Application Procedures for Promotion and/or Tenure at Fayetteville State University

Tenure policies and Regulations
The Fayetteville State University Tenure Policies and Regulations documents set forth the general provisions for the initiation, review, and approval of appointments, reappointments, promotions, and tenure of faculty at Fayetteville State University. These provisions, when enacted, have the potential to insure the requirements of affirmative action and academic due process. The purpose of this Guide is to serve as a reminder of established procedures and to request that faculty exercise uniformity in the application process. It is essential that faculty members, after having fulfilled the terms and conditions of the current rank and appointment, offer the required documentation to support the application for change of status. The following advice regarding documents to support the application process for promotion and/or tenure should prove helpful to faculty.

Documents to Support Reappointment, Promotion and/or Tenure
In addition to the information on the Comprehensive Evaluation Form, it is recommended that each faculty member present the following documents to his or her department chairperson to support the request for promotion and/or tenure:

1. A letter to Department Head requesting a change in status;
2. An original letter of recommendation from the academic department chairperson and the respective dean which supports the validity of invalidity of the request;
3. A current resume;
4. Copies of student evaluations, peer evaluations and other documents to demonstrate effective teaching;
5. Copies of materials to demonstrate significant contributions to curricular improvement, research, scholarly publications or artistic activity, and professional societies;
6. Copies of materials that attest to University service; and
7. Copies of documents that illustrate involvement in community/public service.

Format
The documents submitted should be clearly indexed, separated according to categories, and presented in a loose leaf binder that accommodates well the materials to be considered.
Promotion and Tenure

VERIFICATION FOR MEETING CRITERIA
These guidelines and their included criteria for promotion and/or tenure must be accumulated from the last requested and approved personnel action. “Last personnel action” is defined as “initial appointment to a faculty position, granting of tenure, or granting of a promotion.” Verification of the criteria (accumulated points for service and scholarly activity, refereed journal publication, and average teaching performance rating) must be made at the departmental level and clearly displayed for perusal by all levels of review above the departmental level.

If a request for a personnel action is approved, publications, points for service and scholarly activities, and average teaching performance ratings accumulated after the date of the requested action, but before the date of implementation of the approved personnel action, can be applied towards the next anticipated personnel action.

CRITERIA FOR PROMOTION ACCORDING TO RANK

Assistant Professors will apply for both tenure and promotion to Associate Professor:
- Must have accumulated 60 points in University/Community Service and Research/Scholarly Activities
- Scholarly Activities to be defined by each Department. The faculty must be informed in writing.
  PLUS
  Have an average Teaching Performance rating of 3.75 or higher for the period of time at the rank of Assistant Professor.

From Associate Professor to Professor:
- Must have accumulated 40 points in University/Community Service and Research/Scholarly Activities
- Scholarly Activities to be defined by each Department. The faculty must be informed in writing.
  PLUS
  Have an average Teaching Performance rating of 4.00 or higher for period of time at the rank of Associate Professor.
CRITERIA FOR TENURE ACCORDING TO RANK

While at rank of Associate Professor:
Must have accumulated 40 points in University/Community Service
And Research/Scholarly Activities
   Scholarly Activities to be defined by each Department. The faculty
must be informed in writing.
PLUS
Have an average Teaching Performance rating of 4.00 or higher for
the period of time at the rank of Associate Professor.

While at rank of Professor:
Must have accumulate 40 points in University/Community Service
And Research/Scholarly Activities
   Scholarly Activities to be defined by each Department. The faculty
must be informed in writing.
PLUS
Have an average Teaching Performance rating of 4.00 or higher for
the period of time at the rank of Professor.
SUGGESTED POINT SCALE FOR UNIVERSITY/COMMUNITY SERVICE AND RESEARCH/SCHOLARLY ACTIVITIES

The number of points given for each activity should be mutually agreed upon by the faculty member, the tenured faculty reviewers, and the department chair. Points exceeding the number of points suggested in any category may be requested subject to approval by the Tenure, Promotion, and Reappointment Committee. Any activities not listed for which the faculty member wishes to receive points is subject to approval by the Tenure, Promotion, and Reappointment Committee.

Significant Contributions to Student Activities and Program
(The number of points assigned should be based upon the quantity and quality of advisement given. The number of advises served by the faculty member must be clearly stated.)

- Advisor to students = 1 to 4 points per year
- Advisor to student organizations = up to 2 points for each

Discernible Contributions to University Committees

- Serve on Departmental committees (member) = up to 1 point each per year
- Serve on Departmental committees (chair) = up to 2 points each per year
- Serve on School/College committees (member) = up to 1 point each per year
- Serve on School/College committees (chair) = up to 2 points each per year
- Serve on autonomous University committees (member) = up to 1 point each per year
- Serve on autonomous University committees (chair) = up to 2 points each per year
- Serve on other University committees (member) = up to 1 point each per year
- Serve on other University committees (chair) = up to 2 points each per year
- Serve on special University projects (SACS, SDPI, NCATE, etc.) (member) = up to 2 points each
- Serve on special University projects (Chair or sub-committee) (chair) = up to 3 points each
- Serve on Faculty Senate = up to 1 point per year
- Serve as Faculty Senate chair and/or secretary = up to 2 points per year
- Serve on Faculty Senate vice-chair and/or parliamentarian = up to 1 point per year
- Serve on Faculty Senate standing committees (member) = up to 1 point each per year
- Serve on Faculty Senate standing committees (chair) = up to 2 points each per year
- Serve on ad hoc committees (member) = up to 1 point each
- Serve on ad hoc committees (chair) = up to 2 points each
Contributions to Department, School/College, and University Administration

- Serve as department Area Coordinator = up to 2 points
- Serve as Director of a program = up to 2 points
- Direct special projects and/or perform special services within the department, School/College, and University = up to 2 points

Contributions to Programs which Serve and/or Cause Positive Recognitions by University Clientele

- Direct/conduct workshops, special projects, etc. on departmental, School/College, or University levels for the Community = up to 2 points
- Participate in community related activities (school and/or community organizations, etc.) = up to 1 point per year
- Serve on city council, county board of commissioners, board of education, state legislature, etc. = up to 1 point per year
- Serve as alternate to Faculty Assembly = up to 1 point per year

Research and Scholarly Activities

- Creative work (concerts, exhibitions, artistic works, etc.) = 1 to 5 points
- Monographs, in-house publications, and published proceedings = 1 to 2 points for each
- Articles in non-refereed journals = 1 to 3 points each
- Articles in refereed journals = 3 to 5 points each
- Grants proposals submitted but not funded = 1 to 2 points each
- Grant proposals submitted and funded = 1 to 5 points each based on the category and amount of the grant
- (non-refereed) Books published = 2-4 points each
  (refereed) Books published = 5-10 points each
- Referee/review books, articles, grant proposals, etc. = 1 to 2 points each
- Paper presentation and scholarly speeches = 1 to 3 points each
- Published case studies = 1 to 3 points each
- Write student/course manuals or computer software for educational purposes = 1 to 3 points each
- Direct/conduct workshops, symposia, seminars, and colloquia = 1 to 3 points each
## Compliance With Minimum Criteria
for Personnel Action Requests at the Rank of Assistant Professor

<table>
<thead>
<tr>
<th>Name</th>
<th>Request for Promotion to Associate Professor and Tenure</th>
<th>Points for Service and Scholarly Activity 60 points required</th>
<th>Average Teaching Performance Rating for Period 3.75 required</th>
<th>Scholarly activities to be defined by each department</th>
<th>Number of Other Publication (non-refereed, book chapters)</th>
<th>Number of Grants</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Doe</td>
<td>Promotion</td>
<td>35</td>
<td>4.5</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>John Doe</td>
<td>Tenure</td>
<td>40</td>
<td>4.6</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Jane Doe</td>
<td>Promotion</td>
<td>50</td>
<td>4.8</td>
<td>2</td>
<td>2</td>
<td>0</td>
</tr>
</tbody>
</table>
### Compliance With Minimum Criteria for Personnel Action Requests at the Rank of Associate Professor

<table>
<thead>
<tr>
<th>Name</th>
<th>Request for Promotion to Professor or Tenure</th>
<th>Points for Service And Scholarly Activity 40 points required</th>
<th>Average Teaching Performance Rating for Period 4.00 required</th>
<th>Scholarly activities to be defined by each department</th>
<th>Number of Other Publication (non-refereed, book chapters)</th>
<th>Number of Grants</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>