

# Faculty Handbook

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relevance of intellectual capital to support the school's mission, expected outcomes, and strategies, including teaching, scholarship, and other mission components. Categories for specifying qualified faculty status based on initial academic preparation, initial professional experience, and sustained academic and professional engagement are described below.

- a) Scholarly Academics





- an additional QJ publication
  - a peer-reviewed journal publication
  - a conference paper presentation
  - a textbook or a chapter publication
  - a conference proceeding
  - serving on the editorial board of an academic journal
  - a new professional certification
  - active leadership in an academic or professional association
- impact and engagement
- a professional engagement
  - a community engagement

## 2. Criteria for Practice Academic (PA) Qualification

PA Qualification requires a combination of initial academic preparation; business or business-related professional experience, significant in duration and level of responsibility, related to their teaching discipline; and, maintenance of intellectual activities related to their teaching discipline.

- a) Initial PA Qualification: Newly hired faculty members will be considered PA if they have significant professional experience related to their discipline and any one of the following:
- (1) a PhD or DBA from an AACSB-accredited institution with at least 18 semester hours of graduate credits in their teaching discipline;
  - (2) a JD or LLM from an ABA-accredited law school (i.e., for someone primarily teaching business law or legal environment of business);
  - (3) a terminal degree in the field of medicine from an AMA-accredited medical school (i.e., for someone primarily teaching healthcare administration);
  - (4) a terminal degree in a business-related field from a discipline-accredited program with at least 18 semester hours of graduate credits in their teaching discipline (e.g., healthcare administration or supply chain management).
- b) Time Limit on Initial PA Qualification: Faculty members will sustain PA Qualification for five years from the date of their last significant professional experience.
- c) Sustaining PA Qualification: To sustain PA Qualification, faculty members must produce at least three contributions related to their discipline within the most recent five-year period. These contributions must include:

- (1) one article in a QJ (see definition of QJ in Section II.B.5),  
and
- (2) one business or business-related professional  
experience, significant in duration and level of responsibility,  
related to their teaching discipline, and
- (3) one additional contribution, which may include but is not  
limited to:
  - an additional significant professional engagement
  - an additional QJ publication
  - a peer-reviewed journal publication
  - a significant community engagement
  - a conference paper presentation
  - a textbook or a chapter publication
  - a conference proceeding
  - service on the editorial board of an academic journal
  - a new professional certification
  - active leadership in an academic or professional  
association
  - a significant consulting activity
  - a faculty internship
  - sustained professional work supporting their PA-  
qualifying status
  - relevant, active service on a board







2. Committees – Faculty must serve on departmental committees commensurate with their rank.

#### **IV. Faculty Support**

The following faculty support is available to Participating Faculty. Staff support, teaching seminars, and other direct teaching support are available to Supporting Faculty.

##### **A. Financial Support**

1. **Steele Grants:** Full-time faculty members returning for the next academic year are eligible to apply and compete for a Steele Grant for research, instructional development, and faculty internships (external to the College and VSU). Faculty members who failed to complete the terms of the prior year's grant proposal, or who are on a remediation plan are ineligible to receive a Steele Grant. The grant is competitive, and the number of grants and the dollar amount of the grants will depend on the number of awarded applications and funding available. These grants are based on: (a) the Steele Grant Application and (b) Steele Grant qualifications (see Steele Grant Application Form).

Steele Grant proposals are due to the Dean by a date specified by the Dean. The College Executive Committee will review all applications, and the Dean

submitted to the Director of Grants and Contracts. Additional information is available on the website.

4. **Departmental and College funds** may be available to supplement faculty development and research grants. Departmental travel funds are used to encourage faculty participation in professional associations, professional development seminars, and instructional development workshops. Prior to travel, faculty members must complete a Request for Authority to Travel and have it approved by the Department Head and the Dean. These forms and travel guidelines are available on the VSU website.

**B. College Administrative Support**

1. Administrative assistants assist all College faculty members in producing, copying, and revising instructional materials, research manuscripts, and administrative documents.
2. Subject to available funds, Student Assistants and Graduate Assistants may also be available to assist faculty.

**C. Institutional Support**

VSU offers a variety of support services, including:

1. The Access Office provides additional resources to faculty to assist with Americans with Disabilities Act compliance.
2. The Center for Excellence in Learning and Teaching provides faculty development and training.
3. The Center for eLearning provides support, training, and instructional design services to faculty teaching online, hybrid, and technology-enhanced courses using the Valdosta State BlazeVIEW or University System of Georgia (USG)



the opportunities for the faculty member's success at the next AFE.

- (2) an outline of activities to be undertaken
- (3) a timetable,
- (4) available resources and supports,
- (5) expectations for improvement,
- (6) a monitoring strategy

The plan must be approved by the Dean and submitted to Human Resources where permanent faculty files are housed. Two meetings during the fall and the spring must be held to review progress, document additional needs/resources, and note planned accomplishments. After each meeting, the department/unit head should summarize the 95.54 iz

Faculty with 1 year of



### **3. Pre-Tenure Recommendation Process**

The Dean will notify candidates of the recommendations of the pre-tenure review committee, the Department Head, and the Dean on or before November 1. If deficiencies are identified, the faculty member may be subject to non-renewal of contract.

## **B. Tenure**

### **1. Tenure Application Process**

Applicants for tenure must undergo the tenure application process. The timing of the tenure review is contingent upon the extent of prior service credit.

The time at VSU requirement, established by the BOR, is a minimum of five consecutive years in a tenure-track position at the rank of Assistant Professor or higher.

If established in writing at the time of employment, a maximum of three years of prior service may be allowed towards this five-year requirement.

Also, with written approval, a maximum of two years of leave-of-absence may interrupt the five consecutive year's requirement.

A maximum of seven years is allowed in a tenure-track position without the award of tenure. Therefore, tenure-track faculty must apply for tenure no later than the Fall of the sixth year.

The Tenure and Promotion Committee (TPC) will consist of one full professor from each department on a rotating and staggered basis. Each member shall serve a three-year term and serve as chair of the TPC in their third year of service.

The Department Head will notify the faculty on or before September 1 that eligible faculty must submit their final dossier, which includes the required documentation as detailed in the Tenure and Promotion Procedures, to the TPC no later than October 1.

### **2. Tenure Criteria**

The voting constituencies for tenure and promotion decisions vary with the decision to be made. Tenure decisions are reviewed, evaluated, and voted on by all tenured faculty. Promotion decisions are reviewed, evaluated, and voted on by all tenured faculty with a rank higher than that of the applicant. Members of the University Tenure and Promotion Committee (UTPC) may not vote on either tenure or promotion.

The voting constituency will evaluate the candidate on five requirements:

- the terminal degree requirement;
- the teaching requirement;
- the intellectual contribution requirement;
- the service requirement; and
- the professionalism and institutional fit requirement.

Performance in each of these areas will be evaluated as follows:



have a VSU affiliation

d) The service requirement is a satisfactory rating by the voting constituency of the candidate's service to the university, college, department, region, and profession.

e) The professionalism and institutional fit requirement will be determined on the basis of the faculty member's ability to conduct their work with honesty, integrity, and objectivity and the respectful relationship they foster with students, colleagues, and others who participate in or benefit from their work.

### **3. Tenure Evaluation and Recommendation Process**

After receipt of a candidate's dossier the TPC will verify whether the candidate has met the minimum requirements for tenure.

The Department Head must provide a letter summarizing the input from all full-time faculty in the department to be included in the dossier. [If the candidate is the Department Head, the Associate Dean will provide this letter.]

The candidate's dossier will be available for review by members of the voting constituency during the second and third weeks of October.

The candidate's dossier will be presented by the TPC Chair to the voting constituency at its annual fall meeting held in the fourth week of October.

After discussion, an anonymous vote will be taken.

The TPC Chair will submit a memorandum, including the vote count of the voting constituency, to the Dean. A copy of the memorandum will be included in the dossier.

Following the meeting, the TPC Chair will inform each candidate of the voting constituency's recommendation and the vote count.

The Dean's letter of recommendation for each candidate will be added to the dossier which will be sent to the Vice President for Academic Affairs (VPAA).

faculty will be reviewed. Each faculty member must be assessed five years after the most recent promotion or personnel action, and reviews will continue at five-year intervals unless interrupted by a further review for promotion, an approved leave of absence or a corrective post-tenure review. Tenured faculty who leave administrative positions will have a post-tenure review five years after returning to a full-time teaching appointment. The AFE cover sheet, completed by the department/unit head, will inform the faculty member of the next scheduled personnel action, e.g. post-tenure review, and the anticipated date of this action.

A tenured faculty member may voluntarily elect to go up for a post-tenure review before the five-year time limit in order to take full advantage of the feedback and insight provided by their colleagues at a strategic point in their career. If the faculty member has a successful review, the next scheduled review will be five years from the date of the voluntary review. If the faculty member is unsuccessful, the regular date remains in place.

The review should focus on the faculty member's accomplishments, in the areas of teaching and student learning; research, scholarship, professional growth, and creative production; and service to the university, community, or





3. The teaching and student success requirements are evaluated by the committee based on a candidate's performance using information from the AFEs, AFARAPs and other submitted documents as noted above.
4. The intellectual contribution requirement varies by rank; however, regardless of rank a faculty member with an initial SA-qualified faculty status must be SA-qualified at the time of application, and a faculty member with an initial PA-qualified faculty status must be SA- or PA-qualified at the time of application. The requirement for promotion to each rank is as follows:
  - a) Assistant Professor:  
At least three intellectual contributions  
At least two of these must be articles in QJs (see definition of QJ in Section II.B.5)
    - o Both articles must be related to a field of business and/or pedagogy
    - o Both articles must have a VSU affiliation
  - b) Associate Professor:  
At least seven intellectual contributions  
At least four of these must be articles in QJs (see definition of QJ in Section II.B.5)
    - o All four articles must be related to a field of business and/or pedagogy
    - o All four articles must have a VSU affiliation
  - c) Full Professor:  
At least twelve intellectual contributions  
At least seven of these must be articles in QJs (see definition of QJ in Section II.B.5)
    - o All seven articles must be related to a field of business and/or pedagogy
    - o At least five of these seven articles must have a VSU affiliation
5. The service requirement is evaluated by the voting constituency of the candidate's service to the university, college, department, region, and profession.
6. The professionalism and institutional fit requirement of the applicant

all full-time faculty in the department to be included in the dossier. [If the candidate is the Department Head, the Associate Dean will provide this letter.]

The candidate's dossier will be available for review by members of the voting constituency during the second and third weeks of October.

The candidate's dossier will be presented by the TPC Chair to the TPC at its annual fall meeting held in the fourth week of October.

After discussion, an anonymous vote will be taken.

The TPC Chair will submit a memorandum, including the vote count of the voting constituency, to the Dean. A copy of the memorandum will be included in the dossier.

Following the meeting, the TPC Chair will inform each candidate of the voting constituency's recommendation and the vote count.

The Dean's letter of recommendation for each candidate will be added to the dossier which will be sent to the VPAA.

The VPAA will forward the dossier to the UTPC for review.

The UTPC will make a recommendation to the VPAA who will then convey a decision to the President.

The candidate will be notified of the final decision by the VPAA.

#### **VIII. Non-Tenure-Track Faculty Ranks**

A. Lecturer:

This is a full-time position.

This position can be renewed annually based on teaching effectiveness by the



The maximum period of time that may be served at the rank of Instructor is seven (7) years.

- D. Adjunct:  
This is a part-time position.  
Adjunct faculty are hired on a course-by-course basis.

**IX. Merit Pay**

**A. Amounts**

The USG and VSU may award pay raises based on merit rather than granting across-the-board increases. Annually, the BOR and the President of VSU may create a merit pay pool and specify general guidelines for distributing the amount in the pool.

**B. Procedures**

As part of the evaluation process, Department Heads recommend pay increases based on faculty members' teaching, research, and service performance. These