

# Rules Committee

## Minutes for the 10/21/19 Meeting

Approved 11/18/2019

**Attendants:** Anja Remshagen, Mikhail Beznosov, Mary Bishop, Angela Branyon, Kristi Carman, Landewatte DeSilva, Brent Gilles, Allison Hollingsworth, Denise Overfield, John Sewell, Charlie Sicignano, Susana Velez-Castrillon (Guest)

### 1. Minutes

Minutes from 09/23/19 were approved.

### 2. Chair Elect

Angela Branyon was elected as next chair of the Rules Committee.

### 3. Regular Agenda Items

#### a. Faculty Promotion and Tenure Evaluation

- Faculty Handbook Section 103.0201  
Changes to the Faculty Handbook Section 103.0201.A.1 were approved as shown in [Appendix I](#).
- UWG Procedure 2.2.3  
UWG Procedure 2.2.3 was approved as shown in [Appendix II](#).

#### b. Time Limits - Tenure

- Faculty Handbook Section 103.0402  
Changes to the Faculty Handbook Section 103.0402 were approved as shown in [Appendix III](#).
- UWG Procedure 2.3.1  
UWG Procedure 2.3.1 was approved as shown in [Appendix IV](#).

#### c. Pre-Tenure Review

- Faculty Handbook Section 102.0201  
Changes to the Faculty Handbook Section 102.0201 were approved as shown in [Appendix V](#).
- UWG Procedure 2.4.2  
UWG Procedure 2.4.2 was approved as shown in [Appendix VI](#).

d. Updates from FDC about criteria for promotion and tenure

The FDC decided that the criteria for promotion as specified in the faculty handbook are not in violation with BoR policies. The Criteria for Promotion will be discussed at the next Rules meeting.

## A. Membership

	<b>Senate Members</b>	
Remshagen, Anja ( <b>Chair</b> )	anja@westga.edu	Senate – COSM (2020)
Angela Branyon	abranyon@westga.edu	Senate – COE (2021)
Beznosov, Mikhail	mbeznosov@westga.edu	Senate – COSS (2020)
Miller, Laura	lmiller@westga.edu	Senate – COAH (2020)
	<b>Faculty Members</b>	
Bishop, Mary	mbishop@westga.edu	Faculty – THSSON (2021)
DeSilva, Landewatte	ldesilva@westga.edu	Faculty – COSM (2021)
Finck, Shannon	sfinck@westga.edu	Faculty COAH (2020)
Gilles, Brent	bgilles@westga.edu	Faculty – COE (2020)
Hollingsworth, Allison	alisonh@westga.edu	Faculty – RCOB (2020)
Sewell, John	johns@westga.edu	Faculty - COSS (2021)
Sicignano, Charlie	charlie@westga.edu	Faculty- Library (2020)
	<b>Administrator</b>	
Overfield, Denise	doverfie@westga.edu	Provost and Vice President for Academic Affairs appointee
Carman, Kristi	legal-list@westga.edu	University General Counsel
	<b>Google Group</b>	
Faculty Senate Rules Committee, fs-rules-list@westga.edu		

## B. Meeting Schedule

<b>Rules Meetings</b>	<b>Rules Location/ Time</b>	<b>Senate Agenda Deadline</b>	<b>Senate &amp; Exec. Com. Meetings</b>	<b>Senate Meetings Location/Time</b>	<b>Executive Committee Location/Time</b>
<b>Dates (Mondays)</b>	<b>Location TLC 2-207</b>	<b>Dates (Fridays)</b>	<b>Dates (Fridays)</b>	<b>Location TSON 106</b>	<b>Location TSON 200</b>
08/26/2019	3pm-4:30pm	09/06/19	09/13/19	1pm	11:30am/12pm
09/23/2019	3pm-4:30pm	10/04/19	10/11/19	1pm	11:30am/12pm
10/21/2019	3pm-4:30pm	11/01/19	11/08/19	1pm	11:30am/12pm
11/18/2019	3pm-4:30pm	11/29/19	12/06/19	1pm	11:30am/12pm
TBD	TBD	01/17/20	01/24/20	1pm	11:30am/12pm
TBD	TBD	02/14/20	02/21/20	1pm	11:30am/12pm
TBD	TBD	03/20/20	03/27/20	1pm	11:30am/12pm
TBD	TBD	04/10/20	04/17/20	1pm	11:30am/12pm
TBD*	TBD*	06/05/20	06/12/20*	1pm	11:30am/12pm
TBD*	TBD*	07/10/20	07/17/20*	1pm	11:30am/12pm

\* these meetings will be scheduled if there are pending agenda items

### C. Rules Committee Purpose ([UWG Policies and Procedures](#))

**Purpose:** to review and make recommendations to the Faculty Senate regarding the structures, composition and organizational aspects of the Faculty Senate and its committees and the rules under which they operate; to resolve disputes between Senate committees, to recommend clear, transparent, efficient, and effective rules for faculty participation in shared university governance; to consider appeals for cases of alleged violations to the rules; to recommend and to coordinate revisions and updates to the [UWG Faculty Handbook](#), [Statutes](#), [Bylaws](#), [Policies and Procedures](#), and any operating protocols the Senate establishes.

**Membership:** four senators; seven faculty, one elected from each of the five colleges (COSM, COSS, COAH, RCOB, COE), the School of Nursing, and the Library; two administrators: the University General Counsel; and one appointed by the Provost.  
(Total: 13)

# Appendix I

## 103.0201 Faculty Promotion and Tenure Evaluation

### A. Departmental Evaluation (for units with academic departments)

#### 1. Faculty Committee

A faculty promotion and tenure evaluation committee, consisting ~~exclusively~~ of no fewer than three tenured faculty members selected by the ~~voting members of the department~~ **faculty of the department by whatever means the faculty of the department shall determine**, shall formally review dossiers submitted to the department chair. ~~In the event that a department does not have a sufficient number of tenured faculty members, tenured faculty from other departments must be invited to serve.~~ **If there are fewer than three tenured faculty members in a department, the appropriate dean, in consultation with the department chair and the faculty members in the department, shall appoint a sufficient number of tenured faculty members from similar disciplines outside that department to constitute this committee.** Department chairs, Assistant/Associate Deans and Deans are excluded from selection as committee members. No faculty member shall serve on the committee during a year in which he or she is being considered by the committee. The departmental committee (or other review body of academic units that do not have departments) shall be guided by all of the specific university, college/school, and, for academic units that contain departments, departmental criteria for promotion or tenure in their formal review of dossiers submitted to the department chair and shall make a recommendation in writing (including a discussion of the candidate's strengths and identification of areas where the candidate failed to meet the criteria) regarding each case for promotion and/or tenure. A simple majority vote of the committee is required for a positive recommendation.

If a candidate is not recommended for promotion and/or tenure, the chair of the department (or Dean in the case of a unit that does not have departments) shall give the candidate a copy of the committee's evaluation in accordance with the procedures and timelines specified in Section 103.0202.

## Appendix II



### **UWG PROCEDURE NUMBER: 2.2.3, Evaluation Process**

#### ***Authority: UWG POLICY: 2.2, Promotion***

The University of West Georgia faculty, pursuant to the authority of UWG Policy **2.2**, establishes the following procedure for compliance with UWG Policy **2.2** on **Promotion**:

The purpose of the procedure is to clearly communicate to the University of West Georgia faculty the faculty evaluation procedure for tenure and promotion.

#### **A. Departmental Evaluation (for units with academic departments)**

##### 1. Faculty Committee

A faculty promotion and tenure evaluation committee, consisting ~~exclusively~~ of no fewer than three tenured faculty members selected by the faculty of the department by whatever means the faculty of the department shall determine, shall formally review dossiers submitted to the department chair. If there are fewer than three tenured faculty members in a department, the appropriate dean, in consultation with the department chair and the faculty members in the department, shall appoint a sufficient number of tenured faculty members from similar disciplines outside that department to constitute this committee. Department chairs, Assistant/Associate Deans and Deans are excluded from selection as committee members. No faculty member shall serve on the committee during a year in which he or she is being considered by the committee. The departmental committee (or other review body of academic units that do not have departments) shall be guided by all of the specific university, college/school, and, for academic units that contain departments, departmental criteria for promotion or tenure in their formal review of dossiers submitted to the department chair and shall make a recommendation in writing (including a discussion of the candidate's strengths and identification of areas where the candidate failed to meet the criteria) regarding each case for promotion and/or tenure. A simple majority vote of the committee is required for a positive recommendation.

If a candidate is not recommended for promotion and/or tenure, the chair of the department (or Dean in the case of a unit that does not have departments) shall give the candidate a copy of

the committee's evaluation in accordance with the procedures and timelines specified in Section 103.0202.

## 2. Department Chair

The department chair shall include the faculty committee's written evaluation along with his or her own written evaluation in the dossier of the candidate. Formal written evaluations shall include a discussion of the candidate's strengths and shall identify areas where the candidate failed to meet the criteria.

## 3. Evaluation of Department Chair

When a department chair is under consideration for promotion and/or tenure, the faculty committee (see above) shall review the candidate's dossier submitted to the Dean. The committee shall make a recommendation in writing (including a discussion of the candidate's strengths and identification of areas where the candidate failed to meet the criteria) regarding the case for promotion and/or tenure. A simple majority vote of the committee is required for a positive recommendation. If a candidate is not recommended for promotion and/or tenure, the chair of the Committee shall give the candidate a copy of the committee's evaluation in accordance with the procedures and timelines specified in Section 103.0202.

## 4. Evaluations of other faculty holding administrative positions

Members of the administrative staff who hold faculty rank in a teaching area and who wish to be considered for promotion shall submit a dossier to the chair of the department in which they hold rank. Their applications shall be considered under the procedures herein prescribed.

Faculty above the level of department chair (e.g., deans, vice presidents) shall be evaluated in accordance with the same promotion and/or tenure criteria and procedures outlined in this Handbook.

## 5. Candidates may appeal any evaluation that does not recommend promotion and/or tenure in accordance with the procedures and timelines specified in Section 103.0202.

## **B. College Evaluation**

1. A Faculty Promotion and Tenure Evaluation Committee shall be established in each of the following: The College of Arts and Humanities, the College of Business, the College of Education, the College of Science and Mathematics, and the College of Social Sciences. Each committee shall be composed exclusively of tenured faculty members selected by the voting members of the academic unit and shall formally review dossiers submitted to the Dean. Department chairs, Assistant/Associate Deans and Deans are excluded from selection as

committee members. No faculty member shall serve on the committee during a year in which he or she is being considered by the committee. Each department shall have representation on the committee, but no department shall have more than two members. Deans shall be responsible for calling the initial meeting of this committee. At the initial meeting, the members of each committee shall elect one of the members as chair, who will be a voting member of the committee.

2. Each committee shall meet at the call of its committee chair. At the initial meeting, the committee chair shall review the qualifications for each rank so that members will be guided by all of the specific university, college/school, and departmental criteria for promotion or tenure.
3. Dossiers submitted shall be reviewed by committee members prior to committee meetings.
4. The merits of each candidate for promotion or tenure shall be discussed to the extent desired by a simple majority of committee members. Department members serving on the Promotion and Tenure Evaluation Committee are to serve as resource persons to the committee rather than advocates for or adversaries against members of their department under consideration for promotion and/or tenure. Any supervisor may be called to discuss with the committee the qualifications of each person nominated from his or her department.
5. Voting on promotion and tenure shall be by separate secret ballots and according to the following procedures: all candidates for promotion to each academic rank shall be voted on at the same time, and all candidates for tenure shall be voted on at the same time.
6. Each candidate shall receive a vote of approval or disapproval. The committee chair shall total the votes awarded each candidate. A simple majority vote of the committee is required for a positive recommendation. It will be the responsibility of the Dean to preserve the ballots and to keep these on file for a period of ten years.

The committee chair shall prepare a written evaluation for each candidate that includes a discussion of the candidate's strengths and areas where the candidate failed to meet the criteria. A copy of this written evaluation, including vote totals, shall be forwarded in the dossier of the candidate to the appropriate Dean. If a candidate is not recommended for promotion and/or tenure, the Dean shall give the candidate a copy of the committee's evaluation in accordance with the procedures and timelines specified in Section 103.0202.

7. Candidates may appeal any evaluation that does not recommend promotion and/or tenure in accordance with the procedures and timelines specified in Section 103.0202.

**C. Promotion and Tenure Committee Formation for Units without Departments (e.g. School of Nursing and Library)**

Units without departments shall have the option of forming a single, unit-level promotion and tenure committee instead of two committees as described in 103.0201 A and B. Such a committee must be composed exclusively of tenured faculty and must include a minimum of three (3) members. In the event that the unit does not have a sufficient number of eligible tenured faculty, the committee must be populated by inviting tenured faculty from other units of the university, emeriti faculty, or tenured faculty from appropriate academic units at other universities. Any units that plan to populate promotion and tenure committees with emeriti or non-UWG faculty must establish a written policy for the selection of these committee members.

Units choosing the option of single-level review for promotion and tenure must develop their own written procedures for promotion and tenure committee formation and review and obtain approval from the governing body of the unit and the Provost/VPAA. These procedures must be otherwise consistent with the procedures outlined in Section 103.0201.

Candidates may appeal any evaluation that does not recommend promotion and/or tenure in accordance with the procedures and timelines specified in Section 103.0202.

**D. Evaluation by the Dean**

Each Dean shall evaluate the qualifications of the people under consideration for promotion and/or tenure. The Dean's review shall be guided by all of the specific university, college/school, and departmental criteria for promotion or tenure, taking into account all the material in their dossiers, vote totals, and recommendations provided in each previous evaluation. The names of those recommended for promotion shall be arranged by academic rank; an additional list shall consist of the names of those recommended for tenure. The names of those not recommended for promotion and/or tenure will be listed separately.

The Dean shall prepare a written evaluation that includes a discussion of the candidate's strengths and areas where the candidate failed to meet the criteria. A copy of this written evaluation shall be included in the dossier of the candidate and forwarded to the Provost. In the event the Dean recommends a candidate who, up to this point, has not been recommended for promotion and/or tenure, or chooses not to recommend a candidate who up to this point has been recommended for promotion and/or tenure, the Dean's written report shall articulate the reasons for differing with prior evaluations. If a candidate is not recommended for promotion



and/or tenure, the Dean shall give the candidate a copy of the committee's evaluation in accordance with the procedures and timelines specified in Section 103.0202.

Candidates may appeal any evaluation that does not recommend promotion and/or tenure in accordance with the procedures and timelines specified in Section 103.0202.

#### **E. Evaluation by the Provost and Vice President for Academic Affairs**

The Provost and Vice President for Academic Affairs shall evaluate the qualifications of the people under consideration for promotion and/or tenure. The Provost and Vice President for Academic Affairs' review shall be guided by all of the specific university, college/school, and departmental criteria for promotion or tenure taking into account all the material in their dossiers, vote totals, and recommendations provided in each previous evaluation. The names of those recommended for promotion shall be arranged by academic rank; an additional list shall consist of the names of those recommended for tenure. The names of those not recommended for promotion and/or tenure will be listed separately. The Provost and Vice President for Academic Affairs shall prepare a written evaluation which includes a discussion of the candidate's strengths and areas where the candidate failed to meet the criteria. A copy of this written evaluation shall be included in the dossier of the candidate and forwarded to the President. In the event the Provost and Vice President for Academic Affairs recommends a candidate who, up to this point has not been recommended for promotion and/or tenure, or chooses not to recommend a candidate who up to this point has been recommended for promotion and/or tenure, the Provost and Vice President for Academic Affairs' written report shall articulate the reasons for differing with prior evaluations. If a candidate is not recommended for promotion and/or tenure, the Provost and Vice President for Academic Affairs shall give the candidate a copy of the committee's evaluation in accordance with the procedures and timelines specified in Section 103.0202.

The Provost and Vice President for Academic Affairs shall then notify the Dean of each college/school of his or her decisions in each case. The Dean of each College or School shall notify the department chair or area supervisor of the status of each candidate.

Candidates may appeal any evaluation that does not recommend promotion and/or tenure in accordance with the procedures and timelines specified in Section 103.0202.

#### **F. Final Approval**

The President shall evaluate the qualifications of the people under consideration for promotion and/or tenure as revealed by the material in their dossiers and by the reports from the College, School, or Library Promotion and Tenure Evaluation Committees, the Deans, and the Provost

and Vice President for Academic Affairs. The President shall approve or disapprove the candidate's application for promotion and/or tenure.

Candidates may appeal any evaluation that does not recommend promotion and/or tenure in accordance with the procedures and timelines specified in Section 103.0202.

**G. Compliance [or Penalties].**

The University of West Georgia follows the Board of Regents policies on this matter, and to the extent the language conflicts, the Board of Regents language prevails.

*Issued by the* [title of person charged with writing procedure], *the* \_\_\_\_ *day of* \_\_\_\_\_, *2019.*

\_\_\_\_\_  
Signature, [title of person charged with writing procedure]

Reviewed by President [or VP]: \_\_\_\_\_

## Appendix III

### 103.0402 ~~Time Limitations~~ Time Limits

1. Tenure may be awarded upon recommendation by the President and approval by the Board of Regents upon completion of a probationary period as outlined in [BOR 8.3.7.4](#). ~~of at least five years of full-time service at the rank of Assistant Professor or higher. The five-year period must be continuous except that a maximum of two years interruption because of a leave of absence or of part-time service may be permitted, provided, however, that no probationary credit for the period of an interruption shall be allowed. A maximum of three years credit toward the minimum probationary period may be allowed for service in tenure track positions at other institutions or for full-time service at the rank of Instructor or Lecturer at the University of West Georgia. Such credit for prior service shall be defined in writing by the President and approved by the Board of Regents at the time of the initial appointment at the rank of assistant professor or higher.~~
2. A faculty member may request a one year extension per qualifying event of the pre-tenure / tenure / promotion / post-tenure review clock in situations that are qualifying events under the Family and Medical Leave Act (FMLA) but which do not necessarily result in the faculty member taking a formal leave of absence. Faculty members may also request extensions based on administrative appointments such as being named director of a program, chairing of a department, or an academic unit, and similar administrative assignments. Further exceptions include qualifying events occurring during summer sessions when the faculty member is not under contract.

The same two-year interruption benefit that is provided during the pre-tenure period is available to faculty after the award of tenure, regardless of whether they have used that benefit during the pre-tenure period.

Faculty members may request this extension by submitting a letter and supporting documentation to their immediate supervisor as soon as it becomes clear that an extenuating circumstance has substantially impeded (or will impede) progress toward tenure / promotion / post-tenure review. The maximum leave of absence is defined in [Board Policy 8.3.7.4](#). Such requests should normally be made within three months of the event.

3. The maximum credit towards the minimum tenure probationary period is stated in [Board Policy 8.3.7.4](#).

4. ~~2.~~ The maximum time that may be served at the rank of assistant professor or above without the award of tenure shall be seven years, provided, however, that a terminal contract for an eighth year may be proffered if an institutional recommendation for tenure is not approved by the President **in the combination of full-time instructional appointments as instructor or professorial ranks, or at the rank of assistant professor or above without the award of tenure is defined in [BOR 8.3.7.6](#).**
  
3. ~~The maximum time that may be served in the combination of full-time instructional appointments as instructor or professorial ranks without the award of tenure shall be ten years, provided, however, that a terminal contract for an eleventh year may be proffered if an institutional recommendation for tenure is not approved by the President. The maximum period of time that may be served at the rank of full-time instructor shall be seven years.~~
  
5. ~~4.~~ Tenure or probationary credit towards tenure is lost upon resignation from the University of West Georgia or upon written resignation from a tenured position in order to take a nontenured position at the University of West Georgia or upon written resignation from a position for which probationary credit toward tenure is given in order to take a position for which no probationary credit is given at the University of West Georgia. In the event such an individual is again employed as a candidate for tenure at the University of West Georgia, probationary credit for the prior service may be awarded in the same manner as for service at another institution. **The loss of tenure or probationary credit towards tenure is outlined in [BOR 8.3.7.7](#).**
  
6. **Termination or layoff of tenured personnel due to program modification is defined in [BOR 8.3.7.9](#)**

## Appendix IV



### **UWG PROCEDURE NUMBER: 2.3.1, Time Limits for Tenure**

**Authority: UWG POLICY 2.3, (Tenure)**

The University of West Georgia faculty, pursuant to the authority of UWG Policy 2.3, establishes the following procedures for compliance with UWG Policy 2.3 on Tenure:

The purpose of the procedure is to clearly communicate to the University of West Georgia faculty the time limits for tenure.

#### **A. Definitions.**

1. **Probationary credit** - See [BOR Academic and Student Affairs Handbook](#), 4.4.1 Probationary Credit Toward Tenure.

#### **B. Time Limits.**

1. Tenure may be awarded upon recommendation by the President upon completion of a probationary period as outlined in [BOR 8.3.7.4](#).
2. A faculty member may request a one year extension per qualifying event of the pre-tenure / tenure / promotion / post-tenure review clock in situations that are qualifying events under the Family and Medical Leave Act (FMLA) but which do not necessarily result in the faculty member taking a formal leave of absence. Faculty members may also request extensions based on administrative appointments such as being named director of a program, chairing of a department, or an academic unit, and similar administrative assignments. Further exceptions include qualifying events occurring during summer sessions when the faculty member is not under contract.

The same two-year interruption benefit that is provided during the pre-tenure period is available to faculty after the award of tenure, regardless of whether they have used that benefit during the pre-tenure period.

Faculty members may request this extension by submitting a letter and supporting documentation to their immediate supervisor as soon as it becomes clear that an extenuating circumstance has substantially impeded (or will impede) progress toward

tenure / promotion / post-tenure review. The maximum leave of absence is defined in [BOR 8.3.7.4](#). Such requests should normally be made within three months of the event.

3. The maximum credit towards the minimum tenure probationary period is stated in [BOR 8.3.7.4](#).
4. The maximum time that may be served in the combination of full-time instructional appointments as instructor or professorial ranks, or at the rank of assistant professor or above without the award of tenure is defined in [BOR 8.3.7.6](#).
5. The loss of tenure or probationary credit towards tenure is outlined in [BOR 8.3.7.7](#).
6. Termination or layoff of tenured personnel due to program modification is defined in [BOR 8.3.7.9](#).

**C. Compliance [or Penalties].**

UWG follows the Board of Regents policies on this matter, and to the extent the language conflicts, the Board of Regents language prevails. ([BOR Academic and Student Affairs Handbook](#), 4.4 Award of Tenure and [BOR Policy Manual](#), 8.3.7 Tenure and Criteria for Tenure)

***Issued by the*** [title of person charged with writing procedure], ***the*** \_\_\_\_ ***day of*** \_\_\_\_\_, **2019**.

\_\_\_\_\_  
Signature, [title of person charged with writing procedure]

Reviewed by President [or VP]: \_\_\_\_\_

*Previous version dated:* N/A

# Appendix V

## 102.0201 The Probationary Period

- A. The substantive and procedural standards generally employed in decisions affecting renewal of appointments, promotion, and tenure are published in this Handbook. When a new faculty member is employed, the department chair will ensure that the new faculty member receives a copy of this Handbook **as well as the written departmental promotion and tenure policies and procedures** and ~~or at least~~ is referred to the web site: <https://www.westga.edu/administration/vpaa/assets/docs/faculty-handbook.pdf> ~~and the relevant written departmental promotion and tenure policies and procedures~~. These specific department policies may be more precise than the institution-wide criteria delineated herein, but they must generally conform to them. Departmental ~~policies on promotion and tenure~~ **promotion and tenure policies** must be developed by the tenured department faculty members in consultation with the department chair and the appropriate college dean or Dean of Libraries. If there are fewer than three tenured faculty members in a department, the appropriate Dean, in consultation with the department chair and the faculty members in the department, shall appoint a sufficient number of tenured faculty members from similar disciplines outside that department to develop these departmental policies, so long as a majority of those who develop these policies are not department chairs. These policies must have the approval of the Provost and Vice President for Academic Affairs. It is the responsibility of the individual faculty member to be aware of these policies and expectations.
- B. Pre-Tenure Review. Assistant professors in their third year (or those serving a full probationary period regardless of professorial rank) are required to have a pre-tenure review completed by the end of the second semester of the third year. Effective Fall 2018, dossiers must be submitted electronically in a format approved by the Provost. This **reviewing** committee shall be composed of tenured faculty members of the department, selected by the faculty of the department ~~by whatever means the faculty of the department shall determine~~. If there are fewer than three tenured faculty members in a department, the appropriate dean, in consultation with the department chair and the faculty members in the department, shall appoint a sufficient number of tenured faculty members from similar disciplines outside that department to constitute this committee. No department chair may serve on a Pre-Tenure Review Committee. This committee shall thoroughly and comprehensively review the individual's achievements and performance in light of the department's promotion and tenure policies. The Pre-Tenure Review Committee will report its findings to ~~the~~ **all** tenured faculty members of the department, to the department chair, and to the college dean ~~(or library dean)~~. The report will state in writing whether progress

toward promotion and/or tenure is sufficient at this time. At a minimum, the pre-tenure review report should include a substantive evaluation of the faculty member's progress and/or qualifications in the following four areas: (a) teaching, (b) service, (c) professional growth and development, and (d) professional qualifications, including appropriate academic degrees. In addition, the department chair and the dean of the college (or library dean) will each provide a separate written report as to the **regarding progress of the faculty member's progress toward promotion and/or tenure**. The faculty member under review shall receive written copies of the reports prepared by the Pre-Tenure Review Committee, the department chair, and the college dean (or library dean). The faculty member is encouraged to reply to the reports. Progress judged toward promotion and/or tenure in this report does not guarantee or prejudice a favorable recommendation later on.

- C. Any recommendation to the department chair regarding reappointment shall be reached by a departmental faculty group in accordance with procedures approved by the faculty in that department. Available evidence bearing on the relevant performance of the candidate should be sought out and considered in light of the relevant standards.
  
- D. In any year, a department may recommend whether or not to extend a contract to a nontenured faculty member. This recommendation shall be made by the department chair in consultation with the tenured faculty members in the department. Recommendations for reappointment of faculty members shall be presented through the appropriate administrative channels to the President for his or her consideration, so long as administrators under consideration for reappointment do not ~~have an opportunity to~~ make recommendations with respect to their own status as faculty members.



## Appendix VI



### **UWG PROCEDURE NUMBER: 2.4.2, Pre-Tenure Review**

#### **Authority: UWG POLICY 2.4, Recurring Faculty Evaluations**

The University of West Georgia faculty, pursuant to the authority of UWG Policy 2.4, establishes the following procedures for compliance with UWG Policy 2.4 on Recurring Faculty Evaluations:

The purpose of Procedure 2.4.2 is to outline all steps in the process of the pre-tenure review for University of West Georgia faculty undergoing or performing review.

#### A. Definitions.

1. **Probationary period** - See BoR Policy Manual, Section 8.3.7.4 Award of Tenure.
2. **Tenure** - Employment status that may be awarded to tenure-track faculty after the probationary period. Per BoR Policy 8.3.7.2: Institutional responsibility for employment of a tenured individual is to the extent of continued employment on a 100 percent workload basis for two out of every three consecutive academic terms until retirement, dismissal for cause, or release because of financial exigency or program modification as determined by the Board of Regents.

#### B. Procedures for Pre-Tenure Review.

1. Assistant professors in their third year (or those serving a full probationary period regardless of professorial rank) are required to have a pre-tenure review completed by the end of the second semester of the third year.
2. Dossiers must be submitted electronically in a format approved by the Provost.
3. A reviewing committee shall be composed of tenured faculty members of the department, selected by the faculty of the department. If there are fewer than three tenured faculty members in a department, the dean, in consultation with the department chair and the faculty members in the department, shall appoint a sufficient number of tenured faculty members from similar disciplines outside that department to constitute this committee. No department chair may serve on a Pre-Tenure Review Committee.

4. The Pre-Tenure Review committee shall thoroughly and comprehensively review the individual's achievements and performance in light of the department's promotion and tenure policies.
5. The Pre-Tenure Review Committee will report its findings to the tenured faculty members of the department, to the department chair, and to the dean. The report will state in writing whether progress toward promotion and/or tenure is sufficient at this time. At a minimum, the pre-tenure review report should include a substantive evaluation of the faculty member's progress and/or qualifications in the following four areas: (a) teaching, (b) service, (c) professional growth and development, and (d) professional qualifications, including appropriate academic degrees.
6. In addition to the above report, the department chair and the dean will each provide separate written reports as to the progress of the faculty member toward promotion and/or tenure.
7. The faculty member under review shall receive written copies of the reports prepared by the Pre-Tenure Review Committee, the department chair, and the dean.
8. The faculty member is encouraged to reply to the reports. The faculty member should note that progress judged toward promotion and/or tenure in this report does not guarantee or prejudice a favorable recommendation later on.

C. Compliance.

The University of West Georgia follows the Board of Regents policies on this matter, and to the extent the language conflicts, the Board of Regents language prevails.

***Issued by the*** [title of person charged with writing procedure], ***the*** \_\_\_\_ ***day of*** \_\_\_\_\_, ***2019.***

\_\_\_\_\_  
Signature, [title of person charged with writing procedure]

Reviewed by President [or VP]: \_\_\_\_\_

*Previous version dated: N/A*