

GEORGIA STATE UNIVERSITY TENURE ON APPOINTMENT PROCEDURES

In accordance with Section 803.09 (D) of the Board of Regents of the University System of Georgia Policy Manual and Section 4.04, Academic Affairs Handbook (June 2000), tenure may be awarded, but only in exceptional cases, at the time a faculty member is hired.

At the time the Dean is considering making an offer to a qualified candidate, the Promotion and Tenure Committee is given the opportunity to review the credentials of the candidate and provide reaction to the scholarship, teaching, and service record in light of a possible Tenure on Appointment.

The Dean will contact the candidate concerning the possibility of a 'tenure on appointment' offer and ask the candidate to prepare a list of three to five suggested external reviewers and to prepare a packet consisting of a current vita and representative research publications which would be sent to the external reviewers. The candidate is also asked to prepare for review by faculty committees, unit head and dean per college policies a complete dossier which includes article reviews, evidence of service, and class observations by faculty at their present or former institution(s).

The faculty committees, unit head and dean per college policies prepares a list of external reviewers which includes names from the candidate's list and submits the list to two or three names to the Dean for approval. After the list of external reviewers is approved by the Dean, letters from the dean requesting external review are sent to the person's identified on the list with a response deadline of four to six weeks from the date of the letter.

Once external reviews are received, they are forwarded to the Chair of the Department Promotion and Tenure Committee for inclusion in the candidate's dossier. The dossier is then reviewed by members of the Department Promotion and Tenure (P&T) Committee and the College Department P&T Committee. After their review and affirmative vote of the P&T Committees to recommend the candidate for tenure a letter of recommendation and supporting materials to the Provost for review is sent to the Dean. The Dean sends a letter of recommendation and supporting materials to the Provost for review.

The Provost then considers the case. If the Provost approves, the request is forwarded to the President for his approval. Once approval by the President has been obtained the College prepares a recommendation letter from the Provost to the Vice Chancellor and forwards it electronically to the Provost's Office to be printed on Provost letterhead (see sample letter), the Provost's signature, and then forwarded to the Vice Chancellor. Once approval by the Vice Chancellor has been obtained the Tenure on Appointment case is entered into Peoplesoft Management Faculty Event for BOR approval.