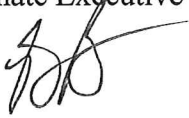


Georgia Southern University
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<http://welcome.georgiasouthern.edu/president/>

TO: Dr. Marc Cyr, Chair, Senate Executive Committee
FROM: Bruce Grube, President 
DATE: July 2, 2008
SUBJECT: **June 24, 2008, Faculty Senate Recommendation: Probationary Credit and Hiring of Administrators**

Following review of the recommendation adopted by the Faculty Senate at the June 24, 2008, Faculty Senate meeting, as provided in your memo of June 25, 2008, I have approved the motion below presented to the Senate by Mr. Jim Braselton.

MOTION:

To clarify the section on probationary credit in the Faculty Handbook in the following manner: (1) to number the following (approved by the president on November, 2007) as bullet 4 in the section on probationary credit in Section 209 of the Faculty Handbook (Tenure Guidelines, bottom left hand of page 33): "The decision whether or not to use any or all probationary credit should be made by the applicant in consultation with his/her department chair and dean. When such an application is made and the individual has combined credit and Georgia Southern full-time service years to equal an "on time" application, the application shall not be viewed as early by any party involved in the process." (2) to insert the following as bullet 5 in the same section of the Faculty Handbook: "5. According to Section 803.09, Board of Regents Policy Manual, in exceptional cases tenure may be granted to "an outstanding distinguished senior faculty member [...] upon the faculty member's initial appointment. Each such recommendation [...] shall be granted only in cases in which the faculty member at a minimum, is appointed as an associate or full professor, was already tenured at his or her prior institution, and brings a demonstrably national reputation to the institution." (3) to modify the paragraph on granting tenure to administrators by inserting the words "above and" in front of the word "below," as follows: "In considering the tenure of an academic administrator (vice president, dean, department chair), the immediate supervisor must obtain the appropriate input from the academic department involved. Decisions regarding tenure of an academic administrator will be based upon the criteria outlined "above and" below and will be independent of administrative performance."

RATIONALE:

There has been some confusion concerning the procedures for hiring and granting tenure to administrators. Recently Provost Bleicken confirmed in her response to Clara Krug's request for information (01/27/2008) the policies and procedures outlined in the Faculty handbook, according to which the tenured faculty in any given department/unit is to be consulted before a decision on the granting of tenure to an administrator upon hiring is made. This request for information was caused in part by the perception among some faculty members that "administrators [had] granted tenure to some incoming administrators as part of private personnel/contract negotiations, rather than as part of the procedures specified in the university's 'Tenure Guidelines'" (Clara Krug's request for information). In one instance the confusion on the BOR exception to the probationary credit rule was such that during an on-campus visit a candidate for a position of chair was provided with conflicting information on the subject. The Faculty Welfare Committee hopes that placing all of the basic BOR information concerning the granting of tenure (to administrators or teaching faculty) upon hiring in one place in the Faculty Handbook, alongside our own policies, may help avoid such embarrassing and potentially damaging situations.

gm

c: Dr. Linda Bleicken
Dr. Amy Heaston
Ms. Candace Griffith
Dr. Jean-Paul Carton

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TO: Dr. Bruce Grube, President

FROM: Marc D. Cyr, Chair, Senate Executive Committee *made by Ginger Malphrus*

DATE: June 25, 2008

SUBJECT: **June 24, 2008, Faculty Senate Recommendation: Probationary Credit and Hiring of Administrators**

I am pleased to report that the Senate recommends approval of the motion presented by Mr. Jim Braselton for the Faculty Welfare Committee at the June 24, 2008, Faculty Senate meeting.

MOTION:

To clarify the section on probationary credit in the Faculty Handbook in the following manner: (1) to number the following (approved by the president on November, 2007) as bullet 4 in the section on probationary credit in Section 209 of the Faculty Handbook (Tenure Guidelines, bottom left hand of page 33): "The decision whether or not to use any or all probationary credit should be made by the applicant in consultation with his/her department chair and dean. When such an application is made and the individual has combined credit and Georgia Southern full-time service years to equal an "on time" application, the application shall not be viewed as early by any party involved in the process." (2) to insert the following as bullet 5 in the same section of the Faculty Handbook: "5. According to Section 803.09, Board of Regents Policy Manual, in exceptional cases tenure may be granted to "an outstanding distinguished senior faculty member [...] upon the faculty member's initial appointment. Each such recommendation [...] shall be granted only in cases in which the faculty member at a minimum, is appointed as an associate or full professor, was already tenured at his or her prior institution, and brings a demonstrably national reputation to the institution." (3) to modify the paragraph on granting tenure to administrators by inserting the words "above and" in front of the word "below," as follows: "In considering the tenure of an academic administrator (vice president, dean, department chair), the immediate supervisor must obtain the appropriate input from the academic department involved. Decisions regarding tenure of an academic administrator will be based upon the criteria outlined "above and" below and will be independent of administrative performance."

RATIONALE:

There has been some confusion concerning the procedures for hiring and granting tenure to administrators. Recently Provost Bleicken confirmed in her response to Clara Krug's request for information (01/27/2008) the policies and procedures outlined in the Faculty handbook, according to which the tenured faculty in any given department/unit is to be consulted before a decision on the granting of tenure to an administrator upon hiring is made. This request for information was caused in part by the perception among some faculty members that "administrators [had] granted tenure to some incoming administrators as part of private personnel/contract negotiations, rather than as part of the procedures specified in the university's 'Tenure Guidelines'" (Clara Krug's request for information). In one instance the confusion on the BOR exception to the probationary credit rule was such that during an on-campus visit a candidate for a position of chair was provided with conflicting information on the subject. The Faculty Welfare Committee hopes that placing all of the basic BOR information concerning the granting of tenure (to administrators or teaching faculty) upon hiring in one place in the Faculty Handbook, alongside our own policies, may help avoid such embarrassing and potentially damaging situations.

gm

Attachment

c: Dr. Linda Bleicken
Dr. Amy Heaston
Ms. Candace Griffith
Dr. Jean-Paul Carton

Georgia Southern University

Faculty Handbook

209 Tenure Guidelines

The institution approves faculty for tenure in accordance with Section 803.09, Board of Regents Policy Manual, which includes a comprehensive statement of tenure policies in the University System. Tenure ensures academic freedom for faculty and protection against improper restrictions of the freedom of inquiry in teaching, scholarship, and service. It protects the right to publish or otherwise present scholarly work publicly without the threat of political or other confining orthodoxies. Academic freedom and tenure sustain and support the transmission and advancement of knowledge and understanding, which are central to the mission of the University. Tenured faculty have the responsibility to engage in continuous professional growth; to remain vital and contributing members of the faculty; to present accurate information in teaching; and to facilitate, support, defend, and preserve an environment of academic integrity.

Tenure applications are considered and recommendations made at the department/school, college, and Provost levels, culminating in an institutional decision at the President's level. Tenure at Georgia Southern University may be awarded after five years of full-time service at the institution at the rank of assistant professor or higher.

Probationary credit, which must be granted at the time of initial appointment, may be used to reduce this time requirement. Meeting the minimum time requirement does not guarantee the award of tenure. A faculty member initially appointed at the rank of instructor or lecturer may be awarded tenure after five years, provided that the individual has served at least three years at the rank of assistant professor at the institution. A tenure timeline must be completed for each non-tenured, tenure-track faculty member in the department and placed in the faculty member's personnel file.

Recommendations for probationary credit will typically be initiated at the departmental level subject to approval by the dean and Provost at the time of appointment and will be subject to the following guidelines.

- Persons who have previously earned tenure at a regionally accredited institution may be granted up to three years of probationary credit.
- Persons who served in tenure-track positions may be granted up to two years based upon evaluation of years of prior service and professional credentials.
- Persons who are promoted to assistant professor may be granted probationary credit for up to three years of service as an instructor or lecturer at Georgia Southern.
- The decision whether to use any or all probationary credit should be made by the applicant in consultation with his or her department chair and dean. When such application is

made and the individual has combined probationary credit and Georgia Southern full-time service years to equal an “on time” application, the application shall not be viewed as early by any party involved in the process.

- According to Section 803.09, Board of Regents Policy Manual, in exceptional cases tenure may be granted to “an outstanding distinguished senior faculty member [...] upon the faculty member’s initial appointment. Each such recommendation [...] shall be granted only in cases in which the faculty member at a minimum, is appointed as an associate or full professor, was already tenured at his or her prior institution, and brings a demonstrably national reputation to the institution.”

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 maximum number of years to earn tenure are as specified below.

1. Persons initially appointed at the rank of assistant professor have a maximum of seven years to earn tenure. Individuals are not required to include probationary credit in the calculation of this maximum.
2. Persons who initially serve at the rank of instructor for one or two years have a maximum of nine or eight years, respectively, to earn tenure, including any probationary credit awarded for service as an instructor.
3. Persons who serve between three and seven years at the rank of instructor have a maximum of 10 years to earn tenure, including any probationary credit awarded for service as an instructor.

In considering the tenure of an academic administrator (vice president, dean, department chair), the immediate supervisor must obtain the appropriate input from the academic department involved. Decisions regarding tenure of an academic administrator will be based upon the criteria outlined above and below and will be independent of administrative performance.

Departmental tenure committees shall consist of three or more tenured faculty members and shall seek input from all tenured faculty in the department. In instances where

departments do not have enough tenured faculty members to serve, the existing tenured faculty members shall work with the dean of the college to establish an appropriate committee. Tenure committees at the college level shall be made up of tenured faculty members.

Areas for evaluation for the award of tenure and annual renewal at Georgia Southern University include the following [also see §205.01 of this Handbook]:

- teaching;
- service (institutional and/or professional);
- scholarship;
- needs of the institution;
- ability of the professor to function within the Georgia Southern academic community; and
- length of service as described in paragraphs 1, 2, and 3 above.

Tenure-track faculty serve a probationary period as described above in a series of one-year appointments. The offer of a one-year contract in no way implies a commitment or obligation on the part of the University to offer contracts for subsequent years. Notice of the intention to renew or not to renew a non-tenured faculty member shall be furnished in writing according to the following schedule:

- at least three months before the date of termination of an initial one-year contract (February 1);
- at least six months before the date of termination of a second one-year contract (November 1);
- at least nine months before the date of termination of a contract after two or more years of service at the institution (August 1).

This schedule of notification does not apply to faculty holding temporary or part-time positions.

Tenure resides at the institutional level. Only assistant professors, associate professors, and professors are eligible for tenure. Faculty members with part-time appointments shall not acquire tenure, nor does tenure apply to honorary (adjunct) appointments.