

# Minutes

## University Council



Thursday, October 22, 2009  
3:00 p.m., N113 HCoB

In preparation for the Faculty Meeting, Tuesday, November 10, 2009, JSAC Ballroom

Present:

**William Bloodworth, Jr.** (Chair), President; **Rob Bledsoe**, Arts and Sciences; **Barbara Coleman**, Business Administration; **Gordon Eisenman**, Dean of Education; **Walter Evans**, Chair, Faculty Policies Committee; **Pam Hayward**, Arts and Sciences; **Jeff Heck**, Faculty Secretary; **Helen Hendee**, Vice President of Development and Alumni Relations; **Joyce Jones**, Vice President for Student Services; Camilla Reid for **William Nelson**, Director of the Library; Robert Jarman for **Robert Parham**, Dean of Arts and Sciences; **Sam Robinson**, Arts and Sciences; **Carol Rychly**, Arts and Sciences; **Todd Schultz**, Chair, Academic Policies Committee; **Samuel Sullivan**, Vice President for Academic Affairs; **Dan Whitfield**, Vice president for Business Services; **Judi Wilson**, Education.

Dr. Bloodworth called the meeting to order at 3:00 p.m.

### Agenda Items:

#### I. Approval of the Minutes from August 27, 2009, available at:

[http://www.aug.edu/faculty\\_secretary/ucmin\\_08\\_27\\_2009\\_draft\\_amended\\_Aug\\_28.pdf](http://www.aug.edu/faculty_secretary/ucmin_08_27_2009_draft_amended_Aug_28.pdf)

Dr. Eisenman moved to accept the minutes as amended; Dr. Schultz seconded.

**Vote** - all ayes

#### II. Report of the President

Dr. Bloodworth asked that members of the University Council help to correct a mistaken piece of information circulating campus that a summer commencement ceremony would be held at the amphitheatre. Commencement will continue to be held as a once-a-year event at the James Brown Arena downtown until the Christenberry Fieldhouse can be developed to meet the requirements of the ceremony.

#### III. Faculty Policies Committee – Dr. Walter Evans

##### 1. Change *Recycling Committee* to *Green Campus Committee*– **See Attachment A** **Rename and reshape the Recycling Committee to the Green Committee**

Dr. Evans presented the measure, which was approved by the past year's FPC in April. Dr. Rychly asked for background on the changes made to membership of the committee. Dr. Evans was not involved in producing the measure, but he felt the past year's committee sought a more focused group of people to work campus wide. Mr. Whitfield asked if the previous Green Committee was absorbed. Dr. Rychly expressed concern because the change reduces the number of faculty serving, which reduces the number of opportunities faculty members have to provide service to the university. Dr. Bloodworth clarified that the role of the council was to place the item on the agenda, send it back to the originating committee, or vote not to place it on the agenda. Our charge does not allow us to make alterations. He asked if there was any student input on reducing number of students on the committee.

**Vote** – all ayes; the item will be placed on the Faculty Meeting agenda.

## 2. ASU Committees Description– See Attachment B

Change committee categories, shuffle committees to fit new categories, add Permanent Committees and descriptions for same. For addition to the Faculty Manual and merge onto the Committees web page.

Dr. Evans presented the changes to the campus committee structure, including a new category of College Standing Committees. The proposal was approved by the subcommittee developing them, the FPC, and Dr. Dodd.

Dr. Bloodworth clarified that the committee list under consideration is not the same as what we approved concerning permanent committees at the August 27 meeting.

Dr. Jarman expressed a concern that the college-level post-tenure review committees, which were considered as university and college service for promotion purposes, were now to be considered only as college service, removing an activity that should be counted as university service on tenure and promotion applications. He also indicated that, by default, standing committees are appointed by a Committee on Committees within the FPC and asked how the college standing committees would be appointed. Dr. Evans indicated there is a line in the proposal saying they are appointed by and report to the college dean. Dr. Jarman felt more definition was needed.

Dr. Bledsoe felt that tenure committees currently are covered in the Faculty Manual and should remain as standing committees. He also felt the name of the new group of committees should be “college permanent committees” rather than “college standing committees.”

Dr. Jarman noted that the committee restructuring and redefinition removes approximately 15 opportunities for arts and sciences faculty members to perform university-level service.

Dr. Rychly expressed concern about placement of the Teacher Education Council in the college standing committee section, since it constitutes both department and university service. Dr. Evans noted that some committees are difficult to categorize because of their scope, but he didn't see a way to organize these groups without the creation of a new category. He opposed delaying the measure because there may be no perfect format for grouping the committees.

Dr. Hayward asked why the women's studies committee had been moved from the permanent committees list to the standing committee list, since they operate similarly to the honors committee, which remained on the permanent committees list. Dr. Evans replied that one reports to a dean and the other to a vice president.

Dr. Sullivan and Dr. Eisenman supported allowing the faculty to discuss the measure, since the option would be in place for them to return it to committee. Dr. Rychly noted that editing from the floor could produce undesirable results. Dr. Evans suggested tabling the measure, allowing the FPC time to circulate the document to faculty for review prior to the Faculty Meeting at which it would be discussed. Dr. Bloodworth noted that tabling the measure would require taking it off the table exactly as it is, which would not advance consideration of the measure. He suggested the council refer the document back to committee instead. Dr. Evans requested all comments for change of the measure, structural and editorial, be sent to him. Dr. Bloodworth asked if the measure was time sensitive, and Dr. Evans indicated not. Dr. Jarman suggested that Dr. Cliff Gardiner and Dean Robert Parham also are knowledgeable on the issues involved and would be interested in speaking with anyone reviewing the document for further change. Dr.

Rychly suggested the descriptions of the permanent committees be adjusted to make them parallel to the descriptions of other committees in the Faculty Manual.

Dr. Jarman moved the measure be returned to committee; Dr. Schultz seconded.

**Vote** – all ayes. The measure is returned to committee.

### 3. Standing Committees Memberships – **See Attachment C**

#### **Change committee memberships to allow more participation by more faculty.**

Dr. Evans presented the measure. Dr. Sullivan asked if the groups intending to be better represented by the changes shouldn't be mentioned more explicitly in the wording. Specific mention might better guarantee librarians and others would be able to serve on the committees involved. Dr. Evans felt requiring someone from the library to serve on the committee might prevent a faculty member in another unit from serving. Camilla Reid noted that the library is well served by the option to work on the committee rather than being required to do so.

Which faculty were covered in the descriptions also was an issue. The council chose "all faculty" as the appropriate description for membership.

Dr. Hayward noted a phrase needed removal from the honors convocation committee text. The mention of four faculty members needed to be removed.

**Current:** The committee shall consist of four faculty members (~~one from the Hull College of Business, one from the College of Education, and two from the Pamplin College of Arts and Sciences~~), *five faculty members...*

**Corrected:** The committee shall consist of ~~four faculty members (one from the Hull College of Business, one from the College of Education, and two from the Pamplin College of Arts and Sciences)~~, *five faculty members...*

**Vote** – all ayes, the item will be placed on the Faculty Meeting agenda

### 4. Promotion and Tenure Guideline changes – **See Attachment D**

#### **Change P & T guidelines.**

Dr. Evans presented the document, noting that the limit of 20 pages of supporting documentation in promotion and tenure applications has been interpreted ambiguously; is it 20 pages for each of the sections on teaching, service, and professional development, totaling 60 pages; or, is it 20 pages in total.

Dr. Jarman asked if the background check is ever attached to the P&T applications.

Dr. Robinson responded that the applicant submits the background check form to the vice president; it is processed through Public Safety, which performs the check; the results are reported to the VP and noted as having been done on the cover sheet for the application. The form and the background check results are never attached to the application. The applicant may request to see the results of the check.

The council discussed the value of moving the 20 pages of supporting materials to a separate section. Dr. Rychly felt it was useful to have the supporting documents divided among the sections. Mrs. Reid suggested the change physically reflected the requirements already in place.

**Vote** – all ayes, the document is placed on the agenda.

IV. **Announcements** - none

Adjourned 3:40 p.m.

## Attachments

**Attachment A** - from the Faculty Policies Committee  
Change to Faculty Manual. This item requires a vote.

The Recycling Committee requests a change in its focus and to be renamed as the Green Campus Committee. The FPC accepted this request unanimously.

### Currently in Faculty Manual:

#### ***204.20 Recycling Committee***

##### ***204.20.1 Membership***

This committee shall consist of six faculty members, four staff (including two representatives from the Physical Plant), four students (including three from clubs such as the Chemistry Club, The Biology Club, and the Sociology Club), the Vice President for Business and Student Services, and the Director of Student Activities (ex officio and non-voting).

##### ***204.20.2 Responsibilities***

This committee shall recommend policies concerning recycling on campus, including the use of recycled and recyclable products. This committee shall also monitor and report on campus recycling; and explore means by which ASU can become more environmentally

### Proposed:

#### ***204.20 Green Campus Committee***

##### ***204.20.1 Membership***

All committee members should have an expressed interest in environmental responsibility and will include four faculty members of which at least one is a scientist recommended by the chair of either the Chemistry & Physics or Biology Department, a representative of the Physical Plant, a representative of Public Relations, a representative of the Grants Office, and two students.

##### ***204.20.2 Responsibilities***

This committee shall recommend policies concerning recycling, water conservation, improving energy efficiency, reduction of carbon footprint, and other activities associated with creating a sustainable green campus. This committee shall also be active in educational outreach in the education of students and the public on environmental issues as well as being a source of information to the community for making Augusta and Georgia a sustainable community.

## Attachment B - from the Faculty Policies Committee

Addition to Faculty Manual and ASU Web site. This item requires a vote.

### Current University Committee List

Yellow and Blue highlights mark committees to be moved to new categories under the proposal.

#### Statutory Bodies

- [Academic Vice President's Council](#)
- [Faculty Policies](#) (visit [website](#) )
- [President's Cabinet](#)
- [University Council](#)

#### University Standing Committees

- [Academic Policies](#)
- [Affirmative Action](#)
- [Arts and Sciences Curriculum](#)
- [Arts and Sciences Post-Tenure Review](#)
- [Athletics](#)
- [Business Curriculum](#)
- [Business Post-Tenure Review](#)
- [Education Post-Tenure Review](#)
- [Employee Benefits](#)
- [Faculty Recognition](#)
- [Faculty Research and Faculty Development](#)
- [Faculty-Student Judiciary](#)
- [Information Technology](#) (visit [website](#) )
- [Intellectual Properties](#)
- [International Affairs](#)
- [Library](#) (visit [website](#) )
- [Lyceum](#)
- [Oversight Committee on Human and Animal Research](#) (visit [website](#) )
- [Physical Facilities and Safety](#)
- [Program Advisory](#)
- [Promotion and Tenure](#)
- [Green Campus](#)(visit [website](#) )
- [Scholarship and Financial Assistance](#)
- [Service to K-12 Schools \(1\)](#)
  - [Joseph Lamar Elementary School](#)
  - [Tubman Middle School](#)
  - [Lucy Laney High School](#)
- [Sexual Harassment](#)
- [Student Activities](#)
- [Student Honors Convocation](#)
- [Teacher Education Council](#)
  - [Curriculum Committee of the Teacher Education Council](#)
  - [Exceptions Committee of the Teacher Education Council](#)
- [University Ceremonies](#)

#### University Permanent Committees

- [Alcohol and Drug Abuse Task Force](#)
- [Alternative Dispute Resolution](#) (visit [website](#))
- [Banner Oversight](#)
- [Fort Gordon Liaison](#)
- [General Education Assessment](#)

- [Georgia Consortium](#)
- [Graduate Council](#)
- [Homecoming](#)
- [Honorary Designations](#)
- [Honors](#)
- [Humanities](#)
- [Institutional Effectiveness Office Committee](#)
- [Institutional Fee Review](#)
- [Institutional Study Abroad](#)
- [Minority Advising](#)
- [Quality Enhancement Project Committee](#)
- [Who's Who](#)
- [Women's Studies Program](#)

#### **Administrative Work Groups, Etc.**

- [Arts and Sciences Council](#)
- [Catalog](#)
- [Education Chairs Council](#)
- [Enrollment Projection](#)
- [Faculty Development Institute Cohorts](#) (visit [website](#) )
- [Function And Space Team \(FAST\)](#)
- [Information Security Advisory](#)
- [PAC \(President's Advisory Council\)](#)
- [Property Utilization](#)
- [Registration Management and Planning](#)
- [Retention](#)
- [Student Center Advisory Team](#)
- [Student Technology Fee](#) (visit [website](#) )

#### **University Chartered Committees**

- [Advocacy Group for Evening and Non-Traditional Students](#)
- [Staff Advisory Council](#) (visit [website](#) )

#### **Outside the University Proper**

- [Emeriti Faculty Council](#)
- [ASU Foundation/Board of Trustees](#)

# Proposed University Committee List

## Statutory Bodies

- [Academic Vice President's Council](#)
- [Faculty Policies](#) (visit [website](#) )
- [President's Cabinet](#)
- [University Council](#)

## University Standing Committees

- [Academic Policies](#)
- [Athletics](#)
- [Employee Benefits](#)
- [Faculty Recognition](#)
- [Faculty Research and Faculty Development](#)
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- **Green Campus**(visit [website](#) )
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  - [Joseph Lamar Elementary School](#)
  - [Tubman Middle School](#)
  - [Lucy Laney High School](#)
- [Student Activities](#)
- [Student Honors Convocation](#)

## College Standing Committees

- [Arts and Sciences Curriculum](#)
- [Arts and Sciences Post-Tenure Review](#)
- [Business Curriculum](#)
- [Business Post-Tenure Review](#)
- [Education Post-Tenure Review](#)
- [Humanities](#)
- [Teacher Education Council](#)
  - [Curriculum Committee of the Teacher Education Council](#)
  - [Exceptions Committee of the Teacher Education Council](#)
- [Women's Studies Program](#)

## University Permanent Committees

- [Affirmative Action](#)
- [Alcohol and Drug Abuse Task Force](#)
- [Alternative Dispute Resolution](#) (visit [website](#))
- [Banner Oversight](#)
- [Fort Gordon Liaison](#)
- [General Education Assessment](#)
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- [Institutional Fee Review](#)
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- [Function And Space Team \(FAST\)](#)
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- [Student Center Advisory Team](#)
- [Student Technology Fee \(visit \[website\]\(#\) \)](#)

#### **University Chartered Committees**

- [Advocacy Group for Evening and Non-Traditional Students](#)
- [Staff Advisory Council \(visit \[website\]\(#\) \)](#)

#### **Outside the University Proper**

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The FPC anticipates that these changes will require accompanying minor text changes in various places in the Faculty Manual, such as the table of contents and in references to these committees (including Section III, Faculty Committees, currently on page 106), and requests that the Faculty Secretary handle these as required.

## **Permanent Committee Descriptions**

(Some committees have not previously been described in the Faculty Manual.)

### **Alcohol and Drug Abuse**

To ensure the university is in compliance with alcohol, tobacco and drug policies.

Our most important action is to evaluate the policies involving alcohol, tobacco, and drugs on our campus and to report our findings in the Biennial Review. It reports to the VPSS.

### **Alternative Dispute Resolution Committee**

To foster an environment that is conducive to resolving conflict at the lowest level in the organization. The Committee enters into mediation between parties that request alternate dispute resolution. The Committee reports to the President.

### **Banner**

The Banner Oversight Committee is charged with monitoring the performance of, enhancements to, upgrades to and issues with our student information system, Banner. It reports to the VPAA.

### **Fort Gordon Liaison**

The purpose of the Fort Gordon Liaison Committee is to foster good relationships between ASU and the military community. The committee reports to the President.

### **Georgia Consortium**

The Georgia Consortium for International Studies (GCIS) promotes intercultural understanding and fosters faculty international development by offering faculty development programs abroad, by sponsoring special programs in the area of international education, and by recognizing faculty and student achievement in international studies.

### **Graduate Council**

The mission of the Graduate Council is to help maintain the high quality of graduate education at Augusta State University by reviewing and making recommendations to the faculty and the Vice President for Academic Affairs on matters related to all graduate programs of the University. It is chaired by the AVPAA.

### **Homecoming**

The Homecoming Committee is charged with managing and implementing Homecoming. They report to the Director of Student Activities.

### **Honorary Designation Committee**

The Honorary Designation Committee considers the naming of facilities and the granting of honorary degrees and makes recommendations to the President. The Committee reports to the President.

### **Honors**

The Honors Program Committee advises the Honors director on policies and procedures for the Honors Program. They meet several times a year with the Honors director; they serve as members on students' thesis committees; a subgroup selects the outstanding thesis of the year; all members serve, at least occasionally, as teachers in Honors courses. The Committee reports to the VPAA.

### **Institutional Fee Review**

It is to review any request for increase in fees that are charged to students by various entities on campus like Athletic fee, IT fee, etc. It reports to the President.

**Minority Advising Program**

[http://www.aug.edu/minority\\_advising.htm](http://www.aug.edu/minority_advising.htm)

<http://www.usg.edu/academics/comm/mapmro/>

The Minority Advising Program was established in 1983 to enhance the academic welfare of minority students in the University System of Georgia. Its goals include the promotion of academic success, development of human potential, and the creation of an environment that fosters the success and retention of minority students. The Committee reports to the VPAA.

**Who's Who**

The charge of the Who's Who Committee is to solicit, select, and recognize outstanding students at ASU who fit the criteria set out by Who's Who in American Colleges & Universities. The Committee reports to the VPSS.

**Attachment C-** from the Faculty Policies Committee  
Changes to Faculty Manual. These items require a vote.

~~Struck Through~~ words are to be deleted; **Highlighted text** is to replace deleted words or to add information.

#### **204.8 The Faculty Research and Faculty Development Committee**

##### **204.8.1 Membership**

The Faculty Research and Faculty Development Committee shall consist of one representative (ex officio and non-voting) of the Augusta State University Research Center, the Director of Grants and Sponsored Programs (ex-officio and non-voting), and ~~six additional faculty members (one from the Hull College of Business, one from the College of Education, and four from the Pamplin College of Arts and Sciences).~~ **six additional faculty members (one from the Hull College of Business, one from the College of Education, three from the Pamplin College of Arts and Sciences and one at large faculty member).**

#### **204.9 The Faculty-Student Judiciary**

##### **204.9.1 Membership**

~~The committee shall consist of four faculty members and three students.~~

**The committee shall consist of four faculty members with at least one representative from each college and three students.**

#### **204.16 The Physical Facilities and Safety Committee**

##### **204.16.1 Membership**

The committee shall consist of two non-academic personnel, three students, the Director of Public Safety (ex officio and non-voting), the ~~Vice President for Business and Student Services (ex officio and non-voting),~~ **Vice President for Business Operations (ex officio and non-voting), Vice President for Student Services and Dean of Students (ex officio and non-voting),**

~~the Director of the Physical Plant (ex-officio and non-voting), and four additional faculty members (one from the Hull College of Business, one from the College of Education, and two from the Pamplin College of Arts and Sciences).~~ **five additional faculty members (one from the Hull College of Business, one from the College of Education, two from the Pamplin College of Arts and Sciences and one faculty member at large).**

#### **204.25 The Student Honors Convocation Committee**

##### **204.25.1 Membership**

The committee shall consist of four faculty members ~~(one from the Hull College of Business, one from the College of Education, and two from the Pamplin College of Arts and Sciences),~~ **five faculty members (one from the Hull College of Business, one from the College of Education, and two from the Pamplin College of Arts and Sciences and one faculty member at large),** four students, the Director of Student Activities, and the Registrar and Director of Admissions. The Vice President for Development and Alumni Relations shall be an ex officio and non-voting member of this committee.

**Attachment D-** from the Faculty Policies Committee  
Changes to Faculty Manual. This item requires a vote.

**Currently in Faculty Manual:**

#### **431 CRITERIA**

Four ranks may be considered as promotion categories at Augusta State University. These are senior lecturer, assistant professor, associate professor, and professor. Applications, recommendations and supporting evidence from individual faculty, promotion/tenure committees, chairs, and deans should address all relevant areas listed below. Sections 431.1, 431.2, and 431.3 set out the levels of performance requisite in areas one (Teaching), two (Service), and three (Professional Development and Achievement). Noteworthy achievement in area one is expected of all applicants for promotion. For promotion to the rank of Senior Lecturer, applicants must demonstrate exceptional teaching ability, extraordinary value to the institution, and substantial achievement in either of areas two or three. For promotion to the rank of Associate Professor, substantial achievement is expected in areas two and three, with noteworthy achievement in one of these two areas.\* For promotion to the rank of Professor, significant achievement beyond that for Associate Professor should be demonstrated in areas two and three, with noteworthy achievement beyond the level for Associate Professor expected in one of these two areas. Appropriate Academic Achievement, area four, and Length of Service, area five, should be demonstrated as well. The Chancellor's office has established guidelines that require special justification in certain situations or that clarify their interpretation of Board of Regents policy. Those guidelines are contained in the Information Section of this manual. Assessment of faculty achievement levels will be based on the Augusta State University Faculty Evaluation and Development System (Section 401.1), incorporated herein by reference, and the agreements between faculty members and supervisors required by the abovementioned Role Model (Section 421). Faculty members and supervisors should carefully consider the criteria set forth in this manual for promotion to the various ranks.

\*Note that in the use of terms noteworthy and substantial, noteworthy indicates a higher level of achievement than substantial.

[Section 431 changed April 14, 2009.](#)

#### **432 PROCEDURE**

These procedures were approved by the faculty of Augusta State University on May 22, 1974, and amended by the faculty on November 16, 1983, February 28, 1996, and April 11, 2001.

##### **432.1 Departmental Level**

###### **432.1.1 Application**

Application for promotion and tenure may be made either by the individual or the individual's immediate supervisor. Each academic unit (department/ college/library) shall make its guidelines consistent with the Augusta State University Faculty Evaluation and Development System. Each department and college and the library shall make clear to its members what the unit's expectations are regarding the criteria established in Section 431. This clarity is likely to be maximized when candidates for promotion and tenure use an example of previous applicant packets from the unit. The expectations of each academic unit shall be made explicit via annual agreements between faculty members and supervisors as required by the Augusta State University Faculty Evaluation and Development System.

###### **432.1.2 Supporting Documentation**

The person being considered for promotion, tenure, or both shall prepare for consideration the following documents. The following items should be included in the application, in the order specified (do not place these in plastic sheet protectors). If the applicant chooses to submit documentation other than text, then the applicant

should assure that it can be examined without the use of any audiovisual devices (e.g., examples of art should be represented as hard copies, not slides). Less portable documentation (e.g., musical productions, websites) should be submitted normally in the form of peer reviews. Optional items are so noted. Applicants should be aware that reviewers may request additional information or use other information in their files, provided that this information is made known to the applicant. While the applicant should consider for inclusion in the curriculum vitae all items suggested by Appendix D, materials submitted as documentation in support of an application for promotion, tenure, or both are to conform to the following limitations.

Use single spacing, one inch margins, and a 10 point or greater font size.

I. A one page summary, which highlights accomplishments in teaching, service, and professional development and achievement.

II. The applicant's curriculum vitae.

III. The most recent departmental chair's annual evaluation for the applicant and two additional annual evaluations since the last promotion.

Optional: Departmental guidelines for implementing the Faculty Role Model

IV. Documentation

A. Teaching

1. Narrative (1 - 4 pages)

2. Supporting documentation

a. For teaching faculty, summary sheets for student evaluations for all courses taught in the past 4 academic years. For faculty who elicit additional student responses on the ASU evaluations for items 36 – 50 or for departments who use non-institutional student evaluation instruments, it is incumbent upon the candidate to provide the student evaluation stimuli employed in the supporting documentation.

b. Optional supporting documents, such as student comments, peer review of your courses, or other letters of support.\*

B. Service

1. Narrative (1 - 4 pages)

2. Optional: Supporting documentation\*

C. Professional Development and Achievement

1. Narrative (1 - 4 pages)

2. Supporting documentation

a. Two entire samples of scholarly activities (for example, a chapter of a book, a journal article, or a portfolio containing the equivalent of an art exhibit or performance) completed since the last review or in the last five years, whichever is longer.

b. Cover sheets (or first page) for all other scholarly activities completed since the last review or in the last five years whichever is longer.

c. Optional: Other supporting documentation.\*

\*These optional items should sum to 20 pages or less.

Once the initial application has been made, supplementary or rebuttal documents ordinarily will not be considered unless requested by reviewers.

Section 432.1.2 changed: [March 7, 2001](#). Text of the changes [here](#).

Section 432.1.2 changed: [April 11, 2001](#). Text of the changes [here](#).

Section 432.1.2 changed: [April 16, 2003](#). Text of the changes [here](#).

## Proposed:

~~Struck Through~~ words are to be deleted; **Highlighted** text is to replace deleted words or to add information.

### **431 CRITERIA**

Four ranks may be considered as promotion categories at Augusta State University. These are senior lecturer, assistant professor, associate professor, and professor. Applications, recommendations and supporting evidence from individual faculty, promotion/tenure committees, chairs, and deans should address all relevant areas listed below. Sections 431.1, 431.2, and 431.3 set out the levels of performance requisite in areas one (Teaching), two (Service), and three (Professional Development and Achievement). Noteworthy achievement in area one is expected of all applicants for promotion. For promotion to the rank of Senior Lecturer, applicants must demonstrate exceptional teaching ability, extraordinary value to the institution, and substantial achievement in either of areas two or three. For promotion to the rank of Associate Professor, substantial achievement is expected in areas two and three, with noteworthy achievement in one of these two areas.\* For promotion to the rank of Professor, significant achievement beyond that for Associate Professor should be demonstrated in areas two and three, with noteworthy achievement beyond the level for Associate Professor expected in one of these two areas. Appropriate Academic Achievement, area four, and Length of Service, area five, should be demonstrated as well. The Chancellor's office has established guidelines that require special justification in certain situations or that clarify their interpretation of Board of Regents policy. Those guidelines are contained in the Information Section of this manual. Assessment of faculty achievement levels will be based on the Augusta State University Faculty Evaluation and Development System (Section 401.1), incorporated herein by reference, and the agreements between faculty members and supervisors required by the abovementioned Role Model (Section 421). Faculty members and supervisors should carefully consider the criteria set forth in this manual for promotion to the various ranks. **The USG requires that promotion applicants complete a Background Clearance Form; applicants must deliver this form to Academic Affairs.**

\*Note that in the use of terms noteworthy and substantial, noteworthy indicates a higher level of achievement than substantial.

[Section 431 changed April 14, 2009.](#)

### **432 PROCEDURE**

These procedures were approved by the faculty of Augusta State University on May 22, 1974, and amended by the faculty on November 16, 1983, February 28, 1996, April 11, 2001, **and April 2003.**

***Applicants must follow the instructions as printed here.***

#### **432.1 Departmental Level**

##### **432.1.2 Supporting Documentation**

The person being considered for promotion, tenure, or both shall prepare for consideration the following documents. The following items should be included in the application, in the order specified (do not place these in plastic sheet protectors). If the applicant chooses to submit documentation other than text, then the applicant should assure that it can be examined without the use of any audiovisual devices (e.g., examples of art should be represented as hard copies, not slides). Less portable documentation (e.g., musical productions, websites) should be submitted normally in the form of peer reviews. Optional items are so noted. Applicants should be aware that reviewers may request additional information or use other information in their files, provided that this information is made known to the applicant. While the applicant should consider for inclusion in the curriculum vitae all items suggested by Appendix D (**Master Matrix**), materials submitted as documentation in support of an application for promotion, tenure, or both are to conform to the following limitations.

Use single spacing, one inch margins, and a 10 point or greater font size.

I. A one page summary, which highlights accomplishments in teaching, service, and professional development and achievement.

II. The applicant's curriculum vitae. *(both a printed copy and an electronic copy saved on a cd)*

III. The most recent departmental chair's annual evaluation for the applicant and two additional annual evaluations since the last promotion.

Optional: Departmental guidelines for implementing the Faculty Role Model

#### IV. Documentation

##### A. Teaching

1. Narrative (1 - 4 pages)

2. Supporting documentation

a. For teaching faculty, summary sheets for student evaluations for all courses taught *and evaluated* in the past 4 academic years. For faculty who elicit additional student responses on the ASU evaluations for items 36 – 50 or for departments who use non-institutional student evaluation instruments, it is incumbent upon the candidate to provide the student evaluation stimuli employed in the supporting documentation.

b. Optional supporting documents, such as student comments, peer review of your courses, or other letters of support *should be placed in Section D.\**

##### B. Service

1. Narrative (1 - 4 pages)

2. Optional: Supporting documentation *should be placed in Section D.\**

##### C. Professional Development and Achievement

1. Narrative (1 - 4 pages)

2. Supporting documentation

a. Two entire samples of scholarly activities (for example, a chapter of a book, a journal article, or a portfolio containing the equivalent of an art exhibit or performance) completed since the last review or in the last five years, whichever is longer.

b. Cover sheets (or first page) for all other scholarly activities completed since the last review or in the last five years whichever is longer.

c. Optional: Other supporting documentation *should be placed in Section D.\**

*\*These optional items should sum to 20 pages or less.*

##### *D. Supporting Documentation from Sections A, B, C*

*\*No more than 20 additional pages total of supporting documentation from Sections A, B, C should be submitted for the entire application.*

Once the initial application has been made, supplementary or rebuttal documents ordinarily will not be considered unless requested by reviewers.

*For a historical record of changes*

Section 432.1.2 changed: March 7, 2001. Text of the changes here.

Section 432.1.2 changed: April 11, 2001. Text of the changes here.

Section 432.1.2 changed: April 16, 2003. Text of the changes here.

jh 10/23/2009