ARTICLE I: ORGANIZATION OF THE COLLEGE

1. The College of Health and Human Sciences (hereafter referred to as “College”) is organized into separate schools, each with a Chair who serves in an administrative position. The Dean of the College is the chief executive officer of the College and shall report to the Provost and Vice President for Academic Affairs (see Statutes of Georgia Southern University, hereafter referred to as Statutes).

ARTICLE II: THE UNIT WITHIN THE UNIVERSITY

1. The Faculty Senate shall include at least 40 regular full-time members of the faculty of the University holding the rank of instructor, assistant professor, associate professor, or professor who have been members of the faculty of the University for at least one year at the beginning of their terms (Statutes, Article V). The Dean shall annually announce the number of senators that has been apportioned to the College (including alternates) and shall call for an election pursuant to Statutes, Article V. The nomination and election procedures shall be consistent with those specified in these Bylaws for the standing committees of the College.

2. Members of the graduate faculty shall be appointed by the President on the recommendation of the Provost and Dean of Graduate Studies. Recommendations for graduate faculty membership will be sent from the school chairs through the Dean to the Provost and to the Dean of Graduate Studies who will consult with members of the University Graduate Committee and transmit recommendations to the President (Statutes, Article III).

3. Members of the college faculty are appointed by the President upon the recommendation of the chair of the school and his/her administrative superiors (Statutes, Article VI).

4. Recommendations for promotion are made through the following committees and administrators: school promotion and tenure committees, chairs of schools, college promotion and tenure committee, the Dean, the University Advisory Council, and the Provost. The Provost will forward his/her recommendation to the President (Statutes, Article VI, Article III). Promotion actions are addressed in the Board of Regents Policy Manual, the University System Academic Affairs Handbook, the Georgia Southern University Faculty Handbook, and the College Promotion and Tenure Standards.

5. Recommendations for tenure are made through the following committees and administrators: school promotion and tenure committees, chairs of schools, college promotion and tenure committee, the Dean, and the Provost. The Provost will forward his/her recommendation to the President (Statutes, Article VI, Article III). Tenure is awarded by the Board on recommendation of the President only to assistant professors, associate professors, and professors who are employed full-time in accordance with the
guidelines set forth in the Statutes. Tenure actions are addressed in the Board of Regents Policy Manual, the University System Academic Affairs Handbook, the Georgia Southern University Faculty Handbook, and the College Promotion and Tenure Standards.

6. College representatives serving on University-level committees (including the Faculty Senate) are responsible for reporting pertinent information from meetings of those committees to the faculty, administrators, and staff of the college.

ARTICLE III: MEMBERSHIP

1. The Faculty of the College of Health and Human Sciences, hereafter referred to as the Faculty and the College, respectively [unless otherwise stated] shall consist of individuals which meet the guidelines stated in the Board of Regents (BoR) Policy Manual (reproduced below beginning with BoR Policy Manual section 3.2.1) and shall have formal input over broad policies affecting the academic mission of the College in regard to teaching, research, and service.

======== Board of Regents Policy Manual Section 3.2.1 ========

Faculty Membership

In all institutions, the faculty will consist of the corps of instruction and the administrative officers.

Corps of Instruction

Full-time professors, associate professors, assistant professors, instructors, lecturers, senior lecturers, and teaching personnel with such other titles as may be approved by the Board, shall be the Corps of Instruction. Full-time research and extension personnel and duly certified librarians will be included in the Corps of Instruction on the basis of comparable training. Persons holding adjunct appointments or other honorary titles shall not be considered to be members of the faculty.

Administrative Officers

Faculty status of full-time administrative officers will necessarily vary with the size and complexity of the institution. A faculty member who has academic rank and rights of tenure in the Corps of Instruction and who accepts an appointment to an administrative office (other than president) shall retain his/her academic rank and rights of tenure as an ex officio member of the Corps of Instruction, but shall have no rights of tenure in the administrative office to which he/she has been appointed.
The additional salary, if any, for the administrative position shall be stated in the employment contract and shall not be paid to the faculty member when he/she ceases to hold the administrative position. An administrative officer having faculty status shall have all the responsibilities and privileges of faculty membership. Administrative officers shall be appointed by the president and shall hold office at the pleasure of the president.

Other Faculty Members

Research and Regional Universities

In addition to the Corps of Instruction, the faculty will include the president, administrative and academic deans, registrar, librarian, chief fiscal officer, and such other full-time administrative officers as the statutes of the institution may designate as having ex officio faculty status.

Each institution is required to file with the office of the Board of Regents a list of administrative officers that have faculty status (by office, not by name of individual).

ARTICLE IV: MEETINGS, COMMITTEES, AND COUNCILS

Section 1. Meetings

1. The Faculty and the Standing Committees hereafter described are expected to meet separately to execute the relevant business of interest.

2. These meetings shall be conducted as follows:
   a. The Faculty shall have a College Faculty meeting at least once during each Fall and Spring semester.
   b. The Standing Committees shall meet at least once during each Fall and Spring semester.
   c. An agenda is to be prepared and distributed in advance of each meeting. A majority of the voting members present may vote to permit discussion on non-agenda items.
   d. The dean shall select a secretary to be responsible for keeping the minutes of the General Faculty meeting.
   e. Robert’s Rules of Order shall be observed in the conduct of meetings.
   f. A quorum shall exist when a majority of eligible voting members are present. Unless specifically required in the College Bylaws, a quorum is presumed to exist unless a challenge is made and proven during the meeting. However, a quorum is not necessary when the purpose of the meeting is solely to give or receive information.
g. When voting on Bylaws changes, curricular proposals, faculty and student issues, and other college policies during the course of meetings or other balloting issues, voting is limited to faculty in full-time, tenured or tenure track positions, and full-time instructors. This excludes visiting appointments.

Section 2. Standing Committees and Student Advisory Council

1. There are six standing committees and one advisory council in the College.

2. Except as noted in the requirements for standing committees:
   a. All schools must have elected representation on each standing committee.
   b. Faculty representation on standing committees is limited to full-time faculty unless otherwise noted.
   c. Each committee shall annually elect a chair from among its members.
   d. Term of office shall begin and end in accordance with the academic year contract.
   e. When possible, full consideration should be given to rotating service of individuals.

Section 2A. Faculty Affairs Committee

1. The purpose of the Faculty Affairs Committee is to search for consistency, justice, efficiency, and fair representation concerning the faculty in all appropriate matters of the College and to promote the welfare of all faculty in the College. The Faculty Affairs Committee will work in the spirit of consultation and cooperation with the dean.

2. Each school shall have two faculty representatives on the committee elected by the faculty of that school. Each member shall be tenured. Therefore, eligibility to serve on this committee is restricted to full-time tenured faculty.

3. Terms of membership shall be for two years, except in the initial election. In the initial election, members seated on the committee shall stagger appointments such that each school shall have one member serving a one-year term and one member a two-year term. At the expiration of their respective terms, all subsequent regular elections shall be for two-year terms. Thus, each school shall have one new and one returning representative on the committee each year.

4. It shall be the responsibility of the committee to:
   a. Communicate relevant faculty concerns to the dean and Chairs Council regularly
   b. Serve as a forum for the faculty of the College to present and share ideas, express concerns, and address matters when no other forum is available
   c. Call and sponsor public forums (e.g., Bylaws discussion) of the College Faculty, as deemed necessary
d. Represent faculty on issues concerning governance in the College, and oversee any revisions of the College Bylaws and/or other related documents, policies, and procedures that affect College Faculty.

e. Solicit suggestions and concerns related to faculty welfare from individual faculty members and groups of faculty.

f. Assist the dean, chairs, and other administrators in ensuring that all constituents affected by policy changes have been notified and provided an opportunity to respond to suggested policy changes.

g. Meet at least once during the Fall and Spring semesters to examine any matters related to faculty governance in the College and compliance with college and school bylaws within the college and each school.

h. Review requests of faculty for the establishment of Ad Hoc Committees, and vote for approval.

i. Ensure representation from Faculty Affairs Committee on any College Dean search.

j. Review and offer recommendations to Promotion and Tenure criteria generated by each school prior to approval by the chair, dean, provost, president levels.

k. Organize the initial election of standing committees not already seated at the time at which these Bylaws are approved. Following the initial election, the College Elections Committee will assume responsibility of all elections.

Section 2B. Curriculum Committee

1. The purpose of the committee will be to review and approve curricular revisions, program revisions/program policy changes, and any new program proposals for all College programs.

2. Each school shall have two faculty representatives on the committee elected by the faculty of that school. Eligibility to serve on this committee is restricted to full-time faculty in non-temporary positions.

3. Terms of membership shall be for two years, except in the initial election. In the initial election, members seated on the committee shall stagger appointments such that each school shall have one member serving a one-year term and one member a two-year term. At the expiration of their respective terms, all subsequent regular elections shall be for two-year terms. Thus, each school shall have one new and one returning representative on the committee each year.

4. The College Associate Dean for Institutional Effectiveness and Curriculum will be an ex-officio member of the committee and will serve without a vote.

5. It shall be the responsibility of the committee to:
   a. Review and approve changes in courses, programs, emphases, concentrations, and degrees.
i. The committee reviews and approves all changes in courses, programs, emphases, concentrations, and degrees proposed by the school within the College. All changes are first approved by the school before review at the College level. Criteria for approval include but are not limited to: documentation of rationale for change, relation to program goals and/or Student Learning Outcomes (SLO), adherence to program/departmental policies, indication of needed resources (Criteria for approval at the College level will be developed and distributed to program directors).

ii. Associate dean will inform program directors of due dates for agenda items to the committee. Program directors submit proposed course/program changes to associate dean by deadline of two weeks prior to the committee meeting date. Associate dean distributes to committee members allowing a \textit{minimum} of one week to review. Submissions will be added to next committee agenda for meeting held one week prior to agenda deadlines for the University Graduate/Undergraduate Committees.

b. Assure curriculum reporting/requests for change are submitted to the College Chairs Council, and the Undergraduate and Graduate Curriculum Committee in the Faculty Senate.

i. The College Curriculum Committee assures curriculum reporting and requests for changes are submitted to the appropriate governing bodies in the College and University

ii. Outcomes of the committee reviews and approvals will be forwarded to College Chairs Council, and Undergraduate and Graduate Curriculum Committees in the Faculty Senate. Associate dean and committee chair will work together to ensure adherence to university documentation and submission guidelines

c. Assess Continuous Program Review materials for all programs under annual review.

i. The committee reviews all Continuous Program Review materials on an annual basis. All programs under annual review submit reports to the committee for review and recommendation prior to submission to respective university committees

ii. Programs undergoing review will be determined at the beginning of each academic year. Chairs and program directors will be informed of deadlines for submitting program reviews to the committee. Program directors submit program review materials to associate dean by deadline of two weeks prior to the committee meeting date. Associate dean distributes to committee members allowing a \textit{minimum} of one week to review. Submissions will be added to next committee agenda for meeting held one week prior to agenda deadlines for Undergraduate and Graduate Curriculum committees in the Faculty Senate

d. Conduct annual review of all program’s Institutional Effectiveness efforts related to Student Learning Outcomes.
i. The committee conducts an annual review of all Institutional Effectiveness efforts for all programs in the College. The committee suggests improvement recommendations to respective schools.

ii. Associate dean creates reports for each program derived from WeaveOnline data. The committee reviews each program’s documented achievements toward meeting SLO’s, noting specifically each achievement target, degree of achievement, actions plans of SLO’s that are partially met or unmet, and analyses of program strengths and weaknesses. The committee will provide suggestions and recommendations for improved institutional effectiveness efforts to program directors and/or chairs after review.

Section 2C. College Election Committee

1. The purpose of the committee shall be to conduct free and fair elections for College and University committees consistent with the guidelines established in these Bylaws.

2. The committee will be composed of one member of the Faculty from each school in the College, elected by the Faculty of that school. Eligibility to serve on this committee is restricted to full-time faculty in non-temporary positions.

3. Terms of membership shall be for two years, except in the initial election. In the initial election, members seated on the committee shall stagger appointments between one-year terms and two-year terms to achieve optimal continuity year-to-year. At the expiration of their respective terms, all subsequent regular elections shall be for two-year terms.

4. It shall be the responsibility of the committee to:
   a. Ensure compliance with College and University Bylaws regarding the eligibility of voters and candidates
   b. Inform faculty of the functions, current membership, and eligibility requirements of each University/College committee prior to each election
   c. Solicit nominations and conduct elections (including the counting of ballots) for College-wide elections including recall elections and special elections to fill vacancies, as necessary
   d. Transmit the results of elections to the dean, the faculty of the College, and other parties as appropriate (e.g., the Elections Committee of the Faculty Senate)
   e. Periodically review election procedures and make recommendations to the dean

Section 2D. College Promotion and Tenure Committee

1. The purpose of the committee shall be to serve in an advisory role to the Dean by making recommendations on promotion in rank and/or tenure that is consistent for faculty within the College. The committee shall also review portfolios of faculty under pre-tenure and
post-tenure review. The Dean is responsible for making the ultimate recommendation for promotion and/or tenure that will be forwarded to the Provost.

2. The committee will be composed of two individuals from each school. The first individual shall be appointed by the respective department/school chair. For the second representative, the chair of the respective school shall identify at least two individuals with aptitude for and/or experience on the committee and forward the names to the college Elections Committee. The Elections Committee will structure the ballot within each school and faculty will select their second member. Membership will be restricted to tenured faculty with rank of professor or associate professor.

   a. Each school chair should structure appointments and nominations to fully ensure qualified faculty are seated on the committee, especially in the special cases where the committee will consider (1) promotion to rank of professor or (2) portfolios which require a special understanding of the professional field related to the faculty review.

   b. Members of this committee normally should not simultaneously serve on school promotion and tenure committees during their term, but may under special circumstances where there are not sufficient faculty members eligible or willing.

3. Terms of membership shall be for one year.

4. It shall be the responsibility of the committee to:

   a. Review faculty portfolios in accordance with the timetables developed by the Dean [which should be distributed during the first College faculty meeting of Fall term]

   b. Provide a written evaluation of each faculty member under review which shall be inserted in his/her permanent file. Promotion criteria include teaching, scholarship, and service. Criteria used to evaluate faculty for annual reviews, pre-tenure reviews, tenure reviews, and post-tenure reviews include teaching, scholarship, service, needs of the institution, ability of the professor to function within the Georgia Southern academic community, and length of service.

   c. Disseminate the evaluation to the faculty member under review, the chair of his/her school, and the Dean of the College

Section 2E. College Awards Committee

1. The purpose of the committee shall be to determine the criteria for College awards, solicit nominations for those awards, evaluate submitted materials from awards candidates, and recognize excellence through the selection of College award winners.

2. The committee will be composed of two members of Faculty from each school in the College, elected by the faculty of that school. Eligibility to serve on this committee is
restricted to full-time faculty in non-temporary positions. Individuals currently under review for a College award are excluded from membership.

3. Terms of membership shall be for two years, except in the initial election. In the initial election, members seated on the committee shall stagger appointments such that each school shall have one member serving a one-year term and one member a two-year term. At the expiration of their respective terms, all subsequent regular elections shall be for two-year terms. Thus, each school shall have one new and one returning representative on the committee each year.

4. It shall be the responsibility of the committee to:
   a. Determine the criteria for all College awards and disseminate them to the Faculty
   b. Solicit nominations for all College awards
   c. Verify the eligibility of nominees for College awards and collect application packets from all candidates who accept nomination
   d. Select award winners and announce the selection to the College Faculty

Section 2F. Ad Hoc Committees

1. Any member of the Faculty in the college may request that the Faculty Affairs Committee establish an ad hoc committee

2. The request procedure shall be as follows:
   a. Submit a request in writing to the Faculty Affairs Committee stating specifically the problem, issue, and/or area of concern. The request must demonstrate that the issue is one of potential general concern for the college and not a matter concerning only an individual department or administrative area
   b. Outline the desired result from the committee activity (e.g., a report, revision of the Bylaws, a new or revised administrative approach in a particular area)
   c. Recommend the names of eligible persons who are interested or have special expertise in the identified area. All Faculty in the college are eligible to serve on ad hoc committees
   d. Recommendations for members shall be considered but final determination of the membership of a committee shall be made by the Faculty Affairs Committee

3. The Faculty Affairs Committee shall decide whether to establish an ad hoc committee and the duration of its service.

4. All requests to establish such a committee shall be answered in writing and shall be provided to the college with a statement from the Faculty Affairs Committee indicating approval or disapproval and the rationale for the decision.

5. If the request to establish an ad hoc committee is approved, the Faculty Affairs Committee shall appoint members to the committee.
6. The Faculty Affairs Committee shall also prepare a specific charge for the committee and specify a requested due date. The ad hoc committee shall elect its own chair from among its faculty members.

7. Ad hoc committees shall have the following reporting responsibilities:
   a. Provide an interim report to the Faculty Affairs Committee in writing at least once each semester
   b. Present a final report in writing to the Faculty Affairs Committee, the dean, and the Faculty by the requested due date

Section 2G. Student Advisory Council

1. The Dean and Faculty of the College of Health and Human Sciences are consistently concerned about students' experiences, perceptions, ideas, and viewpoints regarding their experience in the College’s programs.

2. In order to create a meaningful exchange of ideas among the College Dean, Faculty and students related to the College’s programs, students from each school in the College shall elect members each year to serve in an advisory capacity on the council.

3. Student representatives shall meet with the dean periodically throughout the year to exchange information and ideas related to the ongoing workings and evaluation of the College and its schools.

4. Student representatives are encouraged to use this vehicle to communicate student ideas and issues from their school peers to the dean and Faculty.

5. The dean serves as the chair of the council

6. Students elected to serve as representatives to the council serve in an advisory capacity to the dean and Faculty.

7. Student representatives are elected to fill a term of one academic year.

8. Two student representatives and one alternate representative from each school will be elected to serve.
   a. Elections are initiated and conducted through the College Election Committee.
   b. Candidates and self-nominations are solicited from each school at the beginning of the Fall semester.
   c. The dean’s office staff will construct the ballot, distribute it to the student body in each school, and collect and record votes.
d. Student Advisory Council representatives are elected by a majority of those voting from the student body in the respective school.

e. Elected representatives will be notified in writing of their election and election results will be posted publicly on the College website.

f. In the event a representative finds that he/she cannot fulfill the responsibilities of the elected post, the student will provide written notification of resignation to the dean. Arrangements will be made to replace the representative through a special election.

g. In the event that a representative is not fulfilling the responsibilities of the elected post, the dean or the student body of the school may ask for the representative’s resignation. A special election shall be held to select a new representative.

9. Representatives hold voting privileges on the council.

10. The responsibilities of each representative are as follows:
   a. Attend an orientation to the council conducted by the dean.
   b. Attend designated council meetings on a regular basis as defined by the needs, responsibilities, and tasks of the council. In the event a representative cannot attend a meeting, the school alternate will attend the meeting in his/her absence.
   c. Elicit and convey student views, concerns, opinions, and suggestions at the Council meetings.
   d. Report to the student representative's respective school members as to the outcomes of meetings attended.
   e. Requests for time on the agenda of council meetings should be made in advance of the scheduled meeting time.
   f. Assume related tasks as assigned or negotiated.

ARTICLE V: RATIFICATION PROCESS AND DATES

1. Bylaws shall be in full force after approval by the Dean, Provost, and President, and a two-thirds majority of faculty members present at a general faculty meeting.

ARTICLE VI: DEFINITIONS

1. Statutes: The statutes referred to in this document are the Statutes of Georgia Southern University.

2. Faculty: Defined in Article III of this document

ARTICLE VII: POLICY AND PROCEDURE CHANGES
1. The college faculty in concert with the Dean shall have the power to amend, revise, or establish new policies and procedures under which the college operates.

**ARTICLE VIII: PROCEDURE TO AMEND BYLAWS**

1. Proposals to amend the Bylaws shall be submitted to the Chair of the Faculty Affairs Committee following Article IV Section 2A part 4D not later than 10 days prior to any regularly scheduled faculty meeting or any special meeting called for the purpose of amending. Proposed amendments must be adopted by a two-thirds majority of faculty members present, provided the required quorum is present at the time of voting. Bylaws changes will be made in concert with the Dean and with two-thirds of eligible faculty approval.

**APPENDIX: GUIDELINES FOR PROMOTION AND TENURE REVIEW**
FORWARD

When assessing faculty performance, Academic administrators and peer teaching faculty must make professional judgments regarding the extent to which expectations are met. Because the review process is judgmental, every effort should be made to ensure that judgments throughout the review process are based on objective evidence, and are consistent as applied to the faculty of all departments/schools within the College. The College of Health & Human Sciences provides the following guidelines and parameters to be used by faculty members for pre-tenure, promotion, tenure, and post-tenure reviews.

These Guidelines were originally developed during Spring Quarter 1993 by an ad hoc committee representing faculty from each of the academic units. Members representing all ranks within the College of Health & Human Sciences were appointed by the Dean upon recommendations of the department chairs to review the promotion, tenure, and pre-tenure (progress) review for the College of Health & Human Sciences. The purpose of this committee was to discuss and develop guidelines and parameters that clarified both the process and criteria expected within the College of Health & Human Sciences for faculty in all departments, effective with the 1993-94 review process. Special attention was given to developing guidelines that reflected the mutual interests of the faculty and the administration. The information provided in these Guidelines should form the basis for faculty to make decisions and compile materials for pre-tenure, promotion, tenure, and post-tenure reviews.

Editorial revisions were made during Spring 1995, Spring/Fall 2001, Spring 2002, Spring 2003, Spring 2012, and Spring 2016 to update the document and make areas of review consistent with other Colleges across the University. In addition, revisions have been made to reflect College reorganization, promotion and tenure guidelines adopted by the Faculty Senate, and to bring the guidelines into compliance with the Faculty Development Initiative of the University System of Georgia Board of Regents. In case of any deviation from or conflict with the bylaws or policies of the Board of Regents of the University System of Georgia, the official bylaws and policies of the Board of Regents shall prevail.

A. Barry Joyner, Interim Dean
College of Health & Human Sciences
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THE PROMOTION AND TENURE REVIEW PROCESS
COLLEGE OF HEALTH & HUMAN SCIENCES

A promotion or tenure review in the College of Health & Human Sciences is completed to ensure faculty members are appropriately evaluated in a timely fashion. Four types of review are described next: The pre-tenure review, the promotion review, the tenure review, and the post-tenure review.

Promotion criteria include teaching, scholarship, and service. Criteria used to evaluate faculty for annual reviews, pre-tenure reviews, tenure reviews, and post-tenure reviews include teaching, scholarship, service, needs of the institution, ability of the professor to function within the Georgia Southern academic community, and length of service.

THE PRE-TENURE REVIEW
A pre-tenure review assists faculty members in determining whether they are making appropriate progress toward promotion or tenure requirements. This review occurs before a faculty member becomes eligible for tenure and/or promotion. A favorable pre-tenure review at all levels of the review process implies that a faculty member is making satisfactory progress toward promotion and/or tenure, but it does not result in a tenure or promotion decision. Rather, the review provides feedback to the faculty member about performance strengths and weaknesses, and this review provides additional information to the Department/School Chair for making decisions regarding the performance of the faculty member.

• The required pre-tenure Review is conducted within the College of Health and Human Sciences during the third year of a faculty member's employment in a full-time, tenure-track position at Georgia Southern University.

• In those cases where the faculty member has prior years service toward tenure, the required pre-tenure Review is conducted at the midpoint of the remaining probationary period.

THE PROMOTION REVIEW
An elective promotion review is conducted to make a decision about the promotion of a faculty member who has become eligible for such a decision, as specified in the College of Health and Human Sciences Guidelines. Eligibility for promotion, relative to rank and years in service, does not imply readiness for promotion. An eligible faculty member should consult the requirements discussed in this Appendix (see pages 18-20) and confer with the Department/School Chair to determine readiness and the appropriateness of initiating an Elective Promotion Review.

THE TENURE REVIEW
An elective tenure review is conducted to make a decision about the awarding of tenure to a faculty member who has become eligible for such a review, but has not yet met the time requirement for such a decision as specified in the College of Health and Human Sciences Guidelines. Eligibility for tenure, relative to rank and years in service, does not imply readiness for tenure. An eligible faculty member should consult the requirements discussed in this Appendix (see pages 18-20) and confer with the Department/School Chair to determine readiness and the
appropriateness of initiating an elective tenure review. Faculty members who received probationary credit toward tenure on initial appointment at Georgia Southern University have the opportunity to initiate an elective tenure review earlier than those who do not receive probationary credit. (Probationary Credit is explained below).

• Faculty who apply and are not recommended for tenure in minimum time or who use probationary credit and are not recommended may apply for tenure only once more.

**THE POST TENURE REVIEW**

A post-tenure review policy for the institution was approved by the Georgia Southern University Faculty Senate on December 2, 1996, and was subsequently approved by the University System of Georgia Board of Regents. The post-tenure review focuses on identifying faculty development opportunities for tenured faculty that mutually benefit the individual and the institution. The ultimate purpose of post-tenure review is to recognize, reward, and enhance the performance of tenured faculty. Reviews of the tenured members of the corps of instruction will take place at least once every five years. Reviews will be initiated five years after the most recent promotion or personnel action and continue at five year intervals unless interrupted by a promotion, a written declaration to retire within five years, or a leave of absence. Please refer to the Faculty Handbook or your Department/School Chair office for a copy of the Georgia Southern University Post-Tenure Review Policy.

**PROBATIONARY CREDIT**

Recommendations for probationary credit are initiated at the department/school level and are subject to the approval of the Dean and the Provost. Probationary credit is awarded at the time of initial appointment. Criteria used for awarding probationary credit are as follows:

1. Individuals who have previously earned tenure at a regionally accredited institution may be granted up to three years of probationary credit and may apply this toward the time requirement of five years.
2. Individuals who served in tenure track positions may be granted up to two years of probationary credit based upon evaluation of years of prior service and professional credentials and may apply this toward the time requirement of six years.
3. Individuals who are promoted to Assistant Professor may be granted probationary credit for up to three years of service as an instructor at Georgia Southern University.

**PROMOTION AND TENURE COMMITTEE STRUCTURE**

**COLLEGE OF HEALTH & HUMAN SCIENCES**

**College Level**

Refer to Article 4 Section 2D of these Bylaws.

**Departmental Level**

Each academic unit in the College of Health & Human Sciences will have a Promotion and Tenure Review Committee. The unit Chair is responsible for appointing the committee and the committee chair. This Promotion and Tenure Review Committee should consist of at least three individuals (no more than five) and, to the extent possible, include faculty members who represent diverse backgrounds - experiences. Tenured faculty at or above the rank of Associate Professor are eligible for appointment. In instances where departments do not have enough tenured associate and full professors to serve, the existing tenured associate and full professors shall work with the Dean of the College to establish an appropriate committee. Membership should rotate so that no individual serves more than two consecutive years on such a committee. Exceptions to this policy must be approved annually by the Provost. It is recommended that the Department/School committee function as an independent committee within the unit, and not be housed under existing committees which have additional responsibilities. The purpose of the committee is to serve in an advisory role to the Department/School Chair and to make a recommendation based on each applicant's credentials for promotion in rank and/or tenure that is consistent for faculty within the department, the College of Health & Human Sciences, and at Georgia Southern University.
University Procedure for Appeals
Appeals of post-tenure reviews or recommendations concerning promotion or tenure must first be carried out in accordance with College procedures, which may culminate in an appeal to the Dean. Colleges should structure their timetables to allow for appeals to be acted upon in advance of the due date of the College recommendation to the Provost. Recommendations made at the College level or beyond may be appealed to the Provost within 14 calendar days of notification of the decision.

College Appeals Process
The College of Health and Human Sciences’ promotion and tenure guidelines include the opportunity for faculty members to appeal the recommendations at the department and college level. Within each of the review processes, faculty have an opportunity to submit letters of clarification, defense, and/or written appeals pending the type and level of review. Any letters of appeal or clarification submitted by the faculty member as outlined in the process are forwarded with the faculty member’s portfolio and recommendations.

GEORGIA SOUTHERN UNIVERSITY FACULTY EVALUATION CRITERIA
Evaluators of faculty at all levels shall seek evidence of sustained effort, involvement, and record of achievement. Accomplishments which have enriched the student learning experience are valued most. The entire body of work submitted by candidates shall be considered, though the most recent work shall be afforded greater consideration by the deliberating bodies at each level of evaluation. At Georgia Southern, the four Board of Regents criteria of superior teaching, outstanding service to the institution, academic achievement, and professional growth and development are expressed as the three criteria of teaching, scholarship, and service, with professional growth and development considered among these three. The following standards, articulated by Charles E. Glassick, Mary Taylor Huber, and Gene I. Maeroff in Scholarship Assessed: Evaluation of the Professoriate (San Francisco: Jossey-Bass Publishers, 1997, p. 36) shall be applied where appropriate to each area of evaluation: clarity of goals, adequacy of preparation, appropriateness of methods, significance of results, effectiveness of presentation, and evidence of reflective critique. While the manifestations of faculty achievement may vary across disciplines, the qualities represented in these criteria and in the Faculty Attributes shall be the predominant basis for evaluation and shall be reflected in college and departmental governance documents.

Teaching
A demonstrated record of superior, effective teaching is the first and most important area of evaluation. Superior teaching is reflective, student-centered, respectful of the diversity of students, adapted to various learning styles, and focused on student learning outcomes. Teaching represents professional activity directed toward the dissemination of knowledge and the development of critical thinking skills. Such activity typically involves teaching in the classroom, laboratory, or studio, and direction of research, fulfillment of professional librarian responsibilities, mentoring, and the like. Teaching activities also include the development of new courses, programs, and other curricular materials, including the development of online courses. Judgments of the quality of teaching activities are based on measures such as examination of course syllabi and other course materials, peer evaluations when available, critical review and dissemination of teaching products, performance of students in subsequent venues, follow-up of graduates in graduate school or in their employment, and student ratings of instruction.

Scholarship
The significance of scholarly accomplishments shall be judged rigorously within the context of the discipline. Candidates must provide evidence of work that has been selected for dissemination through normally accepted peer-reviewed venues such as publications, conference presentations, exhibitions, performances, or other professional accomplishments. Scholarship includes the discovery, integration, development, application, and extension of knowledge as well as aesthetic creation and is often demonstrated by publications and presentations designed for professional audiences. Scholarship is manifested in articles, scholarly books and texts, reports of research, creative works, textbooks, scholarly presentations, research grants, demonstration grants, papers read, panel participation,
exhibits, performances, professional honors and awards, additional professional training or certification, degrees earned, postdoctoral work, and academic honors and awards.

Service
Faculty are expected to make service contributions to their professions and to the institution. Service at the department/school, college, and university level is essential to the well-being of the University. Service includes the application of one’s expertise in the discipline for the benefit of a professional organization, the community, or the institution. Service also includes the academic advisement of Georgia Southern University students. Additionally, service may include work in schools, businesses, museums, social agencies, government, or the like, as well as activities undertaken on behalf of the University that do not entail systematic instruction, such as manuscript reviewing and the design and development of professional conferences. Consulting shall be designated as paid or unpaid.

PROMOTION AND TENURE EXPECTATIONS SPECIFIC TO RANK

Promotion and Pre-Tenure Review Guidelines: Instructor to Assistant Professor Rank

A. Timing for Promotion/Pre-tenure reviews
Faculty will have a required pre-tenure review for promotion during the third year of employment as a full-time, tenure track appointment in the College.

Faculty may initiate an elective promotion review upon entering eligibility expected within the College of Health & Human Sciences (completion of the terminal degree and 3 years as a full-time, tenure track appointment in the College). While faculty without the terminal degree may initiate an elective promotion review any year upon meeting the University System minimum time in rank of three years as an Instructor, promotions resulting from such "early" reviews are rare and should not be expected.

B. Promotion criteria
An Instructor's primary responsibilities are to establish, develop, and refine an effective teaching style and, based on consultation with the Department/School Chair, to contribute effort to scholarship that is consistent with the responsibilities of the position and the goals of the department. It is presumed that the Instructor is pursuing the terminal degree in a timely manner.

The College of Health and Human Sciences Guidelines expect that the Instructor receive a terminal degree to be eligible for promotion to Assistant Professor. Promotions to Assistant Professor for individuals who have not completed the terminal degree and have not served in rank for a minimum of six years are rare and should not be expected.

Tenure Guidelines: Faculty Initially Appointed at the Instructor Rank

Tenure is not awarded to faculty holding the Instructor rank.

Faculty without the terminal degree who were initially appointed at the Instructor rank but subsequently promoted to Assistant Professor, will have a required tenure review during the sixth year after promotion to Assistant Professor or during the ninth year of employment at Georgia Southern University, whichever comes first.

Faculty initially appointed at the Instructor rank who earn the terminal degree and are promoted to Assistant Professor may initiate an elective tenure review after achieving eligibility expected in the College of Health and Human Sciences (completion of the terminal degree and the minimum time served in rank at the Assistant Professor level).
Promotion and Pre-Tenure Review Guidelines: Assistant Professor to Associate Professor Rank

A. Timing for Promotion/Pre-Tenure Reviews

Faculty will have a required pre-tenure review for promotion during the third year of service after initial appointment to a full-time, tenure track or non-tenure-track position as Assistant Professor at Georgia Southern University.

Faculty may initiate an elective promotion review upon entering eligibility expected within the College of Health and Human Sciences (completion of terminal degree and minimum time in rank of six years as an Assistant Professor, four of which must be at Georgia Southern University). While faculty may initiate a promotion review upon meeting the University System minimum time in rank of four years as an Assistant Professor, promotion resulting from such "early" reviews are rare and should not be expected.

B. Promotion Criteria

Assistant Professors should continue to develop and demonstrate an effective teaching style which reflects the refinement of teaching techniques. Additionally, these faculty should have evidence of scholarship and research that enables them to stay current in their disciplines. Collegial relationships should be developed that are professional and productive, and evidence of leadership potential should be demonstrated.

Notable sustained performance in teaching and scholarship that demonstrates a high level of accomplishments in scholarly activities and research are required for promotion to Associate Professor. In addition, meritorious achievement should be evident in professional growth and development and in service which includes active involvement in leadership roles internal and external to the institution and region. The College of Health and Human Sciences Guidelines for promotion eligibility expect faculty to have served a minimum of six years in rank as an Assistant Professor (minimum of four at the institution), and to have completed the terminal degree. These requirements are minimum, and one should not anticipate automatic promotion after teaching for the minimum years required and completing the terminal degree. Promotions to the rank of Associate Professor for faculty who have not satisfied the College of Health and Human Sciences eligibility requirements are rare and should not be expected.

Tenure and Pre-Tenure Review Guidelines: Faculty Initially Appointed at the Assistant Professor Rank

Faculty will have a required pre-tenure review for tenure during the third year of service after initial appointment to a full-time, tenure track position as Assistant Professor at Georgia Southern University.

Faculty will have a required tenure review during the sixth year of service after initial appointment to a full-time, tenure track position as Assistant Professor at Georgia Southern University.

Faculty awarded probationary tenure credit upon appointment may initiate an elective tenure review after entering eligibility as defined in letter of appointment and described on page 16.

Promotion and Pre-Tenure Review Guidelines: Promotion from Associate Professor to Professor Rank

A. Timing for Promotion/Pre-Tenure Reviews

Faculty will have a required pre-tenure review for promotion during the third year of service after initial appointment to a full-time, tenure track position as Associate Professor at Georgia Southern University.
Faculty may initiate an elective promotion review upon entering eligibility expected within the College of Health and Human Sciences (minimum time in rank at the Associate Professor level of five years at the institution). While faculty may initiate a promotion review any year upon meeting the University System minimum time in rank of five years as an Associate Professor, promotions resulting from such "early" reviews are rare and should not be expected.

B. Promotion Criteria

Promotion to the rank of Professor is a recognition awarded only to faculty who have distinguished records of achievement in their professions. Both the quality and the number of achievements required of individuals who seek this rank should substantially surpass those required for recommendation to the rank of Associate Professor. It is not sufficient simply to maintain the same level of contributions in teaching, scholarship, and service that were expected for promotion to the rank of Associate Professor. Associate Professors seeking promotion to the rank of Professor should have: a sustained record of exceptional teaching reflecting a career-long commitment to enhancing the instructional process, documentation of academic achievement which has contributed to the advancement of their discipline, evidence of professional growth and development worthy of regional and national recognition, and a history of exceptional leadership contributed at all levels of institutional service.

It is expected that faculty in the College of Health and Human Sciences who seek promotion to the rank of Professor will have a minimum of five years in rank as an Associate Professor at Georgia Southern University. Promotions to the rank of Professor for faculty who have not satisfied the College of Health and Human Sciences eligibility requirements are rare and should not be expected.

Tenure and Pre-Tenure Review Guidelines: Faculty Initially Appointed at the Associate Professor Rank

Faculty will have a required pre-tenure review during the third year of service after initial appointment to a full-time, tenure track position as Associate Professor at Georgia Southern University.

Faculty will have a required tenure review during the sixth year of service after initial appointment to a full-time, tenure track position as Associate Professor at Georgia Southern University.

Faculty awarded probationary tenure credit upon appointment may initiate an elective tenure review after entering eligibility as defined in letter of appointment and described on page 16.
### ATTACHMENT 1

**PRE-TENURE REVIEW PROCESS AND TIMETABLE**

**COLLEGE OF HEALTH & HUMAN SCIENCES**

**2017-2018 ACADEMIC YEAR**

<table>
<thead>
<tr>
<th>DATE</th>
<th>ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/2017</td>
<td>School Chair identifies individuals who are scheduled for a pre-tenure review during 2017-2018 Academic Year.</td>
</tr>
<tr>
<td>2/2017</td>
<td>CHHS Orientation Session for faculty scheduled for a pre-tenure review during the 2017-2018 Academic Year.</td>
</tr>
<tr>
<td>8/14/17</td>
<td>Faculty member submits portfolio to the Chair of the School as the official application. The School Chair will forward the portfolio to the Chair of the School Promotion and Tenure Committee. Additional materials may be added only at the request of the School Committee Chair, the School Chair, the College Promotion Review Committee Chair, or the Dean, College of Health &amp; Human Sciences.</td>
</tr>
<tr>
<td>9/15/17</td>
<td>School committee reviews portfolio and sends a letter to the faculty member and to the School Chair with the committee's recommendation. College of Health and Human Sciences Dean also receives a copy of the committee's recommendation. Committee retains portfolio until 9/22/17.</td>
</tr>
<tr>
<td>9/22/17</td>
<td>Last day for faculty member to submit a letter of clarification to the School Chair in response to the school committee's recommendation. Chair of the School Promotion and Tenure Committee forwards portfolio to the School Chair.</td>
</tr>
<tr>
<td>9/29/17</td>
<td>School Chair adds any clarification letters to portfolio, reviews and makes recommendations to faculty member in writing. Chair retains portfolio until 10/6/17.</td>
</tr>
<tr>
<td>10/6/17</td>
<td>Last day for faculty member to submit a letter of clarification/appeal to the School Chair.</td>
</tr>
<tr>
<td>10/6/17</td>
<td>School Chair forwards portfolio to the College Promotion and Tenure Review Committee Chair with a recommendation after considering additional information and appeals as appropriate (portfolios will be housed in the Dean's Office).</td>
</tr>
<tr>
<td>11/10/17</td>
<td>College committee reviews and makes a recommendation in writing to the faculty member, with copies forwarded to the Chair and Dean. Portfolio is retained by chair of the College committee until 11/17/17.</td>
</tr>
<tr>
<td>11/17/17</td>
<td>Last day faculty member may submit a letter of clarification of recommendations to the Dean, College of Health and Human Sciences. Chair of College committee forwards portfolio to the Dean, College of Health and Human Sciences on 11/17/17.</td>
</tr>
<tr>
<td>11/27/17</td>
<td>CHHS Dean reviews portfolios and performance review recommendations submitted by the various committees, and makes and submits a recommendation regarding the faculty member’s performance. This information is forwarded to the faculty member, School Chair, and Provost.</td>
</tr>
<tr>
<td>1/16-19/2018</td>
<td>The Dean will meet with the faculty member to discuss his/her review and consider any letters of clarification/appeals.</td>
</tr>
<tr>
<td>April 2018</td>
<td>Provost Review.</td>
</tr>
</tbody>
</table>
## ATTACHMENT 2
### PROMOTION REVIEW PROCESS AND TIMETABLE
#### COLLEGE OF HEALTH & HUMAN SCIENCES
#### 2017-2018 ACADEMIC YEAR

<table>
<thead>
<tr>
<th>DATE</th>
<th>ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/2017</td>
<td>School Chair identifies individuals who are eligible and will pursue promotion review during 2017-2018 Academic Year.</td>
</tr>
<tr>
<td>2/2017</td>
<td>CHHS Orientation Session for faculty who are scheduled for a Promotion review during the 2017-2018 Academic Year.</td>
</tr>
<tr>
<td>8/14/17</td>
<td>Faculty member submits portfolio to the Chair of the School as the official application. The School Chair will forward the portfolio to the Chair of the School Promotion and Tenure Committee. Additional materials may be added only at the request of the School Committee Chair, the School Chair, the Chair of the College Promotion Review Committee, or the Dean, College of Health &amp; Human Sciences.</td>
</tr>
<tr>
<td>9/15/17</td>
<td>School committee reviews portfolio and sends a letter to the faculty member and School Chair with the committee's recommendation. Committee retains portfolio until 9/22/17.</td>
</tr>
<tr>
<td>9/22/17</td>
<td>Last day for faculty member to indicate the desire to continue or withdraw from the promotion process. Faculty member whose promotion materials are not supported may submit a letter of defense and intent to continue the review process to the School Chair, or elect to withdraw. Chair of the School Promotion and Tenure Committee forwards portfolio to School Chair.</td>
</tr>
<tr>
<td>9/29/17</td>
<td>School Chair adds any defense letters to portfolio, reviews and makes recommendations to faculty member in writing. Chair retains portfolio until 10/6/17.</td>
</tr>
<tr>
<td>10/6/17</td>
<td>Last day for faculty member to indicate a desire to continue or withdraw from the process. Faculty member may submit a letter of appeal to the School Chair regarding the School Chair recommendation.</td>
</tr>
<tr>
<td>10/6/17</td>
<td>School Chair forwards portfolio with a final recommendation after considering additional information and appeals as appropriate to the Chair of the College Promotion and Tenure Review Committee (portfolios will be housed in the Dean's Office).</td>
</tr>
<tr>
<td>11/10/17</td>
<td>College committee reviews and makes a recommendation in writing to faculty member, School Chair, and Dean. Portfolio is retained by chair of the College committee until 11/17/17.</td>
</tr>
<tr>
<td>11/17/17</td>
<td>Faculty member may withdraw or proceed according to guidelines. Last day faculty member may submit a letter of defense and intent to proceed with the process to the Dean, College of Health and Human Sciences. A copy of the letter should also be sent to the Chair of the College Committee and the School Chair. Chair of College committee forwards portfolio to the Dean, College of Health and Human Sciences on 11/17/17.</td>
</tr>
<tr>
<td>11/27/17</td>
<td>College Dean reviews portfolio and makes recommendation in writing to the faculty member and School Chair. College Dean will retain all portfolios until the process has been completed through the University level.</td>
</tr>
</tbody>
</table>
12/1/17 Last day for faculty member to submit a letter of appeal to the Dean regarding the Dean’s recommendation.

12/1/17 College Dean makes a final recommendation after considering additional information and appeals as appropriate, and submits recommendation to the Provost.

Jan/Feb 2018 Promotion review at Provost and President level at Georgia Southern University.
**ATTACHMENT 3**

**TENURE REVIEW PROCESS AND TIMETABLE**

**COLLEGE OF HEALTH & HUMAN SCIENCES 2017-2018 ACADEMIC YEAR**

<table>
<thead>
<tr>
<th>DATE</th>
<th>ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/2017</td>
<td>School Chair identifies individuals who are eligible and will pursue tenure review during 2017-2018 Academic Year.</td>
</tr>
<tr>
<td>2/2017</td>
<td>CHHS Orientation Session for faculty who are scheduled for a tenure review during the 2017-2018 Academic Year.</td>
</tr>
<tr>
<td>8/14/17</td>
<td>Faculty member submits portfolio to the Chair of the School as the official application. The School Chair will forward the portfolio to the Chair of the School Promotion and Tenure Committee. Additional materials may be added only at the request of the School Committee Chair, the School Chair, the Chair of the College Promotion Review Committee, or the Dean, College of Health &amp; Human Sciences.</td>
</tr>
<tr>
<td>9/15/17</td>
<td>School committee reviews portfolio and sends a letter to the faculty member and School Chair with the committee's recommendation. Committee retains portfolio until 9/22/17.</td>
</tr>
<tr>
<td>9/22/17</td>
<td>Last day for faculty member to indicate the desire to continue or withdraw from the tenure process. Faculty member whose tenure materials are not supported may submit a letter of defense and intent to continue the review process to the School Chair, or elect to withdraw. Chair of the School Promotion and Tenure Committee forwards portfolio to School Chair.</td>
</tr>
<tr>
<td>9/29/17</td>
<td>School Chair adds any defense letters to portfolio, reviews and makes recommendations to faculty member in writing. Chair retains portfolio until 10/6/17.</td>
</tr>
<tr>
<td>10/6/17</td>
<td>Last day for faculty member to indicate a desire to continue or withdraw from the process. Faculty member may submit a letter of appeal to the School Chair regarding the School Chair recommendation.</td>
</tr>
<tr>
<td>10/6/17</td>
<td>School Chair forwards portfolio with a final recommendation after considering additional information and appeals as appropriate to the Chair of the College Promotion and Tenure Review Committee (portfolios will be housed in the Dean's Office).</td>
</tr>
<tr>
<td>11/10/17</td>
<td>College committee reviews and makes a recommendation in writing to faculty member, School Chair, and Dean. Portfolio is retained by chair of the College committee until 11/17/17.</td>
</tr>
<tr>
<td>11/17/17</td>
<td>Faculty member may withdraw or proceed according to guidelines. Last day faculty member may submit a letter of defense and intent to proceed with the process to the Dean, College of Health and Human Sciences. A copy of the letter should also be sent to the Chair of the College Committee and the School Chair. Chair of College committee forwards portfolio to the Dean, College of Health and Human Sciences on 11/17/17.</td>
</tr>
</tbody>
</table>
11/27/17 College Dean reviews portfolio and makes recommendation in writing to the faculty member and School Chair. College Dean will retain all portfolios until the process has been completed through the University level.

12/1/17 Last day for faculty member to submit a letter of appeal to the Dean regarding the Dean’s recommendation.

12/1/17 College Dean makes a final recommendation after considering additional information and appeals as appropriate, and submits recommendation to the Provost.

Jan/Feb 2018 Tenure review at Provost and President level at Georgia Southern University.
## ATTACHMENT 4
### POST-TENURE REVIEW PROCESS AND TIMETABLE
#### COLLEGE OF HEALTH & HUMAN SCIENCES
##### 2017-2018 ACADEMIC YEAR

<table>
<thead>
<tr>
<th>DATE</th>
<th>ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/2017</td>
<td>School Chair identifies individuals who are scheduled for a post-tenure review during 2017-2018 Academic Year. Faculty who will undergo post-tenure review receive official notification from College Dean.</td>
</tr>
<tr>
<td>2/2017</td>
<td>CHHS Orientation Session for faculty who will pursue a post-tenure review during the 2017-2018 Academic Year.</td>
</tr>
<tr>
<td>8/14/17</td>
<td>Faculty member submits portfolio to the Chair of the School as the official application. The School Chair will forward the portfolio to the Chair of the School Promotion and Tenure Committee. Additional materials may be added only at the request of the School Committee Chair, the School Chair, the Chair of the College Promotion Review Committee, or the Dean, College of Health &amp; Human Sciences.</td>
</tr>
<tr>
<td>9/22/17</td>
<td>School committee reviews portfolio and sends a summary letter of the committee’s review to the faculty member and School Chair.</td>
</tr>
<tr>
<td>9/29/17</td>
<td>School Chair reviews portfolio and recommendations, and sends a summary letter of review to faculty member. In addition, School Chair meets with the faculty member to discuss reviews and recommendations. School Chair will forward a final copy of the report (including comments by the unit head and any written responses or appeals by the faculty member) to the College Committee. Portfolio with summary review letter is forwarded to Chair of the College Promotion and Tenure Review Committee. This report will include recommendations for merit, faculty development opportunities, or a systematic development plan.</td>
</tr>
<tr>
<td>10/6/17</td>
<td>Last day faculty member may submit a letter of response pertaining to the School Chair Review. A copy of the letter should also be sent to the College Committee. School Chair forwards portfolio to the College Committee.</td>
</tr>
<tr>
<td>11/10/17</td>
<td>College committee reviews materials and provides a summary letter of the committee’s review to the faculty member and School Chair. Portfolio is retained by Chair of the College committee until 11/17/17.</td>
</tr>
<tr>
<td>March 2018</td>
<td>College Dean reviews portfolio and materials, including the report from the School Chair and written responses and/or appeals from the faculty member. The Dean will submit a final review and materials to the Provost.</td>
</tr>
</tbody>
</table>
ATTACHMENT 5
PORTFOLIO CONTENTS FOR PRE-TENURE, PROMOTION, TENURE and POST-TENURE REVIEWS
COLLEGE OF HEALTH & HUMAN SCIENCES

Each faculty member preparing information for a promotion and/or tenure review should prepare one binder for submitting the portfolio. The portfolio binder should contain the information indicated below subdivided into four major sections. The portfolio binder will be supplied by the Dean's Office; documentation and supporting materials should be selected carefully. Organize your portfolio as described below.

Section I: Personal Data
1. CHHS Portfolio Cover Page
2. Vita
3. Narrative (6 pages maximum) 1 – single-spaced, no less than 10-point font, 1” margin
4. Performance Review Summary Letters (Annual Review, Pre-Tenure, Promotion, Tenure, Post-Tenure, etc.)
5. Professional Letters of Support (3-5) External to the Department (not to be included in Pre-Tenure Review portfolios)

Section II: Teaching Effectiveness
1. List of course number, title, and credit hours of all courses taught during the time frame under review, and include number of students enrolled in each class.
2. Student evaluation summaries administered during semesters of the time frame under review. This should include summary tables and statistical summary sheets for each course taught.
3. Course syllabi and materials
4. Honors and special recognition for teaching accomplishments
5. Evidence of increased student performance resulting from course instruction e.g., pre/post assessments, departmental graduate assessments, student performance on standardized tests and certification exams, student portfolios, writing samples, etc.
6. Evidence of successful direction of individual student work: e.g., independent studies, special student projects, and thesis.
7. Other evidence of teaching effectiveness: e.g., teaching portfolio, peer evaluations, Folio Development, etc.

1A sample narrative is maintained in the School Chair's office.
Section III: Scholarship *(Includes academic achievement and professional growth and development)*

1. Evidence of research, including scholarly publications, presentations, creative productions, etc.
2. Evidence of grants and contracts, those applied for and those which have been funded
3. Academic honors, awards, and other recognition relative to scholarship and research
4. Evidence of professional development such as workshops and short courses taken to remain current in the field, or to develop background in an ancillary field
5. Evidence of completion of credit work toward advanced degrees during the time period under consideration for those working on advanced degrees
6. Other evidence of scholarship

Section IV: Service

1. Roles in professional organizations, including offices held and leadership positions, professional affiliations, service, and recognition
2. Membership or leadership roles on university, college, and departmental committees
3. Performance of institutional administrative duties
4. Development or coordination of academic programs
5. Teaching of non-academic-credit courses, workshops, or faculty/staff seminars
6. Advisement of undergraduate/graduate students and/or support of student activities by advising or participating in student organizations
7. Participation in the recruitment of students or faculty for the College
8. Community and public service in which you were clearly recognized as a representative of the College, such as: consulting, participation in public/private agencies, service on accrediting committees, public or private boards, etc.
9. Other evidence of service to the institution
ATTACHMENT 6

PRE-TENURE REVIEW FLOW CHART

Faculty Eligible for Pre-Tenure Review Are Identified

↓

School Peer Review
(School Promotion and Tenure Committee)

↓

School Chair Review

↓

College of Health and Human Sciences Peer Review
(CHHS Promotion and Tenure Review Committee)

↓

Dean, CHHS Review

↓

Provost Review
Faculty Eligible for Promotion are Identified

School Peer Review
(School Promotion and Tenure Committee)

School Chair Review
(Including Appeals)

College of Health and Human Sciences Peer Review
(CHHS Promotion and Tenure Review Committee)

Dean, CHHS Review
(Including Appeals)

Provost Review
(Includes Georgia Southern University Deans’ Council Review)

President Review
ATTACHMENT 8

TENURE REVIEW FLOW CHART

Faculty Eligible for Tenure are Identified

↓

School Peer Review

(School Promotion and Tenure Committee)

↓

School Chair Review

(Including Appeals)

↓

College of Health and Human Sciences Peer Review

(CHHS Promotion and Tenure Review Committee)

↓

Dean, CHHS Review

(Including Appeals)

↓

Provost Review

(Includes Georgia Southern University Deans’ Council Review)

↓

President Review
ATTACHMENT 9

POST-TENURE REVIEW FLOW CHART

Faculty To Be Reviewed For Post-Tenure Are Identified

↓

School Peer Review
(School Promotion and Tenure Committee)

↓

School Chair Review

↓

College of Health and Human Sciences Peer Review
(CHHS Promotion and Tenure Review Committee)

↓

Dean, CHHS Review
( Including Appeals)

↓

Provost Review
ATTACHMENT 10
CHHS PROMOTION/TENURE TIMETABLE FOR FACULTY
INITIALLY APPOINTED AT THE ASSISTANT PROFESSOR RANK

<table>
<thead>
<tr>
<th>Academic Year</th>
<th>Action</th>
<th>Years Toward Tenure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 1</td>
<td>Appointment as Assistant Professor</td>
<td>1</td>
</tr>
<tr>
<td>Year 2</td>
<td>Required Pre-Tenure Review</td>
<td>2</td>
</tr>
<tr>
<td>Year 3</td>
<td>Required Pre-Tenure Review</td>
<td>3</td>
</tr>
<tr>
<td>Year 4</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>Year 5</td>
<td>Fifth-year Elective Promotion Review*</td>
<td>5</td>
</tr>
<tr>
<td>Year 6</td>
<td>Sixth-year Required Tenure Review*</td>
<td>6</td>
</tr>
<tr>
<td>Year 7</td>
<td>Promotion to Associate Professor and/or tenure awarded, if approved, effective August 1 of following academic year</td>
<td>7</td>
</tr>
</tbody>
</table>

*Note: Faculty who have received Annual Performance Reviews and Pre-Tenure Reviews that are consistently above expectations in all three areas of performance (teaching, scholarship, and service) may be considered for Promotion in Year Five (one year earlier). It is important that faculty have a conversation with their Chair regarding this option a year in advance of submitting materials for Promotion and Tenure. This should be a decision that is mutually agreed to by the faculty member and Chair.

CHHS TENURE TIMETABLE FOR FACULTY
INITIALLY APPOINTED AT THE ASSISTANT PROFESSOR RANK
AND AWARDED THREE YEARS PROBATIONARY CREDIT TOWARD TENURE

<table>
<thead>
<tr>
<th>Academic Year</th>
<th>Action</th>
<th>Years Toward Tenure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 1</td>
<td>Appointment as Assistant Professor</td>
<td>1</td>
</tr>
<tr>
<td>Year 2</td>
<td>Required Pre-Tenure Review</td>
<td>2</td>
</tr>
<tr>
<td>Year 3</td>
<td>Required Pre-Tenure Review</td>
<td>3</td>
</tr>
<tr>
<td>Year 4</td>
<td>Elective Tenure Review if Using Probationary Credit</td>
<td>4</td>
</tr>
<tr>
<td>Year 5</td>
<td>(Tenure, if approved, effective August 1, following term)</td>
<td>5</td>
</tr>
<tr>
<td>Year 6</td>
<td>Sixth-year Elective Tenure Review*</td>
<td>6</td>
</tr>
<tr>
<td>Year 7</td>
<td>(Tenure, if approved, effective August 1, following year)</td>
<td>7</td>
</tr>
</tbody>
</table>

*Note: Faculty who have received Annual Performance Reviews and Pre-Tenure Reviews that are consistently above expectations in all three areas of performance (teaching, scholarship, and service) may be considered for Tenure in Year Five (one year earlier). It is important that faculty have a conversation with his/her Chair regarding this option a year in advance of submitting materials for Promotion and Tenure. This should be a decision that is mutually agreed to by the faculty member and Chair.
DESIRED ATTRIBUTES OF GEORGIA SOUTHERN FACULTY

The Deans’ Council believes that all Georgia Southern faculty should exhibit the following characteristics. In addition to specific criteria set for each discipline, Council members will seek to recruit new faculty with these attributes in mind:

• Commitment to excellence in teaching and learning (as evidenced by seminar/presentation during the campus visit with student present)

• Promise of productive scholarship consistent with the teacher-scholar model, including grant/proposal-writing

• Commitment to professional service within the University and beyond

• Technological literacy and a commitment to using technology in teaching and scholarship

• Experienced with, or interested in, working in diverse academic and professional communities

• Ability to contribute to a positive work environment in the department, college, and university

• Commitment to recruiting, advising, retaining, and mentoring qualified students

• Understanding of, and commitment to, the strategic goals of the department, college, and university

• Terminal degree in the discipline