, by the fourth Friday in November. The candidate has the following options:

1. Withdraw application - Process ends.
2. Process continues – The candidate may submit a written response addressed to the Dean within five working days of notification, defined as days when classes are in session. The candidate response will be included in the Primary File after the recommendation letters. The candidate may request that the Dean forward all application materials to the Provost/VPAA for consideration/review by the University Tenure and Promotion Committee (UTPC).

System Appeals and Final Recommendation

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

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 Board's Office of Legal Affairs for a review of the decision, in accordance with Policy 8.6 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) whether the record suggests that the institutional decision, if not reviewed, might reasonably have detrimental and system-wide significance.

(BoR Minutes, April 2010, February 11, 2015)

Revisions

Proposals for revisions in the Tenure and Promotion policies of the College of Arts are to be made to the Dean. The Dean will appoint a committee to consider such proposals. The committee will make recommendations to the Executive Committee of the College of Arts. The Executive Committee may amend the recommendations. If approved by two-thirds of the Executive Committee, the Dean will circulate the amended recommendations and call a faculty meeting to discuss the recommendations. Subsequent voting may be conducted by secret ballot during a COA general meeting, or within individual department meetings. Revisions will be adopted if approved by a majority vote of full-time faculty members (defined as non-tenure, tenure-track and tenured) within the College of Arts.



PERSONNEL ACTION – Statement of Purpose / Narrative

Valdosta State University – College of the Arts

www.valdosta.edu/coa

*Statement of Purpose
1-3 pages*

Name		Current Rank/Title	
------	--	--------------------	--

Statement of Purpose / Narrative (1-3 pages) includes:

1. Summary of candidate’s application for Tenure, Promotion, Pre-Tenure / Third Year Review, Fifth Year Review, or Post- Tenure Review.
 2. History at Valdosta State University — college, department, etc. — during the relevant time served for the applied tenure or promotion action.
 3. Employment responsibilities; (Gallery Director, Peach State Summer Theatre Manager, Area Head, Studio Manager, Department Head, etc.), include a summary of teaching, scholarship/research and service activities.
-