

Chapter 5

Promotion and Tenure

5.1 PROMOTION (formerly 2.5)

5.1.1 POLICY¹ (formerly 2.5.1)

Faculty are promoted on the basis of the fulfillment of qualifications associated with teaching/advisement, scholarly activity/creative work, community engagement/service, collegiality, and/or professional effectiveness of librarians. Any credit for prior service, which has been recognized and agreed to, must be confirmed in writing in the first contract at the time of the initial appointment.

In order to deliver programs and curricula, university needs, at times, may result in unique appointments reflective of clinical and/or other special appointments in rank. This type of appointment must be approved by the dean, Provost and Executive Vice President for Academic Affairs (EVPAA), and President.

It is expected that faculty members will apply for promotion and tenure simultaneously, whenever applicable.

Special circumstances allowed to stop the promotion/tenure clock should be nonprofessional with a significant impact on the productivity of the assistant professor and should be approved by the department head, dean, Provost/EVPAA, and President. Requests for an extension must be submitted in writing to the department head. The faculty member is not required to request an extension if productivity is minimally impacted. Promotion/Tenure period extensions are granted in one-year increments. One year is normally the maximum probationary period extended for any combination of reasons. Requests should be made within a year of the special circumstance and prior to the department deadline for submission of promotion/tenure application. Exceptions to these limitations should be approved by the President upon recommendation by the Provost/EVPAA.

5.1.2 PROCEDURE² (formerly 2.5.2)

Annually, generally in September, the Provost and Executive Vice President for Academic Affairs will call for nominations and applications for promotion from all faculty. The promotion process proceeds from the department head, to the dean, to the Provost and Executive Vice President for Academic Affairs, to the president. Candidates for promotion are responsible for compiling a portfolio and for meeting appropriate deadlines. The responsibility of applying for promotion rests with the individual faculty member. The schedule for the promotion and/or

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tenure process can be found on the Academic Affairs website. The candidate should prepare the portfolio for submission according to the Portfolio Guidelines.

Any credit for prior service, which has been recognized and agreed to, must be confirmed in writing in the first contract at the time of the initial appointment. A faculty member may request rescission of service credit as long as the request is submitted in writing to the department head by June 1. If the faculty member has more than one year of service credit, only one year can be requested at a time. If an additional year of service credit needs to be rescinded, the faculty member will follow the same process the following academic year. The department head will review the request and notify dean and provost of recommendation. If the dean or the provost deny the recommendation, the decision is final.

Candidates for promotion must prepare a portfolio for submission according to the Portfolio Guidelines. The submission process may be terminated in early stages of the review if the portfolio packet is determined to be lacking necessary evidence to support promotion. This decision may be made by the faculty member submitting the portfolio or by the dean reviewing the portfolio. Once the portfolio is submitted to the provost, the process cannot be terminated. Further, no additional evidence may be added to the portfolio once submitted to the provost.

If a faculty member begins employment between January 1 and May 31st or is promoted at the beginning of the spring semester, the partial academic or calendar year shall not count as part of the probationary period, unless by choice of the faculty member.

Assistant professors who have completed five academic years of full-time employment in a tenure-track position at the university, or who have a combination of university full-time employment and credit for prior service with a total of five complete academic years and have been reappointed for the sixth academic year, may be considered for promotion during the sixth academic year.

Associate professors who have met minimum criteria and time-in-rank requirements for promotion, including any prior service, should make application for promotion through their department heads. Any credit for prior service, which has been recognized and agreed to, must be confirmed in writing in the first contract at the time of the initial appointment. Associate professors must have a minimum of five complete years of time in rank as an associate professor, including the "year in wait." The "year in wait" refers to the academic year between applying for promotion to associate professor and the actual year of beginning in rank as associate professor. Faculty who are successful in achieving associate professor rank are eligible to apply the "year in wait" toward the numbers of years required in rank when applying for full professor.

The department head's recommendation for promotion will be based on evidence contained in the portfolio. All faculty in the candidate's discipline, department, or school having rank equivalent to, or higher than, that being sought may be allowed to review the portfolio and be

invited to submit letters to the department head. The portfolio, any letters from eligible faculty in the candidate's department and/or school, and the department head's recommendation will be included in the portfolio and forwarded to the dean, who will review the portfolio and also submit a letter of recommendation to the Provost and Executive Vice President for Academic Affairs, who will then submit a recommendation to the president. The letters of recommendation should address the degree to which the candidate meets the appropriate criteria for the rank to which the candidate is applying.

When a department head applies for promotion, the application must be accompanied by a recommendation from the dean. When a dean is applying for promotion, the application must be accompanied by a recommendation from the Provost and Executive Vice President for Academic Affairs. These evaluations should address the degree to which the candidate meets the appropriate criteria.

After review of the candidate's portfolio, the Provost and Executive Vice President for Academic Affairs, on behalf of the president, will notify the applicant of the decision. This communication will occur on or around March 1. When an application for promotion is approved, the promotion will normally be effective fall semester of the following academic year.

Under special circumstances, faculty who are performing significantly above the expectations for their current rank may be considered for "early" promotion. In these instances, an exemplary record must reflect exceptional accomplishments in teaching, scholarly/creative activity, and service/community engagement. The department head and dean must approve early promotion submissions prior to submitting to Provost and Executive Vice President for Academic Affairs and president for review and approval. Candidates for early promotion must follow the same process of portfolio preparation as other candidates. Early promotion may only be considered according to the following criteria:

1. For early promotion from assistant professor to associate professor, faculty must have served a minimum of three years as an assistant professor with a minimum of three years at JSU and must have a completed third year review on file.
2. For early promotion from associate professor to professor, faculty must have served a minimum of four years as an associate professor with a minimum of three years at JSU.

Exceptions to this policy may be made upon approval of the Provost and Executive Vice President for Academic Affairs and the president.

5.1.3 PROMOTION APPEALS³ (formerly 2.5.3)

The following establishes a promotion and tenure appeals committee and procedure for promotion appeals for associate professor and professor ranks only:

1. Should the faculty member wish to appeal the decision of promotion denial, the faculty member must, within 14 working days of the date of denial letter, file an

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- appeal with the president of the faculty senate and the Provost and Executive Vice President for Academic Affairs. The initial request for appeal must be initiated by a letter in writing sent by certified mail.
2. Notification of receipt of appeal request to the faculty member from the Provost and Executive Vice President for Academic Affairs will occur via certified mail within 14 working days of the faculty member's request for appeal.
 3. Barring unusual circumstances, the promotion appeals committee should act on the appellant faculty member's appeal within 30 working days of the receipt of the faculty member's request to appeal.
 4. The promotion and tenure appeals committee shall be composed of one tenured full professor elected from each school and the library to serve. Faculty senate officers shall oversee elections to this committee, and elections shall occur in the Fall, so that the committee is in place prior to any appeal. The committee should elect the chair. Members will serve a three-year term. A committee member who is in the same department of the appellant must recuse himself/herself from the committee.
 5. The Provost and Executive Vice President for Academic Affairs shall make available the appellant's promotion portfolio to the promotion and tenure appeals committee. The committee shall make its decision based on the promotion portfolio as submitted to the provost and whether that evidence meets criteria for promotion as set forth in the Faculty Handbook and school/department policies.
 6. The promotion and tenure appeals committee shall submit its recommendation(s) to the provost for incorporation into the candidate's portfolio. The Provost shall forward the portfolio and the committee's recommendation to the president for final decision.
 7. The decision of the president is final.

5.2 TENURE (formerly 2.6)

5.2.1 POLICY⁴ (formerly 2.6.1)

The ranks of assistant professor, associate professor, and professor are tenure-track ranks. Other ranks are not eligible to be considered for tenure. Tenure is not automatic; it is awarded because of demonstrated performance and collegiality. Tenure-track appointments shall begin with appointment to the rank of full-time assistant professor or a higher rank.

Faculty who were tenured at another institution may request tenured status or credit toward tenure at the time of hire. Such requests shall be made to the department head and shall have the dean's recommendation to the Provost and Executive Vice President for Academic Affairs. The Provost and Executive Vice President for Academic Affairs will make a recommendation to the president for review and approval. Any credit for prior service, which has been recognized and agreed to, must be confirmed in writing in the first contract at the time of the initial appointment.

⁴ Revised 06/2023

Any credit for prior service, which has been recognized and agreed to, must be confirmed in writing in the first contract at the time of the initial appointment. A faculty member may request rescission of service credit as long as the request is submitted in writing to the department head by June 1. If the faculty member has more than one year of service credit, only one year can be requested at a time. If an additional year of service credit needs to be rescinded, the faculty member will follow the same process the following academic year. The department head will review the request and notify dean and provost of recommendation. If the dean or the provost deny the recommendation, the decision is final.

Tenure-track faculty members, regardless of rank, must apply for tenure during their sixth year (inclusive of prior service credit) if they have not been granted tenure earlier. Under no circumstances should the length of the tenure-track or probationary period exceed seven years of full-time service (inclusive of prior service credit) except when the probationary period has been extended due to special circumstances approved by the department head, dean, Provost and Executive Vice President for Academic Affairs, and president.

Special circumstances allowed to stop the promotion/tenure clock should be nonprofessional with a significant impact on the productivity of the assistant professor and should be approved by the department head, dean, provost, and president. Requests for an extension must be submitted in writing to the department head. The faculty member is not required to request an extension if productivity is minimally impacted. Tenure period extensions are granted in one-year increments. One year is normally the maximum probationary period extended for any combination of reasons. Requests should be made within a year of the special circumstance and prior to the department deadline for submission of promotion/tenure application. Exceptions to these limitations should be approved by the president upon recommendation by the provost.

It is expected that faculty members will apply for promotion and tenure simultaneously, whenever applicable.

The areas in which performance will be evaluated for tenure include teaching, scholarly/creative activity, service/community engagement, and collegiality. The following are minimum requirements for tenure consideration:

1. Earned terminal degree as defined by discipline.
2. Evidence of candidate's performance and collegiality.
3. Evidence of teaching effectiveness.
4. Evidence of sustained scholarly/creative activity as defined by discipline.
5. Evidence of service/community engagement to and for the university.

Tenure shall not be construed to mean that a faculty member has the right to indefinite employment. Tenure does assure that if a faculty member's employment is terminated, the faculty member must be informed of the reason(s) for termination and provided an opportunity to present his/her case before the university hearing committee (UHC).

5.2.2 PROCEDURE⁵ (formerly 2.6.2)

Annually, generally in September, the Provost and Executive Vice President for Academic Affairs shall call for nominations and applications for tenure from all eligible faculty. The responsibility of applying for tenure and the burden of demonstrating and establishing performance and collegiality rests with the individual faculty member. The tenure process proceeds from the department head, to the dean, to the Provost and Executive Vice President for Academic Affairs, and to the president. Candidates for tenure are responsible for compiling a portfolio and meeting appropriate deadlines. The schedule for the promotion and/or tenure process can be found on the Academic Affairs website. The candidate should prepare the portfolio according to the Portfolio Guidelines. No additional evidence may be added to the portfolio once submitted to the provost.

If a faculty member begins employment between January 1 and May 31st, the partial academic or calendar year shall not count as part of the probationary period, unless by choice of the faculty member.

It is very important that all individuals and committees participating in tenure reviews understand that any individual who has received a tenure period extension must be held to the same standard – not a higher or more stringent one—to which other candidates without such an extension are held.

All tenured faculty in the candidate's department or school may be allowed to review the portfolio and be invited to submit letters to the department head. The department head's recommendation of those applying for tenure shall be based on evidence contained in the portfolio. The portfolio, any letters from eligible faculty in the candidate's department or school, and the department head's recommendation will be included in the portfolio and forwarded to the dean. The dean will review the application and will submit a recommendation to the Provost and Executive Vice President for Academic Affairs, who will then give a recommendation to the president. The letters of recommendation should address the degree to which the candidate meets the appropriate criteria for tenure.

After review of the candidate's portfolio, the Provost and Executive Vice President for Academic Affairs, on behalf of the president, will notify the applicant of the decision. This communication will occur on or around March 1. Denial of tenure results in non-reappointment/non-renewal of contract beyond the following academic year.

Regardless of the stated term or other provisions of any tenure-track appointment, written notice that a tenure-track appointment is not to be renewed shall be given to the faculty member in advance of the expiration of the appointment. Failure to issue timely notice does not constitute an award of tenure.

⁵ Revised 06/2023

Exceptions to this policy may be made in unusual cases upon the approval of the Provost and Executive Vice President for Academic Affairs and the president.

5.2.3 TENURE APPEALS⁶ (formerly 2.6.3)

The following establishes a promotion and tenure appeals committee and procedure for tenure appeals:

1. Should the faculty member wish to appeal the decision of tenure denial, the faculty member must, within 14 working days of the date of denial letter, file an appeal with the president of the faculty senate and the Provost and Executive Vice President for Academic Affairs. The initial request for appeal should be initiated in writing by certified mail.
2. Notification of receipt of appeal request to the faculty member from the Provost and Executive Vice President for Academic Affairs will occur via certified mail within 14 working days of the faculty member's request for appeal.
3. Barring unusual circumstances, the promotion and tenure appeals committee should act on the appellant faculty member's appeal within 30 working days of the receipt of the faculty member's request to appeal.
4. The promotion and tenure appeals committee shall be composed of one tenured full professor elected from each school and the library to serve. Faculty senate officers shall oversee elections to this committee, and elections shall occur in the Fall, so that the committee is in place prior to any appeal. The committee should elect the chair. Members will serve a three-year term. A committee member who is in the department of the appellant must recuse himself/herself from the committee.
5. The Provost and Executive Vice President for Academic Affairs shall make available the appellant's tenure and promotion portfolio to the promotion and tenure appeals committee. The committee shall make its decision based on the tenure and promotion portfolio as submitted to the provost and whether the evidence meets JSU criteria for tenure.
6. The promotion and tenure appeals committee shall submit its recommendation(s) to the provost for incorporation into the candidate's portfolio. The provost shall forward the portfolio and the committee's recommendation to the president for a final decision.
7. The decision of the president is final.

⁶ Revised 06/2023