

**Faculty Appointment, Promotion
and Tenure Policy**

Albany State University
October 23, 2007

Table of Contents

FACULTY PROMOTION POLICY SECTION

Section 332	Faculty Promotion Policy.....	3
Section 332.01	Pre-Promotion Review	3
	Scheduling.....	3
	Supervisory Responsibilities.....	3
	Procedure.....	3
Section 332.02	Minimum Criteria for Promotion	4
Section 332.03	Procedure for Application for Promotion	6
	Preparing the Promotion and Tenure Portfolio	6
	General Timeline and Schedule for the Promotion and Tenure Process ..	9
Section 332.04	The Appointment, Promotion, and Tenure Committees	9
	The College APT Committee.....	9
Section 332.05	The College-Wide APT Committee Review and Recommendation Process.....	9
	Probationary Credit for Promotion---Non Existence Statement	10
	Portfolio Evaluation Categories for Promotion and Tenure	10
Section 332.06	Evaluation Scale.....	12
Section 332.07	Weights and Weight Categories for Promotion	12
Section 332.08	The Appeals Committee and the Appeals Process.....	13
	The University-Wide APT Appeals Committee for Promotion and Tenure	14

FACULTY TENURE POLICY SECTION

		SECTION 333
Section 333	Faculty Tenure Policy	16
	Probationary Credit for Tenure---Existence Statement	16
Section 333.01	Pre-Tenure Review.....	16
	Scheduling.....	16
	Supervisory Responsibilities.....	16
	Procedure.....	17
Section 333.02	Procedure for Application for Tenure	17
Section 333.03	Eligibility Criteria for Tenure	18
	Length of Service	18
	Portfolio Evaluation Categories for Tenure	19
Section 333.04	Tenure Committee Evaluation Weights and Points Standards	21
Section 334	Promotion and tenure General Schedule and Timeline.....	22
Notes	24

FACULTY PROMOTION POLICY

Section 332 FACULTY PROMOTION POLICY

All faculty members shall receive fair and equitable treatment at Albany State University during the promotion procedures. The institution does not support any punitive or retaliatory action against an employee for any reason. Any such action taken against an employee will not be tolerated and is grounds for dismissal.

The appropriate administrative officers shall review annually on a merit basis the status, qualifications, and performance of each faculty member for possible promotion. Appropriate department chairpersons will issue annually written recommendations stating which members of their faculty are eligible for promotion. Each eligible faculty member will then submit a promotion portfolio to his or her department chairperson for assessment by the appropriate College Appointments, Promotion, and Tenure [APT] Committee, the appropriate Academic Dean, the Vice President for Academic Affairs, and the President.

Section 332.01 Pre-Promotion Review

The purpose of pre-promotion review is to assist faculty in their pursuit of promotion. Pre-promotion review will help the faculty member understand his strengths and weaknesses in regard to a favorable promotion review. The pre-promotion review has no standing in the official promotion process but, instead, will thoroughly prepare the faculty member for a successful completion of this process.

Scheduling: A faculty member who is nearing eligibility for promotion should request a pre-promotion review from the department Chairperson two years before he expects to apply for promotion. The review process commences in the fall semester and is completed in the spring semester during the period when the faculty member's annual evaluation is also due. The department chairperson in consultation with the candidate is responsible for the specific deadlines for the review process.

Supervisory Responsibilities: Once the faculty member requests a pre-promotion review, the department chairperson is responsible for seeing that the pre-promotion review is fully conducted and on schedule. After receiving input from tenured faculty members within the department concerning the review, the Chairperson is responsible for producing a written summary of the review. A copy of the written summary review will be provided to the candidate(s).

Procedure: The pre-promotion process includes the following steps:

1. Within two years of eligibility for promotion, the faculty member requests a pre-promotion review from the department chairperson.

2. During the fall semester at least one year prior to the year of intended promotion, the chairperson requests that the candidate(s) thoroughly review the most current approved promotion and tenure policy. The chairperson also requests in writing from the faculty member a portfolio containing, (1) a current curriculum vitae and (2) a general plan which includes a list of current and future activities pertinent to promotion. These materials should relate to the missions of the university and department as well as to the achievement of excellence in teaching at the university.
3. The chairperson schedules a conference with the faculty member to discuss current and future activities pertinent to promotion.
4. The chairperson produces a short written summary of this conference and then presents it to the faculty member who must acknowledge by signature his acceptance of the document.
5. Within two weeks the faculty member should provide in writing any additional information he or she wishes to include in the record. Any additional information provided by the faculty member will be attached to the written summary.
6. A copy of the chairperson's final written summary and any attachments must be forwarded through the appropriate Dean to the Vice President for Academic Affairs where the documents will be permanently filed.
7. If a chairperson is eligible for pre-promotion review, a committee of tenured faculty members within the chair's department will be appointed by the college dean to carry out the process described above for promotion.

Section 332.02 Minimum Criteria for Promotion

All applicants for promotion must hold permanent full-time tenure track employment status as stated on his or her official employment contract. Application for promotion to the rank of Assistant Professor requires completion of three academic-years (Fall and Spring Semesters together constitute one academic year) of full-time teaching status at Albany State University. Additionally, as prescribed under Board of Regents Policy 803.08 A and C, Criteria For Promotion, promotion to the rank of professor requires the earned doctorate or its equivalent in training, ability, and/or experience. Neither the possession of a doctorate nor longevity of service is a guarantee *per se* of promotion. If the candidate is determined eligible to apply for promotion to Assistant Professor by the Vice President for Academic Affairs, then he or she should follow Section 332.03, Procedure for Application for Promotion and Section 332.07, Weights and Weight Categories for Promotion.

Promotions to the ranks of Associate or full Professor require the earned doctorate or its equivalent in training, ability, and/or experience. Neither the possession of a doctorate nor longevity of

service is a guarantee *per se* of promotion. In specific and pertinent disciplines other types of academic degrees, such as Doctor of Jurisprudence (JD), Master of Fine Arts (MFA), and Doctor of Medicine (MD), may also be considered for promotion to Associate Professor on an individual basis.

Additionally, a faculty member's length of service with the institution determines whether he or she should be considered for promotion. The minimum number of full academic years served at a lower academic rank that render a faculty member eligible for promotion to the next rank are:

Instructor to Assistant Professor: after completion of 3 academic years of full-time teaching service

Assistant to Associate Professor: after completion of 4 academic years of full-time teaching service

Associate Professor to Professor: after completion of 5 academic years of full-time teaching service

Minimum achievement categories for promotion in all professorial ranks are:

1. Superior Teaching. (See Section 332.05, No 1)
2. Professional Growth and Academic Achievement. (See section 332.05, No. 2)
3. Scholarly or Artistic Achievement. (See section 332.05, No. 3)
4. Service to the department, institution, local community, state or nation. (See section 332.05, No. 4).

Noteworthy achievement in all four categories is not demanded, but is expected in at least two of the categories.

Albany State University does not grant any probationary service credit from other colleges or universities toward promotion for any rank.

Application for promotion to a higher rank may be made in the last academic year served at a lower rank.

For promotion from Instructor to Assistant Professor, the faculty member may apply during the third academic year as Instructor for promotion to Assistant Professor. If the faculty member is successful in this process, the promotion to Assistant Professor takes place at the beginning of his or her fourth academic year.

For promotion from Assistant to Associate Professor, the faculty member may apply during the fourth academic year as Assistant Professor for promotion to Associate Professor. If the

faculty member is successful in this process, the promotion to Associate Professor takes place at the beginning of his or her fifth academic year.

For promotion from Associate Professor to Full Professor, the faculty member may apply during the fifth academic year as Associate Professor for promotion to Professor. If the faculty member is successful in this process, the promotion to Associate Professor takes place at the beginning of his or her sixth academic year.

Section 332.03 Procedure for Application for Promotion:

Application for promotion includes the following steps;

The application for promotion and tenure must be completed during the early part of the fall semester in accordance with the promotion and tenure schedule provided by the Office of Academic Affairs.

1. The candidate for promotion initiates the process by conferring with his or her department chairperson to determine eligibility for promotion. If the faculty member is eligible and intends to apply for promotion, then he or she must submit a letter of intent to apply for promotion to the chairperson with copies to the dean and Vice President Affairs that meets the promotion schedule of deadline set forth by the Vice President for Academic Affairs.

The chairperson must then write a letter (with detail rationale and explanations) that either clearly supports or not support the candidate's intent for promotion. If the department chairperson supports the candidate(s)' intent, then each candidate in consultation with the chair must establish and agree on specific weights to be used that fall within the list of ranges in each of the four promotion categories assessed for promotion (see Section 332.07 Weights and Weight Categories for Promotion).

Preparing the Promotion and Tenure Portfolio

The candidate must then **prepare a promotion (and/or tenure if appropriate) portfolio containing the following five front-matter items in the same numbered order:** (1) A copy of the candidate's letter to the chairperson of intent to apply for promotion, (2) a copy of the department chairperson's letter of support or non-support for the candidate. (3) a completed ASU Employment Status for Promotion or Tenure Form, signed by the department chairperson and the candidate. See Appendix A, (4) a current *curriculum vitae*, and (5) a typed copy from the department chairperson of the specific weights agreed upon (signed by the candidate and department chairperson) from the four promotion and tenure assessment categories.

In addition to the five front-matter items described in the above paragraph, each promotion portfolio(s) also must contain in order: A Table of Contents that organizes the portfolio into the four major promotion categories (subtitles may be used in the table of contents and correspondingly within the portfolio) for presentation of material evidence supporting and

documenting the candidate(s)' accomplishments in each of the following four categories. These four categories are organized and placed in the promotion portfolio in the following sequence only: (1) superior teaching, which must include the last five student evaluations and the supervisory evaluations for each year since the last promotion with the student rating and overall supervisory evaluation score, respectively. The number of supervisor evaluations must be equal to the number of years of full-time service since employment as a faculty member if this is the first promotion or equal to the number of years since the last promotion at ASU (2) academic achievement, (3) professional growth and development/scholarly or artistic achievements, and (4) service to the department, institution, local community, state, and nation (see Section 332.05 Portfolio Evaluation Categories for Promotion).

A very brief artifact caption should be placed before any artifact that needs an explanation of its relevance to the candidate and its link to the promotion process. Clearly state whether grants and proposals were funded or not funded and the candidate's specific relationship to the grant or proposal. Do not place documents that are more than three pages in the portfolio; only provide a copy of two to three key pages at most from large documents.

The total number of portfolios for any candidate must not exceed two portfolios for the promotion and or tenure evaluation process. The candidate's name and purpose for the portfolio should appear on the front of each portfolio presented. Multiple portfolios must be clearly numbered. Portfolio(s) presented by candidates may simultaneously serve as promotion and tenure as long as it is clearly stated in the front-matter section of the portfolio.

Once a portfolio has been submitted to the department chairperson (or to a dean in the case of chairs' application) no one will be allowed to place into or remove additional artifacts from the candidate's portfolio throughout the promotion and tenure process.

The department chairperson is responsible for the initial check and review of a candidate(s)' portfolios for proper organization and general content (see Section 332.05 Portfolio Evaluation Categories for Promotion). The dean will conduct the initial portfolio check when a chairperson submits a portfolio for promotion and submits the portfolio to the College APT Committee.

2. After the chairperson reviews all portfolios for adherence to the Appointment, Promotion and Tenure Policy he or she forwards the portfolios to the College APT Committee in his or her college for review and evaluation. The chair should also submit to the College-Wide APT Committee Chairperson a dated transmittal letter to be signed-off on by the committee chair that indicates the names of the candidates and that he or she has reviewed each portfolio for front-matter content and organizational compliance. Both parties should keep a signed copy of the portfolio transmittal. The same procedure should be followed in the case of deans who submit promotion and tenure portfolios to the College-Wide APT Committee Chairperson. The College-Wide APT Committee will return any portfolio that is not

organized as described above to the candidate(s)' department chairperson (or dean in the case of chair's portfolios) and immediately notify the dean (or Vice President for Academic Affairs in the case of chair's portfolios) in writing.

3. Once the College APT Committee has finished its assessments concerning promotion portfolios, The College-Wide APT committee chairperson forwards all portfolios and the APT Committee's recommendations to the dean of the appropriate college for his or her recommendations. After conferring with the College-Wide APT Committee, the dean of each college transmits the portfolios with his or her comments and or recommendation included to the Vice President for Academic Affairs. The dean should also immediately send a copy of his or her recommendations to the College-Wide APT Committee.
4. After conferring (if necessary) with the College APT Committee, the Vice President for Academic Affairs forwards his or her recommendations to the President. The Vice-President also sends a copy of his or her recommendations to the College APT Committee.
5. Any portfolio for tenure may be assessed by the President or his or her designee. After conferring (if necessary) with the College APT Committee, the President makes his or her decision concerning promotion at Albany State University. The President should send a copy of his or her decision to the Vice-President for Academic Affairs, the appropriate Deans, Chairs, and the College-Wide APT Committee.
6. If a request for promotion is granted by the President, the Vice-President for Academic Affairs will inform the faculty members in question within ten working days after the President has rendered his or her decision concerning the requests for promotion. A copy of the Vice President's response must also be forwarded to the Deans, Chairs, and the College-Wide APT Committee within the same ten-day period.

If the College-Wide APT Committee does not recommend a candidate for promotion, the Vice President for Academic Affairs must be notified in writing within two business days. The Vice-President for Academic Affairs will notify the candidate(s) in question within seven working days, presenting to them an evidence-based and detailed written rationale that explains why the request for promotion was not recommended.

All parties involved in the promotion process must adhere to deadlines established by the Vice-President for Academic Affairs for submission of portfolios.

The highest level of confidentiality must be maintained with each disclosure between all parties involved in the promotion process. Failure to maintain strict confidentiality will result in sanctions by the Office of the Vice President for Academic Affairs.

The General Timeline and Schedule for the Promotion and Tenure Process:

The general timeline for the various phases of the promotion process is provided in Section 334 Promotion and Tenure General Schedule and Timeline, and must be adhered to except for appropriate calendar

changes provided by the Vice President for Academic Affairs who must annually forward the promotion and tenure schedule and time line for each phase of the promotion and tenure process to each college dean for the coming fall semester. Each dean then forwards a copy to each department chairperson who provides each faculty member with a copy of the schedule and time line.

Section 332.04 The Appointment, Promotion, and Tenure Committees

College APT Committee

1. Each College's APT Committee will consist of from three to five tenured faculty members from within its college. Each College should make a concerted effort to comprise a committee of five members when possible. The members of the College APT Committee are nominated yearly during the fall semester from a list of tenured faculty members residing in each college and elected by a majority vote of the full-time faculty membership of their college. At least one of the committee members must come from the candidate's discipline or related area of academic concentration. The Chairman of each College-Wide APT Committee is chosen by majority vote of that committee. A faculty member is not permitted to serve more than three years consecutively on the APT Committee.
2. Except in extraordinary circumstances, tenured faculty members can serve only on the APT committee for the college in which they teach and cannot serve on more than one APT committee at a time. Under no circumstances will Chairpersons or Deans serve on the APT committee of any college.

Section 332.05 The College-Wide APT Committee Review and Recommendation Process

The department chairperson will forward the candidates' promotion portfolio to the College-Wide APT committee for review. Based on the Promotion and Tenure Schedules set forth by the Vice President for Academic Affairs, the College-Wide APT Committee forwards its recommendations to the appropriate college dean.

The dean reviews the committee's recommendations, adds his or her own comments and forwards the committee's recommendations along with his or her comments to the Vice President for Academic Affairs.

The Vice President for Academic Affairs reviews each committee's recommendations including the dean's comments. The Vice President will attach his or her comments and then forward all promotion decision documents and attached comments to the President for a final promotion decision. The President may request to personally review any candidate's portfolio.

Each APT College-Wide Committee shall review its candidates' promotion portfolios and make recommendations to the appropriate college dean for promotion based on the following portfolio evaluation categories:

Probationary Credit for Promotion---Non Existence Statement

There is no probationary credit for service toward promotion for any candidate.

Portfolio Evaluation Categories for Promotion and Tenure:

1. **Superior Teaching; Demonstrating excellence in instruction:** Direct and indirect instruction includes effective teaching through evidence of:
 1. lectures,
 2. discussions,
 3. demonstrations,
 4. laboratory exercises,
 5. out-of-class assignments,
 6. direct consultation with students personally and through various electronic media.
 7. innovative teaching strategies used.

Superior teaching also includes documentation for advising and mentoring students. Evidence for superior teaching include student evaluations, peer and or supervisory evaluations, (all evaluations must show ratings or scores), representative syllabi, selected examinations and quizzes, reading lists or handouts, a list of special projects, formal involvement in graduate-level candidates' theses or dissertations, evidence of teaching awards and evidence of and a clear indication of the extent of involvement in student academic accomplishments such as student academic awards, presentations, and research.

2. **Academic Achievements; as appropriate to the mission:** Academic achievements include:
 1. additional degree(s),
 2. earned credit toward a degree,
 3. academic awards,
 4. honorary degrees from learned societies, colleges or universities; and
 5. earned professional certification in one's discipline or additional credit hours to enhance teaching in one's discipline.
3. **Professional Growth and Development, Research/Scholarly Achievements:** Professional scholarly and artistic activities include:
 1. publication of monographs, co-authored works, edited collections of scholarly articles,
 2. publication of a chapter in a collection of scholarly articles,
 3. publication of a textbook or a chapter in a textbook,

4. publication of articles in refereed journals and books,
 5. editor of a published book or chapter,
 6. pure or applied research germane to the discipline, or research that informs the educational realm,
 7. artistic creations and creative performance as an artist, composer, soloist, conductor, arranger, exhibitor of judged competition,
 8. membership of professional organizations, participation, or presentation of scholarly papers at professional proceedings or academic conferences,
 9. attending and or development and administration of professional and academic workshops, panelist or presenter at professional and academic workshops, symposia, or conferences,
 10. scholarly proposals and grant writing, and
 11. achievement or maintenance of professional certification or licensing pertinent to teaching or professional activities.
 12. development of teaching materials such as teaching manuals, tutorials, and student workbooks.
4. **Service to the Department, Institution, Local Community or State and Nation:**
Direct service to the department and institution includes clear evidence of:
1. active membership and involvement in departmental and university-wide committees, councils, senates, special programs, mentoring students, special preparation of students' research and for academic presentations and conferences,
 2. recruitment of students,
 3. direct involvement in organization of and participation in academic colloquia, conferences and workshops,
 4. Advisor, co-advisor or other significant involvement with student clubs and organizations, and
 5. direct involvement in creative or artistic endeavors which contribute to the intellectual atmosphere of the university community.
- Service to the community includes clear evidence of:**
6. membership or significant participation on local, state, or national committees, boards, or agencies,
 7. liaison between the university and activities with public schools, academic presentations within the community,
 8. organization of and participation in continuing education activities, and
 9. involvement as a consultant, or an academic or artistic resource for local, state, and national community entities.

Section 332.06 Evaluation Scale

The areas of (1) teaching, (2) professional development and academic achievement, (3) Scholarly and artistic achievement; and (4) service to the department, institution, local community, state and

nation are rated using the performance descriptors below. These performance descriptors (ratings) are only an indication of a candidate's level of performance regarding promotion and or tenure. In order to achieve promotion or tenure a candidate's performance in the four evaluation categories must be at or above the Outstanding/Above Average performance rate. The four performance rates are:

Superior (90-100 points)

Performance consistently exceeds professional responsibilities. The faculty member demonstrates excellence in skills and knowledge expected of the position/rank and makes significant contributions to the University

Outstanding/Above Average (80-89 points)

Performs consistently well and generally exceeds requirements for average performance.

Average (70-79 points)

Performance reflects satisfactory accomplishments/contributions and achievements. The faculty member consistently fulfills professional responsibilities.

Unsatisfactory (60-69 points)

Performance clearly fails to meet requirements for promotion.

An overall score of 80 or higher is required from the College-Wide APT Committee in order to recommend a candidate for promotion and or tenure.

Section 332.07 Weights and Weight Categories for Promotion

Each candidate for promotion must establish in consultation with his or her chairperson specific weights for assessment that fall within the weight ranges for each of the four categories listed in the following table. The candidate's total percent (%) of selected weights from the four categories must equal to 100%. The candidates' agreed upon weights for each category should be clearly typed and signed by both the department chairperson and candidate and placed in the promotion portfolio as prescribed in Section 323.03, Procedure for Application for Promotion; Preparing the promotion portfolio, front-matter item no. 5.

A College may choose its own lower and upper bound for category 3 only (Scholarly or Artistic Achievement) from within the weight ranges provided in the following Table of weight ranges for promotion to the ranks of associate or full professor only. The lower and upper bounds that the College chooses must be approved by vote of the respective College faculty *.

Weight Ranges for Promotion and Tenure Categories and Ranks:

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Category	To Assistant Professor	To Associate Professor	To Professor
1. Superior Teaching	40-55% All Colleges.	40-55% All Colleges	40-55% All Colleges
2. Academic Achievements	10-15% All Colleges	0-5% All Colleges	0-5% All Colleges
3. Scholarly or Artistic Achievement	10-15% All Colleges	20-40% *	20-45% *
4. Service	10-20% All Colleges	10-25% All Colleges	10-25% All Colleges

The faculty member must score at least 80 points (rounded to the nearest whole number) to be recommended for promotion and tenure by the College-Wide APT Committee. If a candidate is not recommended for promotion and or tenure by a College-Wide Committee the candidate may exercise his or her right to appeal the decision to the University-Wide Appeals Committee in accordance to Section 332.08 of this policy.

Each College shall develop its own promotion and tenure scoring form that must be approved (by vote) by the respective college faculty. The scoring form must be based on the four assessment categories provided for promotion and tenure in this document.

Section 332.08 The Appeals Committee and the Appeals Process

If a candidate's application for either promotion and or tenure is denied at any level, a written denial (with a rationale and clear explanations for denial) should be immediately (within three business days) forwarded to the appropriate dean who must immediately (within three business days) review the denial and forward it to the Vice President for Academic Affairs and notify the candidate via confidential letter.

Any candidate for promotion and or tenure may exercise his or her right to appeal a denial for promotion and or tenure at any level of the process. A candidate may exercise his or her right to appeal a denial for promotion and or tenure by writing a Letter of Appeal directly to the Vice President for Academic Affairs within five business days after being officially notified by the Vice President that promotion and or tenure was denied. The candidate's Letter of Appeal must be concise and clearly offer a precise rationale including specific explanations relative to the promotion and tenure policy as to why the appeal should be considered valid by the University-Wide Appeals Committee.

The University-Wide APT Appeals Committee for Promotion and Tenure

The university-wide APT Appeals Committee will review, assess and rule on all written appeals by a candidate(s) pursuant to appointment, promotion and tenure. The University-Wide Appeals Committee is a five-member committee, which consists of one tenured faculty member from each of the four colleges and the Faculty Senate President, provided he or she did not serve on a College-Wide or the University-Wide APT Committee. If the Faculty Senate President has served on a College-Wide APT Committees, then he or she should recuse himself or herself but may designate an impartial qualified tenured faculty representative to serve on the Appeals Committee as a faculty senate representative.

A member of the University-Wide Appeals Committee should not have been involved in the promotion or tenure process prior to the appeal. Members to the University-Wide Appeals Committee shall be elected by a majority vote from the full-time faculty members of his or her college. At least one of the members of the University-Wide APT Appeals Committee must come from the candidate's discipline. The Vice President shall convene the initial University-Wide APT Appeals Committee and inform the committee that its Chairperson shall be chosen by majority vote of the University-Wide APT Appeals Committee members and instruct the committee that it should proceed pursuant to the ASU Appointment, Promotion and Tenure Policy, Section 332.08, The Appeals Committee and the Appeals Process.

1. To assure fairness and an equitable assessment written appeals for faculty and administrators, the University-Wide APT Appeals Committee will be formed at the request of the Vice President for Academic Affairs after all of the College-Wide APT Committees will have completed their assessment of portfolios and made their recommendations to the appropriate dean.

The University-Wide Appeals Committee must not be privy to or influenced by any specific scores or copies of relative documents created and used by either previous APT committee, but must render an uninfluenced objective recommendation based solely on an independent review of the contents presented within the candidates' portfolio and pursuant to the approved Albany State University Appointment, Promotion and Tenure Policy.

2. If a candidate is dissatisfied with the decision or his or her department chairperson, then after conferring with the chair the candidate may inform the chair in writing (and copy to the dean of the college) of the intent to self-submit his or her portfolio to the appropriate College-Wide APT Committee. The candidate may then exercise the right to self-submit the promotion portfolio to the College-Wide APT Committee. The Committee is then duty-bound to review and evaluate the portfolio in accordance with the ASU Appointment, Promotion and Tenure Policy. If a faculty member is dissatisfied with the decision of the College-wide APT Committee or any administrator involved in the APT process and wishes to exercise his or her right to appeal, then he or she should file a written appeal to the appropriate dean within 10 working days of receipt of the notification of his or her written

promotion or tenure denial status from the dean. Each dean shall within five (5) working days of the receipt of a written appeal(s), submit the appeal(s) to the Vice President for Academic Affairs. The Vice President for Academic Affairs shall immediately call for the formation of the University-Wide APT Appeals Committee and within five (5) working days submit all written appeals to the University-Wide Appeals Committee. None of the administrators or promotion and tenure committee members involved in the promotion and tenure process may interfere with the proceedings of the University-Wide Appeals APT Committee.

3. The University-Wide Appeals APT Committee must within 10 working days of its initial receipt of the written appeal(s) render its evidence-based and detailed decision for promotion or tenure or rejection for promotion or tenure in writing to the Vice President for Academic Affairs. The Vice President must within three (3) working days forward the committee's decision with all details to the President without any editorial regarding the committee's decision statement and in writing inform the faculty member of the committee's decision. The decision of the President will be final at the institutional level.
4. If the University-Wide APT Appeals Committee is dissatisfied with the action of any administrator in appeals phase of the promotion and tenure process, it may make its written concerns known directly to the President of Albany State University.
5. If the faculty member is dissatisfied with the decision of the President he or she can appeal in writing to the Board of Regents through the Office of the Legal Affairs of the Board of Regents within a period of twenty days following a written decision by the President.

Section 333 FACULTY TENURE POLICY

All faculty members shall receive fair and equitable treatment at Albany State University during the tenure procedures. The institution does not support any punitive or retaliatory action against an employee for any reason. Any such action taken against an employee will not be tolerated and is grounds for dismissal.

Tenure resides with the University. The University's responsibility for employment of tenured faculty is to the extent of continued employment on a one hundred percent workload basis of two out of every three semesters until retirement, dismissal for cause, or release because of financial exigency.@ (Section 803.09, *Board of Regents Policy Manual*).

Probationary Credit for Tenure--Existence Statement

Candidates applying for tenure that have been given probationary credit by the President of Albany State University and approved by the Board of Regents for specific years of service at other institutions may submit the service time only from the other institution, as part of their portfolio. Only evidence and documentation of activities and accomplishments while employed as a full-time faculty member at Albany State University will receive credit toward tenure.

Section 333.01 Pre-Tenure Review

The purpose of pre-tenure review is to assist faculty in their pursuit of tenure. Pre-tenure review will help the faculty member understand his or her strengths and weaknesses in regard to a favorable tenure review. The pre-tenure review has no standing in the official tenure process but, instead, thoroughly prepares the faculty member for a successful completion of this process.

Scheduling: A tenure track faculty member who was granted probationary credit toward tenure upon appointment should be provided a pre-tenure review during the first year of his or her employment. All other tenure track faculty must be provided a pre-tenure review during their third year of employment. The review process commences in the fall semester and is completed in the spring semester during the period when the faculty member's annual evaluation is due.

Supervisory Responsibilities: Once requested, the Chairperson is responsible for seeing that the pre-tenure review is conducted fully and on schedule. After soliciting and receiving input from other tenured members of his department concerning the review, the Chairperson is responsible for producing a written summary of it.

Procedure: The pre-tenure process includes the following steps:

1. During the fall semester, the chairperson requests in writing from the faculty member a dossier containing: (1) a current curriculum vita and (2) a general plan which includes a list of current and future activities pertinent to tenure. These materials should relate to the university and departmental missions as well as to the achievement of excellence in teaching at the university.
2. The Chairperson schedules a conference with the faculty member to discuss current and future activities pertinent to tenure.
3. The Chairperson produces a short written summary of this conference and then presents it to the faculty member who must acknowledge by signature his acceptance of the document. The faculty member may then provide in writing any additional information he wishes to include in the record. The written comments of the faculty member will be attached to the written summary.
4. A copy of the final written summary and any attachments must be forwarded through the academic dean to the Vice President for Academic Affairs where the documents will be permanently filed.
5. If a chairperson is eligible for pre-tenure review, a committee of three to five tenured faculty members within in the chair's department will be appointed to carry out the process described above.

Section 333.02 Procedure for Application for Tenure

Application for tenure includes the following steps:

1. The faculty member initiates the process by conferring with his or her Chairperson to determine if he or she is eligible for tenure. If eligible, the candidate for tenure must submit to the department chairperson a portfolio as exactly prescribed in the promotion part of this policy. See Preparing the Promotion and Tenure Portfolio under Section 332.03, Procedure for Application for Promotion:
2. The Chairperson will review and forward the documents to the College-Wide APT Committee in his or her college for review and evaluation. The colleges of Arts & Humanities, Business, Education, and Sciences and Health Professions are each represented by their respective College-Wide APT Committee.
3. Once the College-Wide APT Committees have finished their assessments concerning tenure portfolios, the College-Wide APT Committee Chairperson forwards the portfolios to the Dean of the appropriate college for his or her recommendations and transmission. After conferring with the College-Wide APT Committee, the Dean of each college forwards his

- or her recommendations to the Vice President for Academic Affairs.
4. After conferring with the College-Wide APT committee, the Vice President for Academic Affairs forwards his recommendations to the President.
 5. Tenure portfolios may be assessed by the President or his or her designee.
 6. If a request for tenure is denied, the Vice-President for Academic Affairs will notify within ten working days the faculty members in question; presenting them an evidence-based and detailed written rationale concerning the rejection of their promotion and or tenure portfolio. If a request for tenure is granted, the Vice-President for Academic Affairs shall by a written letter inform those candidates.

Section 333.03 Eligibility and Criteria for Tenure

Tenure may be granted to full-time faculty members employed in tenure-track positions at the rank of Assistant Professor or higher.

Criteria for Tenure:

1. Minimum for Albany State University in all professorial ranks:
 - a. Superior Teaching; demonstrating excellence in instruction
 - b. Academic achievement; as appropriate to the mission
 - c. Professional growth and development, Research/ scholarly achievement
 - d. Service to the department, institution, profession, local community or state and nation

Noteworthy achievement in all four of the above categories need not be demanded, but should be expected in at least two. A written recommendation should be submitted by the head of the department concerned to the appropriate college dean with a copy to the College-Wide APT Committee, setting forth the reasons for recommending or not recommending tenure for a candidate.

2. Tenure requires the earned doctorate degree or its equivalent in training, ability or experience. To be eligible for tenure, a faculty member must render five academic-years of full-time teaching service, which includes the year during which the nomination for tenure is made. The applicant must hold the rank of Assistant Professor or higher at Albany State University when the application for tenure is made. Such tenure may be awarded, upon approval by the President, upon completion of a probationary period of at least five years of full-time service at the rank of assistant professor or higher. In exceptional cases the President may approve tenure upon appointment. This exceptional approval for tenure shall be granted only in cases in which the faculty member, at a minimum, is appointed as an associate or full professor, was previously tenured at another institution, and brings a demonstrably national reputation to the institution.

A maximum of three years credit toward the minimum probationary period may be allowed for service in tenure track positions at a previous institution or for full-time service at the rank of instructor or lecturer at Albany State University. Such credit for prior service at a previous institution shall be defined and approved in writing by the President at the time of the initial appointment at the rank of assistant professor or higher. Such credit for service time for an Albany State University faculty member moving to a tenure track appointment shall be defined and approved in writing by the President at the time of the initial tenure track appointment. Upon approval of the award of tenure to an individual by the President, that individual shall be notified in writing by the President with a copy of the notification forwarded to the University System chief academic officer.

Each institution shall provide data annually to the University System chief academic officer showing the institution's tenure rates by gender and race.

3. The maximum time that a faculty member may serve at the rank of Assistant Professor or above without the award of tenure is seven years. If a faculty member is not awarded tenure during this period, a terminal contract may be offered in the eighth year. The maximum time that may be served in combination of full-time instructional appointments at the ranks of instructor and assistant professor or above without the award of tenure is ten (10) years. A terminal contract for an eleventh year may be offered if the institutional recommendation for tenure is not approved by the President. The maximum time that may be served at the rank of full-time instructor is seven (7) years. See Board of Regents' Policy 803.09, Tenure, paragraphs F & G.

Portfolio Evaluation Categories for Tenure:

The Tenure-only portfolio must follow the exact format and content as the promotion portfolio. See Section 332.03 Preparing the Promotion and Tenure Portfolio.

1. **Superior Teaching; demonstrating excellence in instruction:** Direct and indirect instruction includes effective teaching through evidence of:
 1. lectures,
 2. discussions,
 3. demonstrations,
 4. laboratory exercises,
 5. out-of-class assignments,
 6. direct consultation with students personally and through various electronic media.
 7. innovative teaching strategies used

Superior teaching also includes documentation for advising and mentoring students. Evidence for superior teaching include student evaluations, peer and or supervisory evaluations, (all evaluations

must show ratings or scores), representative syllabi, selected examinations and quizzes, reading lists or handouts, a list of special projects, formal involvement in graduate-level candidates' theses or dissertations, evidence of teaching awards and evidence of and a clear indication of the extent of involvement in student academic accomplishments such as student academic awards, presentations, and research.

2. **Academic Achievements; As Appropriate to the mission:** Academic achievements include:
 1. additional degree(s),
 2. earned credit toward a degree,
 3. academic awards,
 4. honorary degrees from learned societies, colleges or universities; and
 5. earned professional certification in one's discipline or additional credit hours to enhance teaching in one's discipline.

3. **Professional Growth and Development, Research and Scholarly Achievements:** Professional scholarly and artistic activities include:
 1. publication of monographs, co-authored works, edited collections of scholarly articles,
 2. publication of a chapter in a collection of scholarly articles,
 3. publication of a textbook or a chapter in a textbook,
 4. publication of articles in refereed journals and books,
 5. editor of a published book or chapter
 6. pure or applied research germane to the discipline, or research that informs the educational realm
 7. artistic creations and creative performance as an artist, composer, soloist, conductor, arranger, exhibitor of judged competition,
 8. membership of professional organizations, participation, or presentation of scholarly papers at professional proceedings or academic conferences,
 9. attending and or development and administration of professional and academic workshops, panelist or presenter at professional and academic workshops, symposia, or conferences
 10. scholarly proposals and grant writing, and
 11. achievement or maintenance of professional certification or licensing pertinent to teaching or professional activities.
 12. development of teaching materials such as teaching manuals, tutorials, and student workbooks

4. **Service to the Department, Institution, Local Community or State and Nation:**
Direct service to the department and institution includes clear evidence of:

1. active membership and involvement in departmental and university-wide committees, councils, senates, special programs, mentoring students, special preparation of students' research and for academic presentations and conferences
2. recruitment of students,
3. direct involvement in organization of and participation in academic colloquia, conferences and workshops,
4. advisor, co-advisor or other significant involvement with student clubs and organizations, and
5. direct involvement in creative or artistic endeavors which contribute to the intellectual atmosphere of the university community.

Service to the community includes clear evidence of:

6. membership or significant participation on local, state, or national committees, boards, or agencies,
7. liaison between the university and activities with public schools, academic presentations within the community,
8. organization of and participation in continuing education activities, and
9. involvement as a consultant, or an academic or artistic resource for local, state, and national community entities.

Section 333.04 Tenure Committee Evaluation Weights and Points Standards

1. Evaluation points for tenure in each of the four assessment categories shall utilize the same weight ranges used for **promotion to Associate Professor** as provided in the promotion Suggested Weight Ranges Chart under Section 332.07 of this policy. Additionally, a candidate applying for tenure must use the same weights agreed upon for promotion, if he or she is simultaneously applying for promotion as well as tenure.

Superior Teaching: 40- 55 %

This includes number of years of teaching at Albany State University and elsewhere, student, peer, and supervisory evaluations, innovative teaching strategies, variety of courses taught, inclusion of innovative technology and methodology.

Academic Achievement: 0-5 %

Points are awarded for pure or applied research, publications, membership, participation, and paper presentations at the meetings of professional societies, proposal writing and grants received, workshops and seminars conducted, and offices held in professional societies.

Scholarly or Artistic Achievement: 20-45 %

Points are to be awarded for the highest degree in the field, additional study beyond the highest degree, academic awards, and honorary degrees from learned societies, colleges or universities, and professional certification in one's discipline.

Service to the Department, Institution, State or Nation: 10-25 %

This includes departmental and institutional committees as a member, co-chair or chair, advisement. Recruitment, fund raising, special projects, study-reports, and community service related to ASU’s mission.

Scoring

The faculty member must score at least 80 points (rounded to the nearest whole number) to be recommended for tenure by the APT College-Wide Committees and University-Wide Committee. The same scoring form and procedure used for promotion must be used for scoring a candidate for tenure. The weight selected for tenure must be selected from the **Associate Professor Weight Ranges** under the promotion part of this policy. The maximum points in each of the four categories for applicants applying for tenure only should be those used for scoring applicants at the level of Associate Professor.

Evaluator Confidentiality:

The confidentiality of each evaluator’s scoring data must be preserved. Evaluators’ identity information should be coded on all scoring forms. The use of number codes or pseudonyms is recommended for each APT evaluator on all scoring forms. The committee chairperson shall confidentially maintain a key for evaluator privacy codes and provide a copy to the Vice President for Academic Affairs.

Section 334 Promotion and Tenure General Schedule and Timeline

The Annual Calendar for Promotion and Tenure Review is shown below:

The exact dates are determined by the Promotion and Tenure schedule and deadlines set annually by the University System Office and the Office of the Vice President for Academic Affairs at Albany State University.

Promotion and Tenure Schedule and TimeLine	
3 rd and 4 th Week of October	APT college Committees Assess Portfolios
November-1 st Week of December	Deans Confer with APT College-wide Committee and a Assess Portfolios
1 st Week of January	Deans Forward Recommendations on Promotion and Tenure to Vice-President for Academic Affairs
3 rd Week of January	Vice-President for Academic Affairs Confers with College-wide APT Committee and Assesses Portfolios

4 th Week of January	Vice-President for Academic Affairs Forwards Recommendations on Promotion and Tenure to President
1 st Week of February	President confers with the Vice President and or the appropriate College-wide APT Committee and Assesses Portfolios
1 st Week of March	President Forwards Tenure Recommendations to Chancellor
2 nd Week of March	President Forwards Promotion recommendations to the Chancellor

Notes: