

COE Career Track Faculty Promotion Guidelines  
Draft 9/13/07

Introduction

The Board of Regents define faculty in their policy manual as follows:

302.01 FACULTY MEMBERSHIP

In all institutions the faculty will consist of the corps of instruction and the administrative officers.

302.02 CORPS OF INSTRUCTION

Full-time professors, associate professors, assistant professors, instructors, lecturers, and teaching personnel with such other titles as may be approved by the Board, shall be the Corps of Instruction. Full-time research and extension personnel and duly certified librarians will be included in the Corps of Instruction on the basis of comparable training. Persons holding adjunct appointments or other honorary titles shall not be considered to be members of the faculty.

Consistent with that definition the College of Education (COE) strives to insure tenure track (professorial) and non-tenure track faculty (lecturers, academic professionals, public service professionals, research professionals/scientists) are treated equably while recognizing the differences in their responsibilities. At the University level the term 'career track' is not widely used to refer to non-tenure track faculty but it is used within the COE. Guidelines for career track promotions originate from the offices of different vice presidents. The Vice President for Public Service and Outreach is responsible for guidelines for public service professionals. The Vice President for Research is responsible for guidelines for research professionals/scientists. The Senior Vice President for Academic Affairs and Provost is responsible for guidelines for lecturers and academic professionals. Some of these offices have university level committees and others do not. In the 2006-2007, a COE ad hoc committee on career track faculty met to identify issues and recommendations that would help the college meet the goal of equable treatment. Mentoring and the promotion process were two areas needing greater attention.

In 2007-2008 an ad hoc Career Track Promotion committee was established at the college level. Previously, career track promotions were managed as the need arose. During this academic year there was a conscious effort to parallel the tenure track promotion process as much as possible. This was also the second year that multiple career track faculty sought promotion. This committee and the associate dean for faculty and administrative services generated suggestions to guide the process in future years or until the COE Faculty Senate developed more specific guidelines. Suggestions follow:

## Procedures

### **Induction**

- Department heads and other departmental faculty are encouraged to mentor career track faculty members in a manner similar to that of tenure track faculty while recognizing differences in responsibilities.
- Career track faculty should be informed of the appropriate promotion ladder at the time of hire.
- Career track faculty should undergo a **third year review** in the spring of the third year of employment. Departmental procedures used in the third year review of tenure track faculty should be used with adjustments made as needed because of the differences in responsibility. Career track faculty members who have been employed in the COE prior to August 2007 but who have not had a third year review will not be expected to have a third year review document. All career track faculty hired August 2007 or later will need this document for the promotion dossier. This is a college requirement.

### **Promotion**

- When the department head and faculty member believe s/he is ready for promotion based on time in rank, quality of performance and productivity, the promotion process should be initiated with a **preliminary consideration vote** during the **early** part of the **spring semester**. If the outcome of that vote is positive, the candidate and department head will begin preparation of the dossier. External letters will be sought from local, state, regional or national evaluators in a position to be able to judge the quality of the candidate's work.
- Career track faculty members assigned to a dean's office unit may not have an academic home. Dossiers for these faculty members will be prepared by the unit head and the associate dean to whom the unit head reports, and will proceed directly to the college-level committee.
- At the **end** of the **spring semester**, the dossier for career track promotion candidates will be reviewed by departmental faculty and a final vote taken. This is consistent with the COE policy of taking final votes on tenure track faculty at this time.
- Departmental votes are reported in a cover letter by the department head.
- Dossiers for career track faculty will be due in the COE Faculty Services office on the same date as the dossiers for tenure track faculty (**early August**).

### **COE Committee Composition and Procedures**

- The COE Career Track Promotion Committee consists of 5 committee members. Membership includes career track faculty at mid or senior ranks (depending on the candidate pool) and tenure track faculty.
- Two committee members also serve on the COE Tenure Track Promotion/Tenure Committee to insure consistency of rigor. These two members do not present a case or take the lead in writing the committee's letter to the candidate.
- The chair is elected at the first meeting.
- The Dean's designee attends all meetings.

- Committee members decide if initial and final votes (by secret ballot) are needed for each candidate.
- The results of the COE Career Track Promotion Committee decisions will be reported to department heads at the same time that the results of the COE Promotion and Tenure Committee decisions are reported.

#### Dossiers – General Comments

- Dossiers should have a clearly apparent organization addressing the elements in the guidelines for each type of career track.
- Dossier content should be presented in a professional manner avoiding an informal style.
- Dossiers should be checked by the candidate and at the department/unit level for consistency of the data reported.
- The third year review written report should be included in the dossier.
- References for accomplishments should be organized by kind of activity (APA has a list of these, e.g., refereed journal articles, book chapters, conference presentations, research/technical report, proceedings of meetings, electronic media, reviews, etc.) and should follow APA format. These references are listed in reverse chronological order within type of accomplishment
- Redundancy of reported information should be avoided.
- Section headings should be clear and inclusive (i.e., contracts & grants if section contains both, separate sections if several of each).
- The department head letter should clearly report the work background of the individual and the time in rank. This is especially important if the candidate had various appointments and/or work assignments during his/her UGA career. The department/unit level vote should also be reported along with a summary of accomplishments and an assessment of the candidate's work.

#### Dossiers - Senior Lecturer

- A statement about the candidate's philosophy of teaching should be included (i.e., how the candidate thinks about teaching, how the candidate makes pedagogical decisions).
- The department head may decide to send some of the dossier materials (position description, vita, philosophy of teaching, sample syllabi, & other relevant material) to external reviewers. Reviewers could be asked to comment on the philosophy of teaching relative to trends in the field, quality of syllabi, teaching load, student evaluations, work with field sites or community agencies.