



Evaluation of Non-Tenured, Tenure Track Faculty and Non-Tenure Track Faculty

Area: Division of Academic Affairs	Number: 205.02/211.01
Subject: Evaluation of Non-Tenured, Tenure Track Faculty and Non-Tenure Track Faculty	Issued:
Applies To: Division of Academic Affairs	Revised:
Sources:	Updated:
Responsible Party: Provost's Office	Page(s): Page 1 of 2

I. Policy Statement

Under the policies of the Board of Regents, the maximum probationary period for a newly employed non-tenured, tenure-track faculty member is seven years. At the end of the fifth or sixth year, a decision is made as to whether the employee will be tenured. Each year of the probationary period, non-tenured, tenure-track faculty are evaluated. Following the evaluation in the first year, the faculty member is notified by February 1 if a contract will not be offered for the following year. The notification date during the second year is November 1 if a contract will not be offered for the following year. In subsequent years, the faculty member is notified by August 1 if a contract will not be offered for the following year. This notification schedule is identical for non-tenure track faculty (in the ranks of instructor, assistant professor, associate professor, or professor) who are also evaluated annually, but not subject to a probationary period of seven years. It does not apply to regular, limited-term (formerly full-time, temporary/visiting faculty). Regular, limited-term faculty and part-time faculty are appointed for a specified length of time (either one academic year or one semester); therefore, they do not receive a letter of intent not to renew. Nonetheless, regular, limited-term faculty are evaluated annually (or at the end of the semester if appointed full-time for one semester), and part-time faculty are evaluated at the end of the semester of appointment (or term of appointment if appointed for a full-year). Similarly, teaching adjunct faculty are evaluated at the conclusion of the semester of appointment (or term of appointment if teaching for an academic year).

For lecturers with less than three years of full-time service, written notice of intent not to renew should be sent as early as possible, but no specific notice is required. For lecturers with three or more years but less than six years of full-time service, written notice of intent not to renew should be sent a least 30 calendar days prior to the first day of classes in the semester. For senior lecturers with six or more years of full-time service, written notice of intent not to renew is sent at least 180 calendar days prior to the first day of classes in the semester (*Board of Regents Policy Manual, § 8.3.4.3*).

Reappointment of Academic Professionals is made annually. Notice of reappointment and non-reappointment must be made consistent with the three month, six month, and nine month notification schedule, depending upon the length of service (*Board of Regents Policy Manual, § 8.3.4.2*).

II. Procedures

Faculty contracts in the University System of Georgia cannot exceed one year. An evaluation of the work of every non-tenured, tenure-track faculty member and every non-tenure track faculty member is made annually with the department chair responsible for recommending renewal or non-renewal of contract for the succeeding year. The section on promotion and salary increases in the *Faculty Handbook* indicates the general criteria used in faculty evaluations.

In addition to the annual review of a non-tenured, tenure-track faculty member, the University's colleges conduct an extra and especially thorough evaluation in the third year as a basis for recommending renewal or nonrenewal of the contract beyond the following year (pre-tenure review). Each department is free to develop its particular system for evaluating faculty members under the general criteria established by the Board of Regents. The procedures should be described to faculty by the department chair and provided to faculty in a written set of departmental procedures (*Board of Regents Policy Manual, § 8.3.5*).

Department chairs will seek the advice of the tenured faculty on decisions of renewal or nonrenewal of probationary (non-tenured, tenure-track) faculty. Chairs may seek additional advice as they deem appropriate.

Before written notice is given to the faculty member, the department chair will discuss with the dean and then the dean will discuss with the Provost each intention not to renew.