

Department of Career and Information Studies (CIS)

The University of Georgia

Procedures and Criteria for Appointment, Third-Year Review, Promotion and Tenure

(Ratified by the CIS faculty on 28 April 2015)

Approved 11 June 2015

The mission of the Department of Career and Information Studies (CIS) is to develop informed educators, leaders and citizens through career and information systems research, instruction, and professional development while emphasizing creativity and innovation. We strive to support the development of our entire faculty toward excellence. The purpose of these criteria is to serve as the policy and procedures for Appointment, Promotion, and Tenure within the Department of Career and Information Studies.

This document and discipline-specific criteria must be accepted by the faculty within the Department, and must be reviewed and approved by the dean of the College and the Senior Vice President for Academic Affairs and Provost. New faculty members must be provided with this PTU document and University Guidelines. In addition, the faculty, dean and the Provost, must approve any changes or updates to this PTU document. All revisions and approval dates must be listed in the PTU document. These procedures and criteria will apply to all faculty upon becoming a faculty member in the department.

These criteria have been approved by the tenure-track faculty within the Department of Career and Information Studies [which is the appointment unit]. In all matters related to promotion and tenure, the Department of Career and Information Studies will carefully follow and adhere to the UGA *Guidelines for Appointment, Promotion, and Tenure* (UGA *Guidelines*). The procedures and criteria contained in this document are in addition to those presented in the UGA *Guidelines*. The material that follows provides specific information on procedures that will be followed and on the criteria for promotion and for tenure, in the in the Department of Career and Information Studies approved by the faculty. Issues not addressed in this document can be answered by referring to the UGA *Guidelines*.

A candidate's qualifications will be judged against the criteria set out in the aforementioned UGA *Guidelines* and the discipline-specific criteria described herein. Evidence to support the qualifications of a faculty member for promotion and/or tenure may be solicited and submitted from many sources. All such evidence shall be submitted in written form and approved by the candidate. Hearsay or personal opinion not based on the written materials, whatever the source, may not be any part of the decision making process. Promotion and/or tenure shall not be influenced by the person's race, gender, sexual orientation, ethnic or national origin, religion, age, disabled status, or status as a veteran of military service.

Voting Eligibility

The Department of Career and Information Studies is the "unit" for tenure and promotion. Faculty eligible to vote on appointments, third-year reviews, promotions and tenure are stipulated in the UGA *Guidelines*.

Department Procedures for Appointment, Third-year Review, Promotion and Tenure

Appointment

Procedures in the UGA *Guidelines* will be carefully followed for the search and appointment of new full-time faculty. At the time of appointment, a new faculty member will be given a copy of the UGA *Guidelines* and the Department of Career and Information Studies Procedures and Criteria for Appointment, Third-year Review, Promotion and Tenure, and will be advised about the Department's requirements for promotion and tenure. He or she will sign a letter indicating receipt and understanding of these UGA *Guidelines*.

For each assistant professor, the Department Head will appoint a senior faculty mentor who will advise on matters of teaching, research, professional decorum, the Department, and promotion and tenure procedures. Annual Evaluations for all faculty must be conducted according to the defined discipline-specific criteria. A faculty member's progress toward achieving the discipline-specific criteria must be clearly documented in writing. In the written annual evaluation, the Department Head will provide written advice to faculty below the rank of professor on their progress towards promotion, with specific suggestions as to what the faculty member must do in teaching, research, and service for promotion to the next rank and for tenure (if appropriate).

Third-year Review of Progress Towards Promotion and Tenure

In the spring of the third year, each assistant professor will submit a dossier equivalent to sections IV and V of the promotion and tenure dossier described in the UGA *Guidelines*. The Department Head or an assigned faculty mentor will advise the faculty member on the contents of the dossier and will ensure its accuracy.

At the same time, the Department Head will appoint a committee of three faculty to review the faculty member's performance based on information in the dossier. For assistant professors, the mentor will serve as a member of this committee. This committee will review the dossier. On the basis of this review, the committee will write a report that presents in detail its finding and that makes clear recommendations to the candidate concerning his or her progress towards promotion and tenure. In particular, the report will address the question of whether the candidate is progressing in a satisfactory way towards meeting departmental criteria for promotion and tenure. A copy of the report will be given to both the candidate and the Department Head. At a regular departmental meeting, with a quorum of eligible faculty present, the Department Head will present the report to the faculty. The faculty will then discuss and vote on the following question: "[Candidate's name] has made sufficient progress towards promotion and/or tenure to [the next rank (with tenure)]."

Faculty will vote "Yes" or "No" on the question of sufficient progress towards promotion and/or tenure. On the basis of this vote, the Department Head will meet with the candidate and give him or her a written copy of the report and a written statement of the departmental vote.

Preliminary Consideration for Promotion and Tenure

The Department will follow procedures for initial consideration presented in the UGA *Guidelines*. By October 15 of the year prior to being considered for promotion and/or tenure, the Department Head will send a letter to faculty requesting names of those who wish to be considered for promotion and/or tenure. Faculty who wish to be considered will communicate this wish in writing to the Department Head. Prior to the end of fall semester, the candidate will present a current vita in the format specified by the UGA *Guidelines*, copies of publications, a statement of achievements, and a list of six names with a brief biographical sketch and all contact information of possible external reviewers to the Department Head. The Department Head will review and discuss these materials with the candidate. The candidate will revise the materials as needed and present a final version together with the third-year review letter and original letter of appointment to the Department Head prior to February 15. The Department Head will make these materials available to all faculty eligible to vote on the candidate. At a meeting of eligible faculty held before March 1, the faculty will vote on the following question: “[Candidate’s name] should be formally reviewed for promotion to the [next rank] and/or for tenure.” Faculty will vote “Yes” or “No” on this question. The results will be conveyed by the Department Head in writing to the candidate within three working days of the vote.

Formal Review for Promotion and Tenure

In accordance with the UGA *Guidelines*, candidates who receive a positive majority vote on initial consideration, and who wish to be formally reviewed for promotion and/or tenure, are eligible for formal review for promotion and/or tenure. This also includes assistant professors who are in their fifth probationary year who request review regardless of the initial consideration vote outcome, and any assistant professors in their sixth or subsequent probationary year.

Candidates eligible for promotion and/or tenure will work with the Department Head or an appointed senior mentor to prepare the dossier. During the first week of April, the candidate’s dossier will be made available for review to all faculty eligible to vote. The candidate’s dossier will be considered at a meeting scheduled for this purpose during the last week of April, with a quorum consisting of at least two-thirds of the faculty who are eligible to vote. All eligible faculty, except the Department Head shall vote by secret ballot, “yes”, or “no”, except for those who excuse themselves because of a conflict of interest. No abstentions are allowed. Absentee ballots do not count toward the quorum, but may be cast in writing so long as they are received by the Department Head before the start of the meeting. The vote of the Department Head will be revealed at the time that ballots are counted. A favorable recommendation by a simple majority of the voting Career and Information Studies faculty shall mean a vote to recommend the candidate for promotion and/or tenure. All ballots must be counted by two faculty members, with the results presented to the faculty before adjournment. It is the duty of the Department Head to compile and record votes in the candidate’s file. The Department Head also will inform the candidate of the vote, including the tally, within three working days of the meeting.

The Department Head will solicit letters of evaluation from external reviewers following procedures in the UGA *Guidelines*. From the list of six potential external reviewers provided by the candidate, at least two will be chosen by the Career and Information Studies Department Head in consultation with the faculty. The candidate shall also provide a list of no more than three people who may not be contacted as external evaluators. At least two additional external reviewers, not listed by the candidate, will be selected by the Department Head in consultation with the faculty. In order to eliminate any conflict of interest, it is important that none of those chosen have close association with

the candidate, such as dissertation advisor, co-author, or co-principal investigator. It is generally expected that the external reviewers will be nationally or internationally recognized in the candidate's area of expertise, or a closely related area, and must be at or above the rank desired by the candidate.

By May 1, the Department Head will contact each external reviewer and forward the candidate's current curriculum vitae, two-page statement of achievements, and copies of publications selected by the candidate. The external reviewer will receive a copy of the UGA *Guidelines* and the Department of Career and Information Studies' Procedures and Criteria for Appointment, Third-Year Review, Promotion and Tenure as guides and will be asked to comment only on the scholarship and reputation of the candidate. Receipt of the letters will be requested by May 15. A copy of the letter requesting the external review and any response will be included in the dossier.

During the summer, the Department Head will prepare the Regent's Summary Sheet and will write a cover letter, unless the Department Head voted against the candidate, in which case the candidate may designate a senior faculty member to prepare these documents. The candidate may read and respond to any cover letter that goes forward.

Department Criteria for Promotion and Tenure

The general criteria for the ranks of Instructor, Assistant Professor, Associate Professor and Professor are stated in the UGA *Guidelines*. Departmental criteria for promotion to Associate Professor and Full Professor, along with Tenure, are detailed in the following sections.

Promotion to Associate Professor

The rank of associate professor is the mid-career faculty rank at the University. Under usual circumstances, candidates must serve at least four years as assistant professor, including the year when the promotion will be considered at the University level, before they are eligible for promotion to associate professor. Candidates for promotion to associate professor must show clear and convincing evidence of emerging stature as regional or national authorities unless their work assignments are specifically at the local or state level.

***Teaching.** Career and Information Studies faculty members are expected to be effective teachers. In this context, teaching refers not only to classroom performance, but also to the full range of activities that enhance student development.*

As described in the UGA Guidelines, effectiveness in teaching is reflected by student learning and improvements in the learning environment and curriculum. Faculty are expected to teach at a level that reflects their breadth and depth of scholarship. Documentation that may be used in providing evidence of effective teaching is enumerated in the UGA Guidelines.

For promotion to associate professor, candidates must provide clear evidence of effectiveness in classroom teaching; in direction of independent studies, theses and dissertations; in student advisement and mentoring; in curriculum development; and in other University and professional activities related to teaching as appropriate for their assignments. The evidence should include positive student evaluations of teaching activities, a high-quality scholarship of teaching as reflected by written materials, and improvements to the instructional programs and the learning environment.

Research. Faculty members in the Department of Career and Information Studies are expected to be continually involved in research activities that create new knowledge and advance their specific disciplines. A record of scholarship in research is expected for promotion to the rank of associate professor. Sources of evidence that can be used in providing documentation of research and scholarly activities are enumerated in the UGA Guidelines.

The Departmental expectation is that the candidate shall have established a program of research that makes an important contribution to the body of knowledge in their discipline at the national level. The candidate's scholarship in research should be comparable in quality and quantity to that of individuals seeking promotion to associate professor in their field in nationally recognized programs. The most direct evidence of a scholarly contribution is a consistent record of publication in high-quality, national or international peer-reviewed journals related to the candidate's discipline. An exemplary dossier will include a variety of contributions. A significant number of the articles should be based on data gathered and analyzed using a recognized research method (e.g., quantitative, qualitative, mixed), with the candidate the leading author. The research should have a focus and meaningful impact on the field and society. External reviewers' comments and citations to the candidate's research in publications of other scholars will be used to evaluate the importance and impact of the research. Effort in seeking funding, independently and/or in collaboration with other colleagues, to support the candidate's scholarship should also be evident.

If the Department hires a faculty member whose research will result in different kinds of research productivity that are not included above, the Department and the candidate must agree in writing at the time of appointment as to the general expectations that the candidate must satisfy. The Dean must approve this agreement.

Service. Faculty members are expected to use their academic and professional expertise to benefit the operation and governance of the University, their profession and the public-at-large. Types of evidence that can be used to document service to the University society, their profession and society are contained in the UGA Guidelines.

In the Department of Career and Information Studies, successful candidates for promotion to associate professor are expected to have attended departmental meetings, have some limited service on student and departmental committees, and, if asked to serve, limited service on campus committees and governing bodies. Candidates are also expected to participate in professional association activities by attending meetings, participating on committees, holding office, performing editorial work and peer review, and being involved in other professional activities.

Promotion to Professor

The rank of professor is the highest rank at the University. Under usual circumstances, candidates must serve at least five years as associate professor, including the year when the promotion will be considered at the University level, before they are eligible for promotion to professor. Candidates for promotion to professor must show clear and convincing evidence of high levels of attainment in the criteria appropriate to their work assignments and the missions of their units. Unless the candidate's assignments are specifically regional, they should demonstrate national or international recognition in their fields and the likelihood of maintaining that stature.

Promotion to professor requires attainment of a level of performance and scholarship in teaching, research and service beyond that required for an associate professor. The dossier should provide documentation of sustained effectiveness and additional important achievements in teaching, research and service consistent with the assignment since the date of promotion to the rank associate professor.

For faculty in the Department of Career and Information Studies, attainment of a national or international reputation for their research and scholarship will be the most important criterion for promotion to the rank of professor. The candidate's scholarship in research should be comparable in quality to that of individuals seeking promotion to professor in their field in nationally recognized programs. External reviewers' comments and citations to the research in publications of other scholars should clearly indicate a high level of importance and impact of their research and scholarship. Funding independently and/or in collaboration with other colleagues, to support the candidate's scholarship should also be evident. Other evidence of a national reputation such as invited presentations at national and international meetings, important scholarly reviews, editorial service, and important contributions to professional associations should also be evident.

Tenure

Candidates for tenure in the Department of Career and Information Studies must have a record of exemplary performance in the discharge of their primary responsibilities in teaching; research; and service to society, the University and the profession. Tenure is granted only at the ranks of, or coincident with promotion to, associate professor and professor. A recommendation for tenure in the Department will require performance at the level specified for the rank at which either or both is being sought as described in the UGA *Guidelines* for Appointment, Promotion, and Tenure of the University of Georgia and in the previous sections of this document. In addition, tenure in the Department of Career and Information Studies will be recommended only if there is a continuing and long-range need for the duties and responsibilities that may be expected of the candidate in the future, and if the candidate is likely to continue to be an active and productive scholar.

Italicized text under Departmental Criteria for Promotion and Tenure in this document represents the Department of Career and Information Studies interpretation and additional specifications to the University criteria.