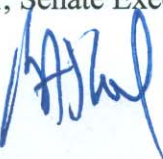


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Office of the President

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TEL 478-5211
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TDD 871-1454

<http://president.georgiasouthern.edu/>

TO: Dr. Patricia Humphrey Chair, Senate Executive Committee
FROM: Brooks A. Keel, President 
DATE: June 3, 2015
SUBJECT: **Faculty Senate Recommendation: Outside Evaluation Letters for Special Faculty Evaluations**

Following review of the recommendation adopted by the Faculty Senate at the June 2, 2015, Faculty Senate meeting, as provided in your memo of June 3, 2015, I have approved the motion below.

MOTION:

Amend Section 205.06 of the Faculty Handbook paragraph B (Faculty input and initiative) to add subparagraph 4 as follows:

4. Each tenured or tenure-track faculty member undergoing either a promotion or tenure review shall submit to his/her chair or unit head the names and contact information of at least three qualified individuals not directly involved in the faculty member's work (i.e., have not been involved as a mentor or close collaborator) who can objectively review the faculty member's portfolio. The individuals should be experts in the faculty member's field and hold an academic appointment at an institution at least similar to Georgia Southern with rank at or above the rank to which the candidate is aspiring. The department chair or chair of the department's Tenure and Promotion Committee shall solicit letters from two of the individuals that address the quality of work performed and readiness of the candidate for promotion and/or tenure. In addition to submitting names for individuals who may be contacted for external review, the faculty member may submit up to three names (and contact information) of individuals who may NOT be contacted by anyone involved in the tenure and/or promotion review. The department chair in association with the Tenure and Promotion Committee chair may also solicit up to two additional letters from any individual not on the forbidden list that he or she may think has background commensurate with carefully evaluating the candidate's portfolio and contributions to the profession.

RATIONALE:

At least four colleges (CEIT, CLASS, COSM, JPHCOPH) require outside recommendation letters for tenure and promotion, but procedures and the number of required letters vary. This motion seeks to make that more uniform across the entire campus. Further, President Keel has

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Motion Request

4/14/2015



SHORT TITLE:

(Please provide a short descriptive title that would be suitable for inclusion in the Senate Agenda.)

Outside Evaluation Letters for Special Faculty Evaluations

MOTION(s):

(Please write out your motion in the exact form/wording on which you want the Senate to vote.)

Amend Section 205.06 of the Faculty Handbook paragraph B (Faculty input and initiative) to add subparagraph 4 as follows: 4. Each faculty member undergoing either a promotion or tenure review shall submit to his/her chair or unit head the names and contact information of at least three qualified individuals not directly involved in your work (i.e., have not been involved as a mentor or close collaborator) who can objectively review your portfolio. The individuals should be experts in your field and hold an academic appointment at the rank of Associate Professor or above at an institution at least similar to Georgia Southern. The department chair shall solicit letters from two of the three individuals that address the quality of work performed and readiness of the candidate for promotion and/or tenure. The department chair in association with the Tenure and Promotion Committee chair may also solicit up to two additional letters.

RATIONALE(s):

(Please explain why the motion should be considered by the Faculty Senate, remembering that the Senate does not deal with issues limited to individual colleges or administrative units. Include pertinent data and source references for information and/or language.)

At least four colleges (CEIT, CLASS, COSM, JPHCOPH) require outside recommendation letters for tenure and promotion, but procedures and the number of required letters vary. This motion seeks to make that more uniform across the entire campus. Further, President Keel has stated publicly that those outside letters help both him and the Provost in making their decisions, especially in cases where there was division of opinion at lower levels.

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Submitted by:

Phone:

ginmal

478-5706

E-Mail:

Re-Enter Email:

phumphre@georgiasouthern.edu

phumphre@georgiasouthern.edu

ACCEPTABLE USE POLICY

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Note to faculty users: Double-check your data before submitting, because the data cannot be edited afterward.

Approval

Response:

Not Approved ▼

SEC Response:

4/21/2015



On the agenda

Senate Response:

4/21/2015



External letters seemed generally supported, but needs some revision. Will revise and resubmit.

Presidents Response:

4/21/2015



N/A

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Re: Section 205.06 Motion Request

Patricia Humphrey <phumphre@georgiasouthern.edu>
To: Ginger Malphrus <ginmal@georgiasouthern.edu>
Cc: "Griffith, Candace" <candaceg@georgiasouthern.edu>

Tue, Apr 21, 2015 at 8:35 AM

that's fine. Also, please change "two of the three individuals to "two of the individuals" (in case the faculty member submits more than 3 names.

—Pat

On Tue, Apr 21, 2015 at 8:07 AM, Ginger Malphrus <ginmal@georgiasouthern.edu> wrote:

----- Forwarded message -----

From: **Candace Griffith** <candaceg@georgiasouthern.edu>
Date: Tue, Apr 21, 2015 at 7:53 AM
Subject: Section 205.06 Motion Request
To: Ginger Malphrus <ginmal@georgiasouthern.edu>

4. Each faculty member undergoing either a promotion or tenure review shall submit to his/her chair or unit head the names and contact information of at least three qualified individuals not directly involved in the faculty member's work (i.e., one who has not been involved as a mentor or close collaborator) who can objectively review the faculty member's portfolio. The individuals should be experts in the faculty member's field and hold an academic appointment at the rank of associate professor or above at an institution at least similar to Georgia Southern. The department chair shall solicit letters from two of the three individuals that address the quality of work performed and readiness of the candidate for promotion and/or tenure. The department chair in association with the Tenure and Promotion Committee chair may also solicit up to two additional letters.

Request approval to change "your" to "faculty member's" for Faculty Handbook. We do not write Handbook in first person.

—
Candace Griffith
Assistant Provost for Academic Programs and Policies
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Fax: (912) 478-5279
Email: candaceg@georgiasouthern.edu

Ginger Malphrus
Word Processing Operator/Clerical Assistant to the Faculty Senate
President's Office/Faculty Senate Office
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Faculty Senate web page: <http://academics.georgiasouthern.edu/facultysenate/>

Patricia Humphrey, Ph. D.
Department of Mathematical Sciences
Georgia Southern University
PO Box 8093
65 Georgia Avenue, Room 3008
Statesboro GA 30460-8093
tel (912) 478-5706
fax (912) 478-0654

Section 205.06 Motion Request

Candace Griffith <candaceg@georgiasouthern.edu>

Tue, Apr 21, 2015 at 7:53 AM

To: Ginger Malphrus <ginmal@georgiasouthern.edu>

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Fax: (912) 478-5279
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forwarded to Pat Humphrey

Amend Section 205.06 of the Faculty Handbook paragraph B (Faculty input and initiative) to add subparagraph 4 as follows:

4. Each faculty member undergoing either a promotion or tenure review shall submit to his/her chair or unit head the names and contact information of at least three qualified individuals not directly involved in your work (i.e., have not been involved as a mentor or close collaborator) who can objectively review your portfolio. The individuals should be experts in ~~your~~ **faculty member's** field and hold an academic appointment at the rank of Associate Professor or above at an institution at least similar to Georgia Southern. The department chair shall solicit letters from ~~two of the three individuals~~ **two of the individuals** that address the quality of work performed and readiness of the candidate for promotion and/or tenure. The department chair in association with the Tenure and Promotion Committee chair may also solicit up to two additional letters.

205.06 Procedures for Faculty Evaluations

The following guidelines relate to different aspects of faculty evaluation.

A. Criteria in all evaluations

The major criteria to be considered in both qualitative and quantitative terms are those specified for promotion by the Regents: teaching, service to the institution, academic achievement, and professional growth and development (Board of Regents Policy Manual, § 8.3.6.1). At Georgia Southern, these four are combined as the three criteria of teaching, scholarship, and service (see § 205.01 of the Faculty Handbook). Regents' policy also states "effective advisement shall be credited toward retention, tenure, and promotion. It shall be a specific topic of faculty evaluation" (Board of Regents Policy Manual, § 3.9).

B. Faculty input and initiative

1. Each faculty member is encouraged to provide any information he or she wishes to facilitate the evaluation.
2. Either the faculty member or department chair may initiate an evaluation for promotion, but in either case, the faculty member provides the supporting material.
3. To facilitate the evaluation process, faculty whose scholarship is published in another language will provide English translations of articles, conference papers, and works of similar length. The department will seek third-party reviews in English of longer works such as books and monographs. This requirement may be waived in units where sufficient numbers of faculty who read the foreign language proficiently are eligible for service on evaluation committees. Such waivers require the appropriate dean's approval on an annual basis.

C. Feedback

The department/school chair will discuss the evaluations and the recommendations based upon them, except in cases of nonrenewal, with the faculty member involved. The discussion should be constructive, candid, and future-oriented. In the case of the annual

evaluation, the primary purpose is to provide information for the faculty member's professional development, to advise the faculty member of any recommendations made and the basis for the recommendations, and to set professional goals for the faculty member for the coming year. A narrative summary of the evaluation, including recommendations, will be written by the department chair. The faculty member may append his or her written comments to this summary. A copy of the evaluation and comments will be given to the faculty member.

D. Locus and responsibility

The process of faculty evaluation is carried out primarily in the department. The chair directs the evaluation and provides summaries and recommendations to the dean.

E. Departmental determination of criteria and procedures

1. Members of each department shall approve all criteria for evaluation of instruction, scholarship and creativity, and service and all procedures for evaluation.
2. Each department shall describe in writing its criteria and procedures for evaluation. A copy shall be submitted to the dean for approval.
3. Regents policy requires that a written system of student ratings of instruction be utilized in the annual evaluation of each faculty member (Board of Regents Policy Manual, § 8.3.5). Completed rating forms are kept on file in the department chair's office and are the property of the University.
4. The special evaluations (for promotion, tenure, pre-tenure review, and post-tenure review) should also include some type of systematic evaluation by peers and others who have knowledge of the work of the faculty member.

F. College determination of procedures

Each college shall determine and describe in writing its procedures for evaluating the promotion recommendations submitted by the department chairs. A copy of the procedures shall be submitted to the Provost for approval.

stated publicly that those outside letters help both him and the Provost in making their decisions, especially in cases where there was division of opinion at lower levels.

The proposal has been modified to specify only TT or tenured faculty (not lecturers) and (to eliminate possible vendettas/feuds), the candidate faculty member may specify individuals who may NOT be contacted.

gm

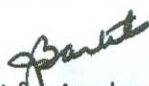
c: Dr. Jean Bartels
Dr. Diana Cone
Ms. Candace Griffith

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AND VICE PRESIDENT FOR ACADEMIC AFFAIRS**

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Room 2012

TEL 478-5258
FAX 478-5279
TDD 478-1654

TO: Dr. Brooks A. Keel, President

FROM: Dr. Jean Bartels, Ph.D., RN 
Provost and Vice President for Academic Affairs

DATE: June 3, 2015

SUBJECT: Faculty Senate Recommendation: Outside Evaluation Letters for Special Faculty Evaluations

I recommend approval of the motion presented at the June 2, 2015, Faculty Senate meeting.

MOTION:

Amend Section 205.06 of the Faculty Handbook paragraph B (Faculty input and initiative) to add subparagraph 4 as follows:

4. Each tenured or tenure-track faculty member undergoing either a promotion or tenure review shall submit to his/her chair or unit head the names and contact information of at least three qualified individuals not directly involved in the faculty member's work (i.e., have not been involved as a mentor or close collaborator) who can objectively review the faculty member's portfolio. The individuals should be experts in the faculty member's field and hold an academic appointment at an institution at least similar to Georgia Southern with rank at or above the rank to which the candidate is aspiring. The department chair or chair of the department's Tenure and Promotion Committee shall solicit letters from two of the individuals that address the quality of work performed and readiness of the candidate for promotion and/or tenure. In addition to submitting names for individuals who may be contacted for external review, the faculty member may submit up to three names (and contact information) of individuals who may NOT be contacted by anyone involved in the tenure and/or promotion review. The department chair in association with the Tenure and Promotion Committee chair may also solicit up to two additional letters from any individual not on the forbidden list that he or she may think has background commensurate with carefully evaluating the candidate's portfolio and contributions to the profession.

RATIONALE:

At least four colleges (CEIT, CLASS, COSM, JPHCOPH) require outside recommendation letters for tenure and promotion, but procedures and the number of required letters vary. This motion seeks to make that more uniform across the entire campus. Further, President Keel has stated publicly that those outside

letters help both him and the Provost in making their decisions, especially in cases where there was division of opinion at lower levels.

The proposal has been modified to specify only TT or tenured faculty (not lecturers) and (to eliminate possible vendettas/feuds), the candidate faculty member may specify individuals who may NOT be contacted.

JEB/gt

pc: Dr. Pat Humphrey
Dr. Diana Cone
Ms. Candace Griffith

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TO: Dr. Brooks A. Keel, President

FROM: Pat Humphrey (COSM), Chair, Senate Executive Committee

DATE: June 3, 2015

SUBJECT: **Faculty Senate Recommendation: Outside Evaluation Letters for Special Faculty Evaluations**

I am pleased to report that the Senate recommends approval of the motion presented at the June 2, 2015, Faculty Senate meeting.

MOTION:

Amend Section 205.06 of the Faculty Handbook paragraph B (Faculty input and initiative) to add subparagraph 4 as follows:

4. Each tenured or tenure-track faculty member undergoing either a promotion or tenure review shall submit to his/her chair or unit head the names and contact information of at least three qualified individuals not directly involved in the faculty member's work (i.e., have not been involved as a mentor or close collaborator) who can objectively review the faculty member's portfolio. The individuals should be experts in the faculty member's field and hold an academic appointment at an institution at least similar to Georgia Southern with rank at or above the rank to which the candidate is aspiring. The department chair or chair of the department's Tenure and Promotion Committee shall solicit letters from two of the individuals that address the quality of work performed and readiness of the candidate for promotion and/or tenure. In addition to submitting names for individuals who may be contacted for external review, the faculty member may submit up to three names (and contact information) of individuals who may NOT be contacted by anyone involved in the tenure and/or promotion review. The department chair in association with the Tenure and Promotion Committee chair may also solicit up to two additional letters from any individual not on the forbidden list that he or she may think has background commensurate with carefully evaluating the candidate's portfolio and contributions to the profession.

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gm

c: Dr. Jean Bartels
Dr. Diana Cone
Ms. Candace Griffith

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Motion Request

5/20/2015



SHORT TITLE:

(Please provide a short descriptive title that would be suitable for inclusion in the Senate Agenda.)

Outside Evaluation Letters for Special Faculty Evaluations

MOTION(s):

(Please write out your motion in the exact form/wording on which you want the Senate to vote.)


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(Please explain why the motion should be considered by the Faculty Senate, remembering that the Senate does not deal with issues limited to individual colleges or administrative units. Include pertinent data and source references for information and/or language.)


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Submitted by:

ginmal

Phone:

478-5706

E-Mail:

phumphre@georgiasouthern.edu

Re-Enter Email:

phumphre@georgiasouthern.edu

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Approval

Response:

Approved

SEC Response:

6/2/2015



On the agenda.

Senate Response:

6/2/2015




Motion passed 15-13.


Presidents Response:


6/3/2015




Approved.

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