

Georgia College & State University Library

Promotion and Tenure Policy

I. Introduction

These tenure and promotion procedures apply to all 12-month tenure track faculty members within the library including the Associate Directors and Dean.

The Library Promotion and Tenure Committee will review this policy on an annual basis to reflect changes. Any changes will be voted on by the library faculty and approved by the Dean and by the Provost of Academic Affairs/Enrollment Management.

Policies and Procedures on Tenure and Promotion

The policies and procedures of the library comply with the policies set forth by the Board of Regents for tenure and promotion, which are posted in the Board of Regents Policy Manual (Sections 803.07 through 803.09). Faculty should consult the Board of Regents Policy Manual for the most current version of these policies.

Background

Standards:

The Board of Regents identify years of service and attainment of terminal degree for tenure and promotion of faculty. These standards indicate years of service at a specific rank; attainment of the terminal degree or its equivalent in training, ability, and experience; and noteworthy achievement in at least two of the following four areas (one of which shall be Superior Teaching/Job Effectiveness):

1. Superior Teaching/Job Effectiveness
2. Academic Achievement
3. Professional Growth and Development
4. Institutional/Public Service

An MLS terminal degree from an ALA accredited institution or Board of Regents approved equivalent is required for tenure and for initial appointment at assistant professor or higher rank for librarians.

The Society of American Archivists recommends that an archivist will have a graduate degree. Recommended degrees include, but are not limited to: library science, history, public administration, political science, or a specialized topical emphasis related to a particular archival collection. Such a graduate degree is usually required for tenure and initial appointment at assistant professor or higher rank for archivists.

II. Appointment

A. Rank

All tenure-track library faculty members will have the appropriate terminal degree and the minimum rank of appointment will be Assistant Professor. Appointment to other ranks will be based on years of service and accomplishment, meeting the criteria appropriate to that rank.

Assistant Professor

Appointment at time of hire to this rank requires the appropriate terminal degree and expectation of successful overall performance and the potential for a promising career in librarianship/archives. Incumbent spends considerable time learning expectations, serving as a team member, though may lead group or committee activities as needed. Serves on LITC and university committees. Activities most often occur at the local or state level. Satisfactory evaluation at this rank requires sustained performance and noteworthy Job Effectiveness coupled with noteworthy achievement in one of the following categories Academic Achievement, Professional Development, or Institutional/Public Service. Noteworthy is defined as worthy of attention, observation, or notice; remarkable. (1)

Associate Professor

Appointment at time of hire to this rank requires the appropriate terminal degree and professional service of not less than five years. Typically activities are more involved than at the Assistant Professor rank, with some leadership expected. Expertise of work / skills / subject knowledge is evident and sought for consultation. Initiating of projects, work groups etc will occur. Serves on LITC and university committees, assuming leadership roles where appropriate. Activities often occur at the local or state level, but some national participation is also expected. Satisfactory evaluation at this rank requires sustained performance and noteworthy Job Effectiveness coupled with noteworthy achievement in one of the following categories Academic Achievement, Professional Development, or Institutional/Public Service.

Professor

Appointment at time of hire to this rank requires the appropriate terminal degree and professional service of not less than nine years. Activities at this rank are typically more complex than at the Associate Professor rank, with leadership roles expected. There may be more activities overall. Expertise / knowledge / skills are at their highest level and consultation sought. Serves on LITC and university committees, often assuming leadership. Guides / initiates / manages projects for the LITC or university. Participates in local, state and national professional organizations. Activities occur at the local or state level, but some national participation is expected. Satisfactory evaluation at this rank requires sustained performance and noteworthy Job Effectiveness coupled with noteworthy achievement and sustained achievement in Academic Achievement, Professional Development, or Institutional/Public Service.

B. Probationary Credit Toward Tenure

“A maximum of three years credit toward the minimum probationary period may be allowed for service at other institutions or for full-time service at the rank of [assistant] professor at the same institution” (other discipline presumed). “Such credit for prior service shall be defined in writing by the President and approved by the Chancellor at the time of the initial appointment at the rank of assistant professor or higher.” (Academic Affairs Handbook, 3.08.05.2.1)

III. Criteria for Promotion and Tenure

A. General Criteria for Promotion and Tenure

The criteria by which library faculty are judged relate to the general criteria applied to all academic faculty, and the criteria also reflect the unique role of librarians / archivists in the academic community. In addition to

(1) Oxford English Dictionary, 2nd Edition

holding the appropriate terminal degree at appointment, library faculty are evaluated yearly in the areas of Superior Teaching/Job Effectiveness, Academic Achievement, Professional Development, and Service to the Institution/Public Service. The tenure portfolio is based on a broad agenda involving performance, service etc over time, and should demonstrate an annual progression in one's professional career. It is recommended that each year faculty focus on various areas so that every major category receives its due attention at some point and balance is achieved.

For promotion and/or tenure candidates' performance should be noteworthy in the responsibilities of their position as described in the Superior Teaching/Job Effectiveness category and also be noteworthy in at least one of the other categories listed in this document: Academic Achievement / Professional Development or Institutional/Public Service. 'Noteworthy' performance should be achieved in the applicant's annual review for 2 years (out of 5 in the normal cycle) including the year preceding the tenure / promotion / post – tenure review. The promotion and tenure clock can be postponed under certain circumstances (Academic Affairs Handbook, 3.08.05.2.1 and 3.08.05.2.4).

Superior Teaching / Job Effectiveness

The librarian/archivist plans, organizes, communicates, and administers programs of value to users of the library's materials and services. The librarian/archivist may assume other professional tasks that require a special background and education in one of the technical, public or administrative areas of the library. Specific responsibilities are detailed in the yearly evaluation process and attached to the promotion and tenure documents. Job Effectiveness is the most important criterion for promotion and tenure, and the librarian/archivist should have noteworthy performance in this category for 2 years (out of 5 in the normal cycle) including the year preceding the application.

Academic Achievement

Academic Achievement is defined by contributions to the profession. Basic responsibilities for all librarian/archivists in this category regardless of rank can include but are not limited to keeping current with professional literature; assisting with research projects; advising students and/or creating web pages. The librarian/archivist should have noteworthy performance in this category for 2 years (out of 5 in the normal cycle), including the year preceding the application. A minimum of **6 recorded** activities are required or in proportion to the number of years of service at Georgia College. Other activities may be appropriate and can be included if approved by the Library Faculty.

Participate in a research project.

Publish a non-scholarly article.

Publish a book review.

Write a grant proposal.

Deliver a workshop.

Moderate a panel discussion or serve as a panelist.

Give a presentation or poster session.

Serve on the editorial board for a publication.

Serve as editor of a publication.

Write and administer a successful grant proposal.

Serve as reviewer for publications, creative works, etc.

Contribute to a database for publication or dissemination.

Conduct a research project.

Receive an award or honor for professional work/scholarly activity.

Publish an article or a creative work in a professional or peer-reviewed journal.

Edit a book published by an academic or non-vanity press.

Author a book published by an academic or non-vanity press publisher.

Professional Growth and Development

Professional development includes continuing education (additional degrees, diplomas, workshops, course work, in-house workshops, received beyond the terminal degree) and/or involvement in professional organizations (including membership, attendance at conferences, service on committees, or holding office). The librarian/archivist must show noteworthy performance in this category for 2 years (out of 5 in the normal cycle), including the year preceding the application. A minimum of **8 recorded** activities are required or in proportion to the number of years of service at Georgia College. Other activities may be appropriate and can be included if approved by the Library Faculty.

Participate in a workshop or training.

Hold membership in a professional organization.

Audit a course.

Participate in a relevant continuing education class or institute.

Attend a professional conference.

Complete an undergraduate course for credit.

Complete a graduate course for credit.

Complete a graduate degree from an accredited institution.

Institutional / Public Service

University service includes activities whose principal purpose is the efficient and effective functioning of the institution. Basic responsibilities for all librarian/archivists in this category regardless of rank can include but are not limited to serving as a liaison between the university and the local, state or national communities; representing the university at professional activities involving non-university groups; and/or service to organizations. The librarian/archivist should have noteworthy performance in this category for 2 years (out of 5 in the normal cycle), including the year preceding the promotion application. A minimum of **8 recorded** activities are required or in proportion to the number of years of service at Georgia College. Other activities may be appropriate and can be included if approved by the Library Faculty.

Serve as a volunteer for a University program or event.

Serve as a volunteer for a community organization or event.

Serve as a member of a Library Committee.

Serve as chair of a Library Committee.

Hold membership in a community organization.

Serve in a leadership position or on the board of a community organization.

Serve as a member of a university committee.

Serve as chair or secretary of a university committee.

Provide expert assistance to a public or private organization.

Serve on a committee of a state professional organization.

Serve as a chair or secretary of state professional organization.

Provide seminars, conferences, or lectures for a general audience.

Hold elected office in a statewide professional organization.

Collaborate with schools, other libraries/archives to develop policies or programs that advance the Library or University Mission.

Serve as an acknowledged consultant on a project, paper, or report.

Serve on the University Senate as an elected Senator.

Serve on a committee of a regional or national professional organization.

Serve as chair or secretary of a regional or national professional organization.

Teach a 3 credit hour course for a department outside the Library.

Hold elected office in a regional or national professional organization.

B. Criteria for Promotion -- Years of Service (Approved Academic Council 4-25-00, USG Academic Affairs Handbook, 4.03.01)

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

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

Schools/colleges may add additional requirements beyond the minimum years of service for a recommendation for promotion.

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

Board Of Regents Statement on Promotion Considerations

Source University System of Georgia Academic Affairs Handbook 4.03.01 – Award of Promotion

Special Considerations for Promotion

1. Recommendations for promotion are not normally considered for individuals who are currently on leaves of absence or who hold “temporary” appointments.
2. Strong justification should be provided in support of any recommendations for promotion to Associate Professor or Professor if the individual has not earned the terminal degree in the discipline.
3. Strong justification should be provided in support of any recommendation for “early” promotion wherein the individual has served fewer than the number of years in rank at the current institution as listed below:

Board of Regents Minimum Years of Service in Rank

For Promotion to:	Minimum Service in Rank:
Assistant Professor	3 years as Instructor
Associate Professor	4 years as Assistant Professor
Professor	5 years as Associate Professor

C. Criteria for Tenure -- Years of Service

It is intended that these tenure policies shall be the minimum standard for award of tenure, but they are to be sufficiently flexible to permit an institution to make individual adjustment to its own peculiar problems or circumstance. These policies are to be considered a statement of general requirements which are capable of application throughout the System and are not a limitation upon any additional standards and requirements which a particular institution may wish to adopt for its own improvement. Such additional standards and requirements, which must be consistent with the Regents' policies, and approved by the Board of Regents, shall be incorporated into the Statutes of an institution.

Tenure resides at the institutional level. Institutional responsibility for employment of a tenured individual is to the extent of continued employment on a one hundred percent workload basis for three out of every four consecutive academic semesters until retirement, dismissal for cause, or release because of financial exigency.

Only assistant professors, associate professors, and professors who are normally employed full-time (as defined by Regents' Policies) by an institution are eligible for tenure. Faculty members with adjunct appointments shall not be eligible to acquire tenure.

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

Tenure may be recommended upon completion of a probationary period of at least five complete years of full-time service at the rank of assistant professor or higher. Such recommendations are forwarded to the President for approval. The five year period must be continuous except that a maximum of two years interruption because of a leave of absence or of part-time service may be permitted; provided, however, that no probationary credit for the period of an interruption shall be allowed.

The maximum time that may be served at the rank of assistant professor or above without the award of tenure shall be seven years, provided, however, that a terminal contract for an eighth year may be proffered if an institutional recommendation for tenure is not approved. The maximum time that may be served in any combination of full-time instructional appointments (lecturer, instructor, or professorial ranks) without the award of tenure shall be ten years, provided, however, that a terminal contract for an eleventh year may be proffered if an institutional recommendation for tenure is not approved.

The maximum period of time that may be served at the rank of full-time instructor shall be seven years.

Tenure or probationary credit towards tenure is lost upon resignation from an institution, or written resignation from a tenured position in order to take a non-tenured position, or written resignation from a position for which probationary credit toward tenure is given in order to take a position for which no probationary credit is given. In the event such an individual is again employed as a candidate for tenure, probationary credit for the prior service may be awarded in the same manner as for service at another institution.

Upon approval of the award of tenure to an individual, that individual shall be notified in writing by the President of their institution. (Academic Affairs Handbook, 3.08.05.02.1)