



## Promotion Guidelines

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### I. Purpose

Georgia Southern approves faculty for promotion based upon Regents' policies (*Academic and Student Affairs Handbook*, § 4.5). Promotions in rank are based on merit and are not automatic.

### II. Policy Statement

Promotion applications are considered and recommendations made at the department/school, college, and provost's levels, culminating in an institutional decision at the president's level. The Board of Regents has fixed certain minimum criteria for promotion. Promotion at Georgia Southern requires an ongoing record of satisfactory performance in all areas of evaluation, with more than satisfactory performance in teaching and one other area. Regents' policies state that there should be appropriate involvement of faculty in making recommendations for promotion. Each unit shall have written procedures for making recommendations, and these procedures shall be available to all faculty members. Specific guidelines for promotion should be found in the departmental and collegiate policies and procedures. Unit and college procedures must be approved by the provost.

The difference between successive faculty ranks is primarily one of achievement and professional growth and development. Aspirants to higher ranks are expected to demonstrate progressively more advanced levels of professional maturity, accomplishment, and recognition beyond the boundaries of the University as they are considered for promotion.

At Georgia Southern the terminal degree or its equivalent is required for promotion to associate or full professor. Strong justification should be provided in support of any recommendation for promotion to the ranks of associate or full professor without the terminal degree in the discipline.

Length of service is taken into consideration. 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. Under special circumstances, faculty who are performing significantly above the expectations for their current rank may be considered for "early" promotion. At research and comprehensive universities, faculty may be considered for "early"

promotion with less than the required minimum years of service in rank listed below; however, these cases require strong justification and approval by the president.

- For early promotion from lecturer to senior lecturer, faculty must have served a minimum of three years as lecturer.
- For early promotion from instructor to assistant professor, faculty must have served a minimum of three years as 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.

At the time of an individual's initial appointment, a maximum of three years of probationary credit towards promotion may be awarded for service at other institutions or service in a faculty rank within the institution. In extraordinary cases, research and comprehensive universities may award more than three years of probationary credit at initial faculty appointments. Such awards require approval by the president and written notification to the University System of Georgia Chief Academic Officer. Faculty given probationary credit towards promotion may not use their probationary credit towards consideration for "early" promotion without the approval of the president.

### **III. Exclusions**

None.

### **IV. Procedures**

In considering the promotion of an academic administrator (vice president, dean, department chair), the immediate supervisor must obtain the appropriate input from the academic department involved.

Decisions regarding promotion of an academic administrator will be based upon the faculty evaluation criteria and will be independent of administrative performance.

The composition of the departmental and college promotion committees shall follow the guidelines as set forth in each college's *Bylaws* or procedural manual.

#### Procedure for Appeals

Appeals of post-tenure, tenure, and promotion review recommendations made by department or college committees or department/unit chairs must first be carried out according to college procedures, but may culminate in an appeal for reconsideration of the recommendation 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 recommendations to the provost. Recommendations made by a dean may be appealed to the provost within 20 calendar days of notification of the decision.

Final decisions are made by the president. In accordance with the *Board of Regents Policy Manual, Section 8.6*, any appeal of the president's decision must be made to the University System of Georgia Board's Office of Legal Affairs within 20 calendar days of notification of the president's decision.