

GEORGIA SOUTHERN UNIVERSITY

DEPARTMENT OF PSYCHOLOGY

PERSONNEL POLICIES AND PROCEDURES

2009-2010

DEPARTMENTAL PROCEDURES FOR MERIT SALARY INCREASES, ANNUAL CONTRACT RENEWALS, PROMOTION, PRE-TENURE REVIEW, TENURE, AND POST-TENURE REVIEW

I. Criteria for Evaluation

Evaluation of faculty member's job performance is based on the criteria of teaching, scholarship, and service as described in the GSU Faculty Handbook. Of these criteria, teaching is the most important and should carry the most weight in any evaluation.

Teaching

Teaching represents professional activity directed toward the dissemination of knowledge and the development of critical thinking skills. Such activity typically involves teaching in the university classroom. Teaching activities also include the development of new courses, programs, and other curricular materials for both university and other students. Judgments of the quality of teaching activities are based on student ratings of instruction, examination of course syllabi and other course materials, peer evaluations when available, critical review and acceptance of teaching products, performance of students in subsequent courses, and follow-up of graduates in graduate school or in their employment.

Scholarship

Scholarship includes academic achievement and professional growth and development. Scholarship is the integration, development and extension of knowledge and is often demonstrated by publications and presentations designed for professional audiences. Scholarship includes articles, scholarly books and texts, reports of research, creative works, textbooks, scholarly presentations, research grants, demonstration grants, papers read, panel participation, exhibits, performances, professional honors and awards, additional professional training or certification, degrees earned, postdoctoral work, work toward terminal degrees, academic honors and awards, and creative consulting.

Service

Service represents professional activities directed toward the development and maintenance of the university and of professional organizations, as well as activities undertaken on behalf of the university or the profession that do not entail systematic instruction (e.g., advisement, manuscript reviewing, design and development of professional conferences). Service includes the application of the individual's expertise in his/her discipline for the benefit of an organization, the community, or the institution. This type of activity is typically not reimbursed or reimbursed at a nominal rate and is directly related to the individual's academic discipline.

**GEORGIA SOUTHERN UNIVERSITY
DEPARTMENT OF PSYCHOLOGY**

PROCEDURES FOR DETERMINING MERIT SALARY INCREASES

(Tenure-track Faculty Only)

1. All faculty in tenure-track positions will prepare an Annual Report that describes and documents their accomplishments in the areas of: (1) teaching, (2) academic achievement, and (3) service. These reports shall include summaries (averages) of student evaluations, syllabi, and a sample of tests and other course materials for all classes taught during the evaluation year. Annual Reports cover the period from January 1 through December 31 and are submitted to the Department Chair when requested early in the spring semester.
2. Based on the information in the Annual Reports, the Department Chair will evaluate each faculty member on each of the three criteria. He/she will recommend merit increases in salary based on a weighted summation of the evaluations on the individual criteria. For each faculty member, the individual profile of weights for each criterion will be determined that maximizes the overall evaluation. The ranges of permissible weights for each criterion are: teaching - 75%-50%, scholarship - 40%-15%, and service - 20%-5%.
3. The Department Chair will prepare an evaluation of each faculty member using the form prescribed by the Dean's Office. The Chair will meet with each faculty member at which time the faculty member will review his/her evaluation and sign it to indicate that it has been read. Faculty members may submit a response to the evaluation to accompany the report to the Dean.

PROCEDURES FOR ANNUAL CONTRACT RENEWAL RECOMMENDATIONS

1. All faculty in tenure-track positions will prepare an Annual Report that describes and documents their accomplishments in the areas of: (1) teaching, (2) academic achievement, and (3) service. The Annual Report should include a Curriculum Vitae and *elaborate* on information already entered into the Digital Measures Portfolio. Ideally, these reports shall include summaries (averages) of student evaluations, syllabi, and a sample of tests and other course materials for all classes taught during the evaluation year. Annual Reports cover the period from January 1 through December 31 and are submitted to the Department Chair when requested early in the spring semester.
2. Each non-tenured faculty member will be reviewed annually by peers using the attached Advisory Form (p. 7). Reviewers will be those tenure-track faculty who were involved in the hiring decision for that person.
3. The Department Chair will meet individually with all reviewers, at which time he/she will be provided with the reviewer's Advisory Form in person. The Department Chair will tally the response ratings from the advisory form, but written comment protocols will not be duplicated or recorded in any form and will be returned to the reviewer at the end of the meeting.
4. Prior to making final renewal recommendation to the Dean, the Department Chair will inform reviewers, individually, of the distribution of responses on the Advisory Forms and of the Chair's recommendation.
5. An oral summary of both positive and negative comments as well as a ratings distribution will be provided to the reviewee by the Department Chair.
6. Notice of intention to **not** renew a non-tenured faculty member who has been awarded academic rank (Instructor, Assistant Professor, Associate Professor, Professor) shall be furnished, in writing, according to the following schedule:
 - a. At least three months before the date of termination of an initial one-year contract; (February 1)
 - b. At least six months before the date of termination of a second one-year contract; (November 1)
 - c. At least nine months before the date of termination of a contract after two or more years of service in the institution; (August 1)

PRELIMINARY TENURE REVIEW

The annual renewal review conducted during the faculty member's third year will serve as a preliminary tenure review. The focus of this review will be the faculty member's progress towards tenure during those three years. The procedures will be the same as for annual renewal except that the material reviewed will be a summative dossier containing the information listed in the attached *CLASS Guidelines for Promotion and Tenure*. The form on the following page will be used by the faculty reviewers. The reviewers' comments to the Chair should address how well the reviewee is progressing towards tenure and where there may be deficiencies in this progress. In a summative letter that is submitted to the CLASS Dean, the chair will summarize faculty reviewers' comments and add his/her own narrative.

**Georgia Southern University
Department of Psychology**

Advisory Form for Preliminary Tenure Reviews

Confidential to Department Chair only
Name of faculty member under review:

Date: _____

Please check the option below that represents your advice concerning the reviewee's progress towards tenure:

- _____ a. The faculty member is making adequate progress towards tenure and no specific recommendations for improvements are necessary.
- _____ b. The faculty member is making progress towards tenure but it is recommended that improvements be made.
- _____ c. The faculty member is not making progress towards tenure but it is felt that improvements may yet be made.
- _____ d. The faculty member is not making progress towards tenure and it is recommended that additional employment contracts not be issued.

If you checked item b or c above, what specific recommendations for improvement are you making.

PROCEDURES FOR TENURE RECOMMENDATIONS

1. The Department Chair will determine eligibility (years in rank, year of teaching, etc.) and talk with each person who is eligible during the spring before the review would occur.
2. The faculty member will provide a dossier which includes materials listed in the attached *CLASS Promotion and Tenure General Guidelines*. The materials will pertain to the candidate's accomplishments from the beginning of his/her career. This dossier will be submitted to the Department Chair by August 31.
3. The candidate's dossier will be made available for evaluation by all tenured faculty by means of the attached Advisory Form.
4. The Department Chair will meet individually with all reviewers, at which time he/she will be provided with the reviewer's advisory form in person. The Department Chair will tally the response ratings from the advisory form, but written comment protocols will not be duplicated or recorded in any form and will be returned to the reviewer at the end of the meeting.
5. Prior to making a final tenure recommendation to the Dean, the Department Chair will inform reviewers, individually, of his/her decision.
6. An oral summary of both positive and negative comments as well as a ratings distribution will be provided the reviewee by the Department Chair.

**GEORGIA SOUTHERN UNIVERSITY
DEPARTMENT OF PSYCHOLOGY**

Advisory Form for Tenure Decisions

Confidential to Department Chair only

Date:

Name of faculty member under review:

Should this faculty member be tenured? (Circle the answer below which best expresses your opinion.)

Strong
No

Weak
No

Neutral

Weak
Yes

Strong

Yes

Please explain:

Signed:

THIS DOCUMENT IS NOT TO BE REPRODUCED IN ANY FORM.

PROCEDURES FOR PROMOTION RECOMMENDATIONS

1. The Department Chair will determine eligibility (years in rank, year of teaching, etc.) and talk with each person who is eligible during the spring before the review would occur.
2. If the faculty member decides he/she wants to be considered for promotion that year, he/she will provide a dossier for consideration during the fall term by August 31.
3. The dossier will follow the format and organization specified in the *CLASS Promotion and Tenure General Guidelines*. For promotion to associate professor, the candidate *may* elect to have the results of an external review included in the application package. For promotion to full professor, the candidate *must* have the results of an external review included in the application package.
Procedures for an external review are as follows:
 - a. The faculty member will meet with the department chair during the spring semester before applying to discuss appropriate reviewers and the review dossier. The chair will contact the reviewers to ascertain their willingness to participate.
 - b. The faculty member will give the chair a dossier of materials to be reviewed before the end of spring semester. The chair will mail the dossier to the reviewers, requesting that the review be completed before the beginning of the fall semester.
 - c. The completed reviews will be included in the faculty member's application package by the chair, to be included in the dossier to be reviewed by the Departmental, College, and University review committees.
4. The Department Chair will add to the dossier a summary of systematically gathered student evaluations of the candidate, as well as appropriate departmental normative data. In addition, the Chair will add to the dossier a printout of the CV from the faculty member's Digital Measures Portfolio.
5. A Departmental Promotion Committee will be appointed by the Department Chair and will be composed of all faculty members at or above the rank for which the candidate is being considered. Each member of the Promotions Committee will review the dossier and make a recommendation to the Department Chair using the departmental Promotion Form (p. 10). This will be accomplished at least two weeks before recommendations are due in the Dean's office.
6. The Department Chair will consider the recommendations of the Promotion Committee and make a final recommendation to the Dean, after communicating this decision to the members of the Promotions Committee. This final recommendation to the Dean will indicate whether the Department Chair's recommendation is in agreement with that of the Committee.
7. The Department Chair will hold a conference with each candidate and discuss the recommendation made to the Dean.

**GEORGIA SOUTHERN UNIVERSITY
DEPARTMENT OF PSYCHOLOGY**

Advisory Form for Promotion Decisions

Confidential to Department Chair only

Date:

Name of faculty member under review:

Should this faculty member be promoted? (Circle the answer below which best expresses your opinion.)

Strong
No

Weak
No

Neutral

Weak
Yes

Strong

Yes

Please explain:

Signed:

THIS DOCUMENT IS NOT TO BE REPRODUCED IN ANY FORM.

PROCEDURES FOR POST-TENURE REVIEW

In accordance with the Board of Regents' Policy on Post-Tenure Review, all tenured faculty in the College will undergo a thorough review on a five-year-schedule, beginning with the faculty member's last major personnel decision (i.e., tenure or promotion to any rank). This schedule of reviews will be maintained until the faculty member submits to the Dean a written statement of his or her intention to retire before the next scheduled review. In cases where the five-year evaluation period is interrupted by a change of status (e.g., a full-time administrative assignment or promotion), a new five-year interval will be set.

1. By December 15 of the review year, the faculty member to be reviewed will submit to the Department Chair a dossier that will follow the format and organization specified in the *CLASS Promotion and Tenure General Guidelines*. In addition to the materials required by the college, the dossier should also include:
 - a. Evidence of participation in faculty developmental opportunities.
 - b. Goals achieved and progress attained during the last five-year period.
 - c. A set of goals to be accomplished during the next five-year period.
2. A Departmental Post-Tenure Review Committee will be assembled by the Department Chair and will be composed of all tenured faculty members at or above the academic rank of the reviewed faculty member. Members of the Post-Tenure Review Committee will review materials in the dossier, paying particular attention to classroom materials and scholarship. Teaching should be given the greatest weight by the Committee. Participation in faculty development activities should also be evaluated. The Department Chair will meet individually with each reviewer, at which time he/she will be provided with the reviewer's advisory form in person. The Department Chair will tally the response ratings from the advisory form, but written comment protocols will not be duplicated or recorded in any form and will be returned to the reviewer at the end of the meeting.
4. An oral summary of both positive and negative comments as well as the ratings distribution will be provided to the reviewee by the Department Chair.
5. By January 15 of the faculty member's review year, the Department Chair will submit the Post-Tenure Review dossier to the Dean's Office.
6. The following items will be appended to the reviewee's dossier: a. the Department Chair's summary of both positive and negative comments by the Post-Tenure Review Committee and the ratings distribution; b. the Department Chair's evaluation especially written for the purposes of the Post-Tenure Review.
7. All post-tenure reviews in CLASS take place at the College level. (For information about the CLASS Post-Tenure Review Committee formation and procedures, appeal procedure, recognition of outstanding achievement, and remediation of deficiencies information, see GSU CLASS [Manual of Policies and Procedures](#).)

**GEORGIA SOUTHERN UNIVERSITY
DEPARTMENT OF PSYCHOLOGY**

Advisory Form for Peer Evaluation for Post-Tenure Review

Confidential to Department Chair

Date: _____

Name of faculty member under review:

Please check the option below that represents your advice concerning the evaluation of the reviewee:

- a. The faculty member is meeting the College's expectations for performance, and no specific recommendations for improvement are necessary.
- b. The faculty member is meeting the College's standards for performance, but it is recommended that improvements be made.
- c. The faculty member is not meeting the College's standards for performance.

Identify specific areas of strengths and weaknesses with regard to teaching, scholarship, and service. If weaknesses are identified, what specific recommendations for improvements are you making?

Policy for Assigning Summer School Courses

1. A list of all faculty will be put in random order.
2. Summer school courses allocated to the department will be assigned to faculty starting from the top of the random-ordered list skipping those who do not want to teach that summer.
3. If there are enough courses for all who want to teach, the name at the bottom of the list this summer will move to the top of the list for next summer.
4. If there are not enough courses allocated to the department for all who want to teach this summer, the names of those who did not get to teach this summer will move to the top of the list for next summer.
5. If there are more courses that can be offered than there are faculty teaching, additional courses will be assigned in a similar manner. A random list will be generated and additional courses will be assigned starting at the top of the list. Those faculty receiving additional courses will be moved to the bottom of the list the following summer.

Faculty Reassigned-Time Policy
Department of Psychology
(Revised 9-08)

The policies below are intended to be guidelines that the Department Chair will use when determining faculty workload assignments. Reassigned time decisions are guided by the following parameters:

1. Standard teaching load for full-time, tenure-track faculty at Georgia Southern is 12 hours per semester.
2. Any reassigned time from the standard load is constrained by the Department being able to offer an adequate number of courses and seats in those courses to accommodate student demand.

In light of these parameters, the following situations may lead to release time from teaching:

I Departmental Administrative assignments:

1. Director of Clinical Training for the Psy.D. program (two courses: one per semester)
2. Director of Psychology Clinic (two courses: one per semester)
3. Coordinator of M.S. program (one course)
4. Coordinator of B.S. program (one course)

II. Research activity

1. Research (up to 3 credits per year). Faculty members submit their proposals for research-related reassigned time when the Department Chair calls for them, typically in the spring semester for reassigned time in the following year.)

III. Individual Arrangement Experiences with Graduate and Undergraduate Students

1. Supervising a thesis to completion (one course). This reassignment will be made after the thesis is completed.
2. Accumulating 20 points from the following:

	<u>Activity</u>	<u>Points</u>
Graduate		
	a. Psy 7390 Development of Original Research Project	3/project
	b. Psy 7490 Advanced Directed Study	2/student/project*
	c. Member of thesis committee (when thesis is completed)	1/thesis
	d. Member of Comprehensive Exams Committee	1/year
Undergraduate		
	e. Psy 3890 Research Experience	1/student/semester**

- | | |
|-------------------------------|--------------------|
| f. Psy 4830 Field Experience | 1/student/project* |
| g. Psy 4841 Directed Research | 3/project |
| h. Psy 4832 Directed Study | 2/student project |

*In the unlikely event that a student completes two different projects in two different semesters, credit will be received for each project.

**In the event that a student takes the course for more than one semester, credit will be received for each semester.

Travel Budget Dispersement Policy

At the beginning of the fiscal year (July 1) or in the early fall, all tenure-track faculty will inform the department chair about their work-related travel plans for the year. The total travel dollars in the Department's budget will be divided by the number of faculty who have submitted travel plans, and that amount will be how much is dispersed to each traveling faculty member. By March 31, any travel funds that have not yet been spent (or encumbered) will be offered to faculty who wish to travel, with first priority going to faculty traveling with students and second priority going to faculty traveling without students.

**Education Leave Policy
Department of Psychology
(Implemented 9-08)**

1. Faculty interested in applying for Education Leave must meet all eligibility requirements, as stated in the Faculty Handbook, which include being “tenured and hav(ing) seven or more years of full-time employment at Georgia Southern University” (p. 43, 2008-09 Faculty Handbook).
2. Given that the teaching assignments for any faculty member on Education Leave must be absorbed by the Department, all applications for leave will be considered in light of current Departmental teaching needs.
3. In light of number 2, any faculty member interested in applying for Education Leave must discuss their interest in doing so with the Department Chair at least three semesters before the targeted period begins (so planning can be done). That is, if an individual wishes to take a leave in fall or fall/spring (formal application due Jan 10), then a discussion with the Chair should take place in Spring of the previous academic year. If leave is requested for spring (Application due June 10), then discussion should take place in fall of the preceding academic year.
4. Also in light of number 2, no more than one individual in the Department can be on Education Leave in a single semester.
5. If two or more individuals apply for Education Leave, priority will go to the individual who has gone the longest time without a leave.

For details related to Education Leave (e.g., specifics related to philosophy, eligibility, application procedures, etc), please see the policy as outlined in the Faculty Handbook (Page 43 of the 2008-2009 Faculty Handbook).

CLASS Promotion and Tenure General Guidelines 2009-2010

Timelines:

- October 9: Promotion applications due to Dean's Office (*due to John, Aug 31*)
October 9: Tenure applications due to Dean's Office (*due to John, Aug 31*)
January 15: Post-tenure review materials due to Dean's Office (*due to John, Dec 15*)
February 15: Pre-tenure review materials due to Dean's Office (*due to John, Jan 15*)

Materials:

Faculty applying for personnel actions will prepare a portfolio or dossier in support of their application. Such a portfolio will consist of two parts:

1. Standard supporting documentation :
 - a. Presentation:
 - i. One-inch view binder with clear overlay for identification page
 - ii. Identification page with name, department, and action sought
 - iii. Labeled tab dividers to separate required material
 - iv. Sheet protectors are **not** required
 - b. Content:
 - i. Recommendation form (completed and inserted by chair following departmental action)
 - ii. Curriculum vitae in digital measures format
 - iii. One-page summary of student ratings of instruction (completed and inserted by department)
 - iv. Personal narrative discussing the areas of teaching, scholarship/creative activities, and service.
 - v. Pre-tenure review (Chair's Letter) (for tenure application only)
 - vi. Annual reviews
 - i. Any formal evaluative documents or information produced in response to such reviews
 - ii. Evidence of peer evaluation of instruction
 - iii. External review letters as needed
2. Supplemental materials (as deemed necessary by applicant):
 - a. Presentation:
 - i. Limited to a clearly labeled "paper" box (12" x 24" x 10")
 - ii. Binders or organization by applicant's choice
 - b. Content (some or all of the following):
 - i. Complete sets of student ratings for selected courses

- ii. Additional peer evaluations
- iii. Sample course materials
- iv. Publications
- v. Photographs, recordings, or summaries of creative works
- vi. Materials produced as part of service projects
- vii. Other materials that the applicant or department believes will strengthen the application.

Additional Notes:

1. Faculty are encouraged to create and maintain and updated portfolio/dossier to use as they move through their careers.
2. Promotion applications should clearly emphasize accomplishments since the last promotion.
3. Post-tenure review materials should clearly emphasize accomplishments since the last formal review (tenure and/or promotion).
4. Faculty are referred to the University *Faculty Handbook* and the College *Policies and Procedures Manual* for additional information.