Tenure and Promotion Committee Guidelines

1. Responsibilities of the Tenure and Promotion Committee regarding Promotion and/or Tenure Applications

   a. The purpose of the Tenure and Promotion Committee is to recommend disposition of faculty applications for promotion to Associate Professor and Professor, and/or for tenure. Each member of the committee is expected to vote according to his/her unbiased judgment and in light of the criteria listed in the Faculty Handbook and consistent with the policies of the Board of Regents. The committee as a whole is expected to give each candidate adequate consideration of the material submitted by the faculty member and to make its recommendation with fairness, honesty, and justice as guiding principles.

   b. The committee serves the best interests of the College of Coastal Georgia by making its recommendations about the merit and the quality of the faculty member’s application for promotion and/or tenure. This may take the following forms:

      (1) the committee recommends that the candidate’s application be approved;

      (2) it recommends that a candidate’s application not be approved;

      (3) or, in regard to applications for promotion only, it may make a recommendation to not approve at this time, and identify specific areas of development for the candidate to attend to prior to a future application.

   Recommendations are to be based on the criteria for promotion and/or tenure described in the Faculty Handbook.

   All votes by the committee should include the rationale for the vote. The chair of the committee is a voting member of the committee.

   c. The Committee makes a recommendation on the professional merits of a particular candidate’s application material.

   d. Once the candidate submits his/her portfolio of all material, no additional material should be submitted or considered without prior approval of the Vice President for Academic Affairs.
e. The Committee must maintain confidentiality concerning all of its deliberations, except as required under law. Members of the Committee who must recuse themselves due to an apparent conflict of interest should not be involved in the review of the candidate under consideration and not informed about the deliberations of the candidate under consideration. Confidentiality does not mean that the Committee must operate in an atmosphere of isolation. The Committee may, for example, confer with the Vice President for Academic Affairs about technical questions concerning the application process. Also, the Vice President for Academic Affairs may confer with the committee for clarification of its recommendations.

f. By the end of each academic year, all formal committee material must be turned over to the Office of Academic Affairs for appropriate storage.

g. The Tenure and Promotion Committee is elected by full-time tenured and tenure-track faculty as described below.

2. Membership and eligibility

a. There shall be seven members on the Tenure and Promotion Committee. This number may change depending on the approved academic structure.

b. Only members of the Full-Time Faculty with tenure and with the rank of Associate Professor or Professor may serve on the Tenure and Promotion Committee. Deans are not eligible for service on this committee in that the Deans provide a separate recommendation to the Office of the Vice President for Academic Affairs.

c. Associate Professors may not run for election to the Tenure and Promotion Committee and may not be Alternates or Substitutes during the academic year when they are applying for promotion. If they are already on the Tenure and Promotion Committee when they apply for promotion, they are automatically removed from the committee and replaced by a substitute. (See below for the definition of Alternate and Substitute.)

d. No two faculty members assigned to the same area, (see 3 b, below) may serve simultaneously on this committee.

e. The integrity of the role suggests that any committee member unable to render an impartial judgment for any of the candidates for any reason should voluntarily remove him/herself from that judgment process and associated discussion and ask to be replaced by an alternate. The Tenure and Promotion Committee, with the simple majority vote of its members,
excluding the person being considered for removal, may recommend to the Vice President for Academic Affairs that a committee member be removed prior to or during the review of any candidate if information is received that suggests the member is unable to render an impartial judgment. The decision to remove a member rests with the Vice President for Academic Affairs. If such a removal occurs, the member will be replaced by an alternate. The removal of a member of the committee that is considered to be unable to render an impartial judgment is only during all deliberations for the specific candidate(s) involved.

3. Election and terms

a. As part of their service to the College and to their colleagues, eligible tenured Professors and tenured Associate Professors are encouraged to make themselves available for election to the Tenure and Promotion Committee and also to make themselves available as alternates and substitutes, whenever possible.

b. Elections to the Promotion and Tenure Committee shall be held in the following areas of study with one member elected from each area:

   Arts and Humanities
   Social Sciences
   Math
   Natural Sciences
   Business and Public Management
   Education and Teacher Preparation
   Nursing and Health Sciences

c. As the College continues to grow, these areas may change (with approval of the Vice President for Academic Affairs) depending on the structure of the academic areas of the college or the various schools. Each area will hold an election for one representative from its area. The elections should be by secret ballot. Only tenured or tenure-track faculty of the specific area are eligible to vote. Only tenured Associate Professors and tenured Professors are eligible to serve. Tenure and rank at Associate Professor or Professor remains as a requirement.

d. The term of membership shall be two years. A term shall begin on September 1 and shall end on August 31. Terms may not be consecutive. A member who has served a two-year term must wait at least two years before running for another election to this Committee. A Committee member who has completed a term, however, may serve as an alternate following the completion of a term.
(For the year in which this procedure is established, the following areas first
election will be for a two-year term: Arts and Humanities, Education and Teacher
Preparation, Social Sciences, and Natural Science; the following areas first
election will be for a one-year term: Business and Public Management, Math,
and Nursing and Health Sciences. Once established, all terms at future votes will
be for two years.)

e. The elections to the Tenure and Promotion Committee will be held in
August of each year during the faculty orientation week.

f. A simple majority is needed for election to the Tenure and Promotion
Committee. If an election to a vacancy does not result in a simple majority,
runoff elections will take place until a simple majority is possible.

g. The substitutes for the Tenure and Promotion Committee are taken from
the pool of eligible candidates within the area requiring a substitute and usually
will be the faculty member who received the second highest vote of the area in
the previous election.

4. Alternates and substitutes

a. An alternate replaces a member of the Tenure and Promotion
Committee who due to an apparent conflict of interest does not deliberate
on a particular candidate. The alternate’s term lasts only as long as the
deliberations on that candidate. The Tenure and Promotion Committee is
responsible for the appointment of the necessary alternates. The Chair, after
consultation and agreement from the Tenure and Promotion Committee,
seeks an alternate from former members of the Committee who have served
in the previous four years, beginning with the most recent former members.
If one of these former members is not available, the full-time tenured and
tenure-track faculty of the area of study represented shall elect an alternate.

b. A substitute replaces a member of the committee who is not available
or eligible because of illness or some other reason when the committee must
deliberate. The method for appointing substitutes is described in 2.g above.
The substitute replaces a member until the end of the current year of service;
i.e. August 31. If the current year of service is the first year of the two-year
term, the member who was replaced cannot resume his/her term until the
beginning of the second year. If the member who was replaced in the first
year cannot serve in the second year of his/her term, the full-time tenured
and tenure-track faculty of the area of study represented shall elect a
substitute who will serve during the second year of the term.
c. In the event that the Committee member who was replaced by a substitute becomes available again during the first year of their term, s/he must wait until September 1 to complete the second year of the two-year term.

5. Procedures for the Tenure and Promotion Committee

a. The Vice President for Academic Affairs or designee convenes the first meeting of the Tenure and Promotion Committee in September of each year.

b. As soon as is practical (but before September 30), the incoming Committee elects its Chair and establishes its own procedures, which must be consistent with these rules. The Chair remains a voting member of the committee.

c. The Committee follows the schedule for Tenure and Promotion as presented by the Vice President for Academic Affairs.

d. The repository of the candidate’s portfolio for Tenure and/or Promotion is the Office of the Vice President for Academic Affairs. The repository for the Committee’s internal correspondence is the office of the current committee Chair and is kept locked and secured.

e. The committee, after consultation with the Vice President for Academic Affairs or Assistant Vice President for Academic Affairs, may seek clarifications concerning the application material from appropriate sources.

f. All of the Tenure and Promotion Committee’s decisions must be accompanied by the rationale and must include the vote of the Committee.

g. Discussion and voting. The Chair shall make sure that the meetings are efficiently run and that discussion is kept relevant to the topic. When discussion of a candidates application has reached its limit (i.e., when all germane issues have been covered, the discussion shall be considered to be at an end). The Chair shall then summarize for the committee the criteria described in the Faculty Handbook and shall relate the candidate’s material to the criteria. The Chair shall then ask for a vote on the committee’s recommendation. Voting on each candidate’s application is by secret ballot. The breakdown of the vote is recorded (i.e., how many Yes votes, and No votes).
h. Individual rationales. When the vote is taken, each member of the Committee provides an individual rationale for his/her vote on a separate piece of paper. The name of the Committee member is not placed on this sheet of paper. The individual rationales are then shared by the entire Committee.

i. Committee rationale. After consulting these individual rationales and conferring with the members of the Committee, the Chair or Committee member(s) designated by the Committee develop(s) the Committee report including the vote and the rationale. Each rationale for each application must refer to appropriate criteria.

j. Committee Reports. A designated Committee member, or members, as noted above, shall prepare a Committee Report on each candidate. (A member of the Committee who is disqualified from voting on a particular candidate does not see the report for that candidate.) Each individual report shall contain the following on its own sheet or sheets of paper:

   i  the Committee’s recommendation on the request by the candidate;
   ii the record of the vote;
   iii the specific Committee rationale for the Committee’s recommendation.

The Committee’s report is submitted to the Vice President for Academic Affairs with a copy to the candidate. Within five working days of receiving the report from the Committee, the candidate may submit a response to the Tenure and Promotion Committee Report directly to the Vice President for Academic Affairs for consideration by the Vice President. This response by the faculty member may be to clarify, rebut, or affirm any part of the Committee’s report.