



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 satisfactory performance in all areas of evaluation, with noteworthy accomplishment in teaching and one of the other two areas. 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. 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. "Early" promotion recommendations require strong justification and approval by the President.

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. 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

Since promotion and tenure decisions are made at the president’s level, appeals can only be filed following the President’s decision (in late January or early February). Faculty may write a letter responding to a negative recommendation received at an earlier level of review and ask that this letter be included in their promotion and/or tenure dossier as it proceeds through the various levels of review, but the letter is not considered a formal appeal. Formal appeals must be made to the President through the Provost’s Office within 14 days of notification of the decision.