Georgia State University
Promotion Manual
For Non-Tenure Track Faculty

Approved by the
Non-Tenure Track Promotion Manual Committee
August 26, 2013

Approved by the Senate Faculty Affairs Committee
September 9, 2013

TO TAKE EFFECT JANUARY 1, 2015

Members of the Non-Tenure Track Promotion Manual Committee:* (listed in alphabetical order)

Peggy Albers, Middle-Secondary Education and Instructional Technology
William Bogner, Managerial Sciences
Lynda Brown-Wright, Associate Provost for Faculty Affairs
David Bruce, Institute of International Business
Margaret Butler, College of Law Library
Jennifer Chiovaro, College of Law
Kim Darnell, Psychology
Cheryl Delk-Le Good, Applied Linguistics and ESL
John Duffield, Political Science
Tery Frey, Biology
Shelby Frost, Economics (co-chair)
Doug Gardenhire, Respiratory Therapy
Kerry Heyward, University Attorney
Mike Metzler, Kinesiology and Health
Ptelene Minick, School of Nursing and Health Professions
Siva Nathan, School of Accountancy (co-chair)
Jonathan Orr, Counseling and Psychological Services
Gabor Patonay, Chemistry
Julia Perilla, Psychology
Donald Reitzes, Sociology
Tammy Sugarman, University Library

*Joint Ad Hoc Committee of the Senate Executive Committee and Senate Faculty Affairs Committee
I. Introduction

At Georgia State University, non-tenure track (NTT) faculty play a significant role in achieving the mission of the University. It is important that NTT faculty have a clearly defined career path for promotion. This document provides a statement of promotion standards and procedures for NTT faculty at Georgia State University.

Promotion decisions for NTT faculty are extremely important to the professional life of the faculty member and the institution. They are the means by which the University retains and rewards its NTT faculty. Accordingly, it is essential that all NTT faculty members be treated fairly and granted due process in the deliberations that determine promotion.

Promotion decisions for NTT faculty are to be based on discipline-specific criteria as determined by department and college faculty, but satisfaction of these criteria should reflect equivalent levels of accomplishment across the University. Although NTT faculty members in different colleges are engaged in varied forms of teaching, service and scholarly activity, with differential emphasis on each of these activities, the quality and significance of achievement appropriate to the discipline in question should be comparable. This document provides a statement of the general, University-wide standards that govern the specific department and college criteria. These University standards define the expected quality and significance of NTT faculty accomplishments, while the department and college criteria identify the concrete forms these achievements should take. Standards should be high even as they take into account individual factors in each college and department and the responsibilities of each NTT faculty member. Department chairs and senior non-tenure track and tenured faculty are expected to mentor and advise all new NTT faculty members. In particular, chairs shall inform new NTT faculty members of all promotion requirements. To this end, they shall provide the new NTT faculty members with copies of the appropriate department, college, and University promotion policies and explain the contents of these documents to them.

For purposes of this document, a “college” is a major academic unit of the University and may be a college or school or library, or a university level center that does not belong to any college or department. A college or school or library or center that is not further subdivided may be considered as a single department. Similarly, references to “dean” refer to the candidate’s college dean, or the head of an unaffiliated university level center. This document provides general guidelines that govern specific department and college procedures for promotion of NTT faculty. It also defines the procedures to be followed in the University-level review and the appeals procedures.

The promotion policies and procedures established by Georgia State University for NTT faculty conform to the requirements of the Board of Regents. Specifically, these policies and procedures
conform to Section 8.3 of the BOR Policy Manual (http://www.usg.edu/policymanual/section8/policy/C245).

Individuals employed in non-tenure track positions shall not be eligible for consideration for the award of tenure (BOR Policy Manual Section 8.3.8).

After the approval of this manual by the University Senate, it is expected that each college will prepare a separate promotion manual for NTT faculty. Each department has the option to prepare a manual for the promotion of NTT faculty consistent with the university and college manuals. In the absence of such a department manual, the college NTT promotion manual will apply. All college NTT promotion manuals shall be reviewed and approved by a university level committee appointed by the Senate Executive Committee and must also be approved by the provost. The provost will provide guidelines on the dates by which the college manuals need to be approved and the effective dates of such manuals, so that all manuals are in force effective January 1, 2015. Colleges may petition the provost to implement this manual earlier.

Three years from the date this manual goes into effect, the Senate Executive Committee shall review the effectiveness of the NTT promotion policies and procedures outlined in this manual, and, if necessary, revise the manual.

Each dean shall inform current NTT faculty of this university NTT promotion manual and the college NTT promotion manual. If a department has a separate NTT promotion manual, the department chair shall inform current NTT faculty of the department NTT promotion manual.

II. List of NTT Faculty Positions and Ranks

The following five NTT Faculty positions are eligible for promotion. For each position, the ranks have been listed in parentheses starting with the lowest rank and ending with the highest possible rank.

1. Clinical Faculty (Clinical Instructor, Clinical Assistant Professor, Clinical Associate Professor, Clinical Professor)
2. Lecturer (Lecturer, Senior Lecturer, Principal Senior Lecturer)
3. Academic Professional (Academic Professional Associate, Academic Professional, Senior Academic Professional)
4. Research Faculty (Research Assistant Professor, Research Associate Professor, Research Professor)
5. Librarian
   a. College of Law Library (Librarian I, Librarian II, Librarian III, Librarian IV)
b. University Library (Librarian Instructor, Librarian Assistant Professor, Librarian Associate Professor, Librarian Professor)

In addition to the NTT faculty titles listed above, the position of Instructor is also permissible. However, at Georgia State University there is no promotion path for NTT faculty holding the position of Instructor. Generally, Instructors perform teaching duties only.

Each college’s promotion manual for NTT faculty needs to lay out promotion criteria only for those NTT positions that are held by the college’s current faculty or expected future hires. For example, if a college currently has no Academic Professionals and does not expect to hire anybody in that position, then the college NTT promotion manual need not address the promotion criteria for that position.

III. Descriptions of NTT Faculty Positions

The following is a description of each of the five NTT faculty positions listed in Section II. Within each position, the duties and responsibilities are listed in the order of importance for that position. The duties and responsibilities for each position are divided into three areas: (1) Teaching; (2) Research, Scholarly and Creative Activities (hereinafter referred to as “Research”); and (3) Service.

Clinical Faculty:

Teaching:

The primary responsibility of Clinical Faculty is teaching, related to one or more of the following:

- teaching courses related to professional practice;
- providing practical instruction and application of practical knowledge;
- supervising and teaching in a clinical or practice setting;
- teaching and/or supervising applied clinical courses;
- providing academic instruction in skills relevant to the practice of a specific discipline
- training and supervising students to help them acquire clinical skills for the profession;
- coordinating and supervising clinical practica, student field experiences and internship;
- teaching and advising students in professional academic programs;
- providing services or out-of-class educational opportunities for students.

Research:

As part of their workload, Clinical Faculty may be expected to engage in research activities. If the workload requires research, it is expected that Clinical Faculty will engage in research involving their professional expertise, which would include pedagogical research, scholarship of teaching and learning, research related to practice, and/or disciplinary scholarly research.
Service:
As part of their workload, Clinical Faculty may be expected to engage in service activities. These activities may include advising and serving the academic needs of the students, serving on committees, or participating in other forms of academic service. Service may be at the department, college and/or University level. Service also may involve activities related to the professional and practice community.

Lecturer:
Teaching:
The primary responsibility of Lecturers is teaching.

Service:
As part of their workload, Lecturers may be expected to engage in service activities. These activities may include advising and serving the academic needs of students, serving on committees, or participating in other forms of academic service. Service may be at the department, college and/or university level. Service also may involve activities related to the professional and practice community.

Research:
Lecturers are not required to engage in research activities. Nonetheless, Lecturers are expected to be familiar with current trends and methods in their discipline.

Academic Professional:
As per Board of Regents requirements, a title from the academic professional track “may not be assigned to a position where the teaching and research responsibilities total 50% or more of the total assignment” (BOR Policy Manual, Section 8.3.8.3).

The designation Academic Professional would apply to a variety of academic assignments that call for academic background similar to that of a faculty member with professorial rank, but which are distinctly different from professorial positions (BOR Policy Manual Section 8.3.8.3).

The Academic Professional position requires an appropriate terminal degree, or in rare and extraordinary circumstances, qualification on the basis of demonstrably successful related experience, which exception is expressly approved by the institution president (BOR Policy Manual Section 8.3.8.3).
Service:

The primary responsibility of an Academic Professional is service which includes activities such as:

1. Managing instructional laboratories;
2. Assuming academic program management roles not suited for expectations applied to tenure-track faculty members, operating instructional technology support programs;
3. Being responsible for general academic advising;
4. Assuming professional student counseling center responsibilities, providing specialized skill acquisition training as support for academic programs; and,
5. Working with tenure-track faculty members in course and curriculum development and in the laboratory.

Teaching:

As part of their workload, Academic Professionals may be expected to engage in teaching activities.

Research:

As part of their workload, Academic Professionals may be expected to engage in research activities.

Research Faculty:

Research:

The primary responsibility of Research Faculty is to conduct research.

The purpose of Research Faculty appointments, based on available external funding, is to increase the research, scholarly, and creative efforts of the University. Research Faculty will work either in close collaboration with other faculty and/or will carry out independent research that builds upon an explicit area of focus for the University. Research Faculty salaries are primarily from research grants or other sources of external funds (non-general state funds). Research Faculty hold a terminal degree in their discipline, have demonstrated evidence of independent research careers (non-independent investigators should be appointed at the post-doctoral level), and concentrate primarily on research. Appointments of

1 Further details regarding the research faculty position are in the GSU document entitled, “Policy on Research Assistant Professors, Research Associate Professors, and Research Professors.” To obtain a copy of the document please contact the Office of the Vice President for Research and Economic Development.
members of the Research Faculty are renewable on an annual basis upon satisfactory review and available external funding.

Teaching:
As part of their workload, Research Faculty may be expected to engage in teaching.

Service:
As part of their workload, Research Faculty may be expected to engage in service activities.

Librarian:

College of Law Library:
The positions of Librarian I, II, III and IV are primarily appointed in the College of Law library.

Teaching:
The primary responsibility of College of Law Library NTT faculty is teaching, defined broadly to encompass professional librarianship as well as teaching as traditionally defined, where applicable. Professional librarianship includes professional library service for students, faculty and staff in support of the College of Law’s educational and research mission, as well as library service for members of the public, including members of the Georgia Bar and the Court of Appeals and the Supreme Court of Georgia.

Professional librarianship includes a variety of activities listed in the American Association of Law Libraries Competencies of Law Librarianship. These competencies may include core competencies, applicable to all librarians, and specialized competencies related to individual librarian job duties.

Service:
Librarians at the College of Law Library are expected to perform internal and external service. Internal service may include, but is not limited to:

• serving on Law Library, College of Law, or University committees;
• participating in the life of the law school;
• serving as an advisor or mentor;
• and presentations for, or tours of, College of Law or University affiliates.

External service may include, but is not limited to:

- guest lecturing;
- serving on committees, task forces, or boards of library associations or related groups;
- mentoring other librarians, both informally or formally;
- and supervising interns.

Research:

Law librarians are not required to engage in research or scholarship activities, although such efforts are welcome and encouraged. Nonetheless, law librarians are expected to be familiar with current trends and methods in the discipline. Research or scholarship may include, but is not limited to:

- publication of articles, book reviews, bibliographies, etc., in print or electronic format;
- creating Computer-Assisted Legal Instruction lessons;
- serving on an editorial board;
- serving on an advisory committee/board;
- seeking additional training or education, including continuing education courses or trainings as well as seeking an additional, relevant degree.

University Library:

Non tenure track faculty at the University Library may hold the following ranks: Librarian Instructor, Librarian Assistant Professor, Librarian Associate Professor, and Librarian Professor.

Teaching:

The primary responsibility of University Library NTT faculty is teaching, defined broadly to encompass professional librarianship. Professional librarianship is defined as professional library service in support of the educational, research, archival, and public service functions of the university. Professional librarianship includes, but is not limited to, the following activities:

- Ensuring high quality service, consultation, and comprehensive reference services to students, faculty and other clients;
- Providing enhanced access to information and contributing to global, networked information resources;
- Acquiring, managing, and preserving information resources in a broad range of formats;
- Creating an environment conducive to learning and research;
- Teaching information retrieval and evaluation using current and emerging technologies;
- Conducting continuing education courses.
Research:

University Library faculty members are expected to participate in scholarly and research activities that enhance their professional development and contribute to their disciplines, including conducting applied research.

Service:

University Library faculty members are expected to serve, as appropriate, on departmental, college, and university committees. In addition, they may make discipline-related contributions to professional organizations and/or to the community.
IV. Promotion Goals, Standards and Criteria

The main purpose of promotion of NTT faculty members is to recognize their performance and to enable the University to attract and retain NTT faculty.

Unless the college or department NTT promotion manual says otherwise, in general, full time service of at least five years in rank at Georgia State University is appropriate to be considered for promotion to the next level. A maximum of three years’ credit towards the Georgia State University service period may be allowed based on previous service by the candidate at another institution or within Georgia State University (e.g., visiting faculty). Such credit for prior service shall be approved in writing by the provost. If the candidate is approved for promotion, the date the faculty member begins in the new rank is determined by Board of Regents policies (see especially BOR Policy Manual, Sections 8.3.8.1 and 8.3.8.2 on the employment of faculty in the Lecturer track).

The five NTT faculty positions listed in Section II of this manual have varying emphases on teaching, research, and service as it pertains to expectations and workload. Accordingly, the promotion criteria for each position should reflect the characteristics of each position and the workload distribution of the individual candidates for promotion. The level of accomplishments required in each area of responsibility (teaching, research and service) should reflect the emphasis of each position and the workload distribution of the candidate in each of these three areas. In general, the quality and level of achievements required for promotion to a higher rank in the position must substantially surpass those required for promotion to the previous rank.

If a position has multiple intermediate ranks (for example, in the Clinical position, a faculty member may be promoted from Clinical Instructor to Clinical Assistant Professor and then to Clinical Associate Professor), the criteria for promotion to each intermediate rank should be specified in the college NTT promotion manual.

Assessment of Teaching:

Each college NTT promotion manual and departmental guidelines, if any, for promotion will provide a clear description of the types of indicators used to assess teaching. Candidates for promotion must submit evidence of teaching effectiveness and positive learning outcomes. This may include, but is not limited to: student evaluations of instruction, peer evaluations, selected examinations and quizzes, students’ passing rates on licensure/certification examinations, a teaching portfolio, new course and/or program development, effective use of technology for teaching, program accreditation review results, teaching awards received, and student accomplishments. Any evidence of teaching effectiveness submitted by the candidate should be reasonably attributable to the contributions made by the candidate.
If a candidate’s primary responsibility is teaching, for promotion to an intermediate rank (e.g., clinical assistant to clinical associate) the candidate must demonstrate a level of competence and effectiveness in teaching that is evaluated as excellent.

If a candidate’s primary responsibility is teaching, for promotion to the highest rank (e.g., Principal Senior Lecturer) the candidate must demonstrate a sustained level of competence and effectiveness that is evaluated as excellent with continued growth in the time period since the last promotion.

If a candidate’s workload includes teaching (but is not the candidate’s primary responsibility), then for promotion to an intermediate rank or to the highest rank, the candidate must demonstrate high quality teaching.

Assessment of Research:

Each college NTT promotion manual and departmental guidelines, if any, for promotion will provide a clear description of the types of indicators used to assess research, scholarship, and creative activities. The quality and quantity of research required of NTT faculty may be different from that required of tenure track faculty. The expectations for research for each NTT faculty position should be specified in the college NTT promotion manual. Candidates shall identify which of their publications are peer-reviewed and shall provide evidence of the quality and standing in the profession of the publication venues. In addition, candidates with multi-authored works should describe their contribution to the works. Acknowledging that methods of disseminating research are changing, when using alternative methods of sharing scholarly output, candidates are encouraged to provide evidence of the quality and standing of those alternative methods.

If a candidate’s primary responsibility is research, for promotion to an intermediate rank, the candidate must demonstrate a record of excellent research.

If a candidate’s primary responsibility is research, for promotion to the highest rank, the candidate must demonstrate sustained excellent research with continued growth in the time period since the last promotion.

If a candidate’s workload includes research (but is not the candidate’s primary responsibility), then for promotion to an intermediate rank or to the highest rank, the candidate must demonstrate high quality research.

Assessment of Service:

Each college NTT promotion manual and departmental guidelines, if any, will provide a clear description of the types of service indicators to be used in departmental and college reviews.
Department, College, and University service, as well as professional and community accomplishments constitute appropriate activity in this area of assessment, if part of the candidate’s assigned workload.

If a candidate’s primary responsibility is service, for promotion to an intermediate rank, the candidate must provide an excellent level of service to the department, college and/or university, and/or to the professional and practice community.

If a candidate’s primary responsibility is service, for promotion to the highest rank, the candidate must provide a sustained excellent level of service to the department, college and/or university, and/or to the professional and practice community, with continued growth in the time period since the last promotion.

If a candidate’s workload includes service (but is not the candidate’s primary responsibility), then for promotion to an intermediate rank or to the highest rank, the candidate must provide high quality service to the department, college and/or university, and/or to the professional and practice community.

V. Structured Reviews

An appointment to a NTT faculty position is for a one-year period. All NTT faculty appointments should be made in compliance with the Georgia State University Faculty Handbook and Board of Regents policies. All NTT faculty should be reviewed on an annual basis.

Structured Reviews are intended to provide a longer-term perspective than is usually provided by an annual review. Structured Reviews contribute to the determination of whether the faculty members are performing at the level necessary for reappointment, whether faculty members who are seeking promotion are progressing towards promotion, and to identify opportunities that will enable faculty members to reach their full potential in terms of contribution to the University.

All NTT faculty whose initial appointment at GSU is at an entry level will have a review no later than three years after the initial appointment (Structured Third Year Review), and a review no later than five years after the initial appointment (Structured Five Year Review). Thereafter, subsequent structured reviews will take place every five years, unless a faculty member is promoted sooner. If a NTT faculty member is promoted, subsequent structured reviews will occur every five years after the most recent promotion.

All NTT faculty whose initial appointment at GSU is above the entry level shall have a review no later than three years after the initial appointment (Structured Third Year Review). After this review, subsequent structured reviews will take place every five years (Structured Five Year Review).
If a NTT faculty member is promoted, subsequent structured reviews will occur every five years after the most recent promotion.

For all NTT faculty members, the Structured Third Year Review has to be completed by the end of the third year of service and for entry level appointments the first Structured Five Year Review has to be completed by the end of the fifth year of service. For Lecturers appointed at the entry level, the first Structured Five Year Review is also the review for promotion to Senior Lecturer. This timeline enables the University to meet Board of Regents deadlines for the reappointment and promotion of Lecturers (BOR Policy Manual, Sections 8.3.8.1 and 8.3.8.2).

Each college should include in its NTT promotion manual, policies and procedures for the Structured Review of NTT faculty. The structure of evaluation committees for these reviews should follow the model of the NTT department promotion committees set up by the college as specified in Section VII of this manual.

The year in which an NTT faculty member comes up for promotion does not have to coincide with the year in which the NTT faculty member is subject to a Structured Review. Structured Reviews are conducted as per the timeline specified above. A NTT faculty member can be a candidate for promotion in any year he/she chooses, subject to policies outlined in the college and department NTT promotion manuals, and after consultations with the candidate’s chairperson and dean.

VI. Promotion Process

All promotion decisions of NTT faculty at Georgia State University are to be based on department, college, and university procedures and Board of Regents policies, as applicable. Each college engaged in NTT faculty promotion decisions must have written guidelines on promotion as well as the procedures to be followed in the promotion process. A department may choose to adopt and follow its college procedures for this purpose. Department NTT promotion guidelines must be reviewed and approved regularly by a college committee, as designated by the college’s NTT promotion manual. This committee is also responsible for reviewing the college NTT promotion manual. Each college will include in its NTT promotion manual a calendar for the various steps involved in the promotion process for NTT faculty. Substantive changes to the college manuals must be reviewed and approved by the provost.

All candidates for promotion will prepare a dossier that is appropriate for the candidate’s track and that contains a record of their professional career achievements (teaching, service, research). Details regarding the contents of the promotion dossier should be specified in the college NTT
promotion manual. Candidates shall provide a statement that summarizes their accomplishments.

The department chair or appropriate administrator should provide a statement of the workload distribution and the duties and responsibilities pertaining to the candidate to be included in the dossier.

External letters of review are not required for promotion of NTT faculty. However, each college has the option to require external letters for all NTT promotions or for all promotions in a certain position/track or to require external letters only for promotion to the highest rank within a position. External letters may include letters from individuals within the college, university, or outside the university who are not involved in the review process, as specified by the college manual. If external letters of review are required by a college for some or all of the NTT promotion positions, this requirement must be explicitly stated in the college promotion manual for NTT faculty, including the number of external letters required, and the procedure for obtaining the letters. Unsolicited letters are not acceptable as external letters. Each external letter writer must state the nature of his/her relationship with the candidate.

**Department Review:**

The department committee charged with the review for promotion of NTT faculty shall have representation from NTT faculty, and may include tenure track faculty. As far as possible, NTT faculty members on the committee shall be from a NTT position that is similar to that of the candidate(s) in terms of emphasis on teaching, research and service. The appropriate rank of NTT faculty who can serve on the department level promotion committee would include NTT faculty at ranks above the current rank of the faculty being considered for promotion. If there are no NTT faculty of appropriate rank to serve as members of the department level promotion committee, appropriate NTT faculty from related departments within the college shall be considered. The formation and structure of the department committees shall be specified in the college NTT promotion manual.

The department committee will prepare a recommendation to the department chair after reviewing the candidate’s dossier and other related materials. This recommendation along with the candidate’s dossier and other related materials will be forwarded to the department chair by the date specified in the college NTT promotion manual calendar.

**Department Chair Review:**

The department chair will review and evaluate the candidate’s dossier and other related materials and the recommendation of the department committee. The department chair forwards his/her recommendation, along with the department committee’s recommendation and the candidate’s dossier and other related material to the dean of the college by the date specified in the college NTT promotion manual calendar. Or, if a college level committee is formed, the department
chair will forward his/her recommendation, along with the department committee’s recommendation and the candidate’s dossier and other related material to the college level committee by the date specified in the college NTT promotion manual calendar.

**College Review:**

Each college has the option to form a college level committee to advise the dean on NTT promotions. If a college chooses to form a college level committee, it should be specified in the college’s NTT promotion manual, including the procedure for formation of the college committee. It is recommended that NTT faculty members of appropriate rank be included in the college level committee.

If a college forms a college level committee, that committee will review and evaluate the candidate’s dossier and other related materials and the recommendations of the department committee and chair. The college level committee forwards its recommendation, along with recommendations of the department committee and department chair to the dean of the college by the date specified in the college NTT promotion manual calendar.

**Written Notification to Candidate:**

At each of the above stages of review, the department chair or the dean must provide the candidate a written notice of the outcome of the deliberations and a copy of the reports by the department committee, department chairperson and, if applicable, the college committee. Minority reports, if they exist, should also be included. The reports, including minority reports, may remove the signature page or section which identifies committee members by name. The date by which the reports have to be provided to the candidate shall be specified in the college NTT promotion manual calendar. A candidate has the right to respond in writing to any or all of these reports, and copies of the candidate's response(s) will be included in the material reviewed at all higher levels. The candidate’s written response has to be submitted to the dean (with a copy to department chair) within three business days of receiving the reports.

**Dean’s Review:**

The dean will review the candidate’s dossier and other related materials, and the recommendations of the department committee, the department chair, and (if it exists) the college committee. If the dean makes a positive recommendation for promotion, the dean will forward the recommendation to the provost and notify the candidate by the date specified in the college promotion manual calendar. In all instances of a positive recommendation by the dean, the candidate’s dossier and other related materials, the recommendations of the department
committee, the department chair and (if it exists) the college committee, and the external letters (if any) will go forward for the next stage of review.

Candidates who are not recommended by the dean must receive a written decision and rationale no later than the date specified in the college promotion manual calendar. Candidates who are not recommended by the dean may appeal the dean’s decision to the provost. Upon receipt of the written decision by the dean, the candidate shall have at least ten business days to appeal the negative recommendation to the provost.

**Provost’s Review:**

The provost will conduct an independent review of the materials forwarded by the dean and any other related materials directly relevant to the NTT faculty member’s candidacy for promotion, also applying the guidelines, norms, and expectations for the University, college and department, and make his/her promotion recommendation. The provost will make a recommendation in each case, forward the recommendations to the president, and notify the appropriate deans. Within three business days after receiving notice of the provost’s recommendation, the dean shall notify the candidate of the provost’s recommendation.

Before forwarding a negative recommendation to the president, the provost will consult with the dean. In response to the query from the provost, the dean may gather additional information from the candidate, the department chair, the department or collegel committees, and other materials directly relevant to the NTT faculty member’s candidacy. The dean will notify the candidate and department chair of his/her reply to the provost.

**President’s Review:**

The president will conduct an independent review of the candidate’s dossier, and related materials and recommendations, and any other material directly relevant to the NTT faculty member’s candidacy, also applying the guidelines, norms, and expectations for the University, college and department, and make his/her promotion decision. The decision will be communicated to the appropriate dean who shall notify the candidate within three business days after receiving notice of the president’s decision.
VII. Appeals

 Appeals to the Provost

A candidate may appeal to the provost a negative recommendation by the dean. Upon receipt of the dean’s negative recommendation, the candidate shall have at least ten business days to appeal the negative recommendation to the provost. The grounds for appeal shall only be those that involve errors of due process. These would include procedural errors such as failure to receive notification at each stage of review. Errors of due process would also include substantive errors such as arbitrariness, capriciousness, and discrimination, as well as bias and other forms of nonprofessional judgment on the part of any person or group involved in the promotion review. In reviewing the appeal, the provost may gather additional information pertaining to the appeal from the candidate, the dean, the department chair, the department committee, and other appropriate individuals inside or outside the University. By the date specified in the NTT promotional manual calendar, the provost shall provide the candidate and the dean with a written decision, including a statement of the bases upon which the appeal is supported or rejected.

 Appeals to the President

A candidate may appeal to the president a negative recommendation by the provost or a decision by the provost rejecting the candidate’s appeal to the provost. The appeal to the president shall conform to the principles and processes stated above for appeals to the provost. By the date specified in the promotion manual calendar, the president shall provide the provost, the appropriate dean and the candidate a written decision including a statement of the bases upon which the candidate's appeal is supported or rejected.

Calendar

The exact dates for the notification of the outcomes of college and University review will be determined by the Office of the Provost and communicated to the University faculty in advance of each year’s promotion cycle. The timeline for candidates to submit their dossiers, as well as the timeline for reviews by the department committee, department chair, and college committee will be communicated by the Dean’s office to department chairs. Department chairs will communicate this information to the faculty in their department.
Appendix

a. Currently, Georgia State University employs NTT faculty who hold titles not listed in Section II of this manual. Faculty holding such titles can opt to retain those titles even after this promotion manual goes into effect. However, if such faculty wish to be promoted, they can be promoted only to one of the titles listed in Section II of this manual. These faculty, in conjunction with the department chair, must determine which NTT faculty title listed in Section II is consistent with their current duties and responsibilities. The resulting decision must be in writing and approved by the dean. If they wish to be promoted, they must meet the criteria to be promoted to one of the ranks within that agreed upon title. It is recommended that a timeline of when the reclassification decisions are sought and obtained be included in the college NTT promotion manual.

b. The university also employs NTT faculty who hold titles listed in Section II of this manual, but whose duties and responsibilities are not consistent with those listed in Section III of this manual. Faculty holding such titles can opt to retain those titles even after this promotion manual goes into effect. Alternatively, these faculty, in conjunction with the department chair, must determine whether a different title (listed in Section II of this manual) is more suitable and relevant to their current duties and responsibilities. The resulting decision must be in writing and approved by the dean. Faculty members who change titles and wish to be promoted must meet the requirements of their new title as outlined in their college promotion manual. Faculty who have opted to retain their original title may also request to be promoted. They must submit documentation and/or a rationale for retaining their original title despite the differences in their duties and responsibilities. These faculty, in conjunction with the department chair, must determine the expectations they are to meet to be promoted to the next level. The resulting decision must be in writing and approved by the dean. It is recommended that a timeline of when the reclassification decisions are sought and obtained be included in the college NTT promotion manual.

c. All NTT faculty hired by the university after this promotion manual goes into effect shall hold only one of the titles listed in Section II of this manual, and their duties and responsibilities should be commensurate with those titles as listed in Section III of this manual.