

January 23, 2015

Dr. David Shipley, Chair of the Executive Committee University Council

School of Law, 323 Rusk Hall, CAMPUS

Dear Dr. Shipley,

On 11/17/2014, the Faculty Affairs Committee approved and voted to forward the following two agenda items:

1. Suggested revision to [UGA Guidelines for Appointment, Promotion and Tenure](#), p 28, 29, section On Promotion/Tenure-Unit Review as follows:

Replace:

**“Absentee ballots with no vote or not clearly marked are not eligible and will be discarded”**

By

**“Absentee ballots should be brought to the meeting and be counted as the rest of the other ballots”**. (see Attachment 1).

2. Change the name of “Distinguished Research Professor” to “John and Joseph LeConte Distinguished Research Professor” at UGA (see Attachment 2, Attachment 3, Attachment4)

to the Executive Committee of University Council for consideration and placement on the February 18, 2015 Council agenda.


If you have questions concerning this item, please feel free to contact me by e-mail at [thiab@cs.uga.edu](mailto:thiab@cs.uga.edu)

Regards,

Thiab Taha, Chair of the Faculty Affairs Committee

Tel: 706 542 3455

*Guidelines for*  
**Appointment,  
Promotion and Tenure**



THE UNIVERSITY OF GEORGIA

Approved by the University Council  
April 22, 2004

Edited April 29, 2004

Revised by the University Council  
Spring, 2006  
Fall, 2007  
Spring, 2010, 2011  
Fall 2011  
Spring 2013, 2014

The second key responsibility of the PTU head is to obtain objective and impersonal external appraisals of the quality of the candidate's contributions from persons highly qualified to provide an assessment. Preferably five such appraisals will be obtained, but in any event the PTU evaluation cannot be conducted with fewer than four external appraisals available, at least two of which must be from a list of potential external evaluators supplied by the candidate. Assessments should not be sought from terminal degree advisors, postdoctoral advisors and personal friends. Appendix C describes this process more fully, and Appendix D provides a letter template for requesting external letters of evaluation. The PTU head may add clarifying information to the letter of request as appropriate.

The candidate constructs a list of up to six potential external evaluators and their qualifications as reviewers. The PTU head must select and include in the dossier letters of evaluation from at least two of the candidate's designated external reviewers and will inform the candidate in writing when the letters have arrived. The candidate also constructs a list of no more than three individuals who may not be contacted as external evaluators, and the head of the promotion/tenure unit and other eligible voting faculty in the unit may not contact these individuals about the candidate's promotion and/or tenure review. The dossier must also include at least two letters from individuals not on the candidate's approved list. If one or two of the external evaluators cannot or do not respond, another letter may be requested, maintaining a balance of letters from the candidate's list of letters and from the PTU's list. All letters of evaluation must be included in the dossier.

If the unit head is an associate professor, then the head, following consultation with the PTU, will appoint a professor to chair the committee to review candidates for promotion to the rank of professor. If the unit head is untenured, then the head, following consultation with the PTU, will appoint a tenured professor to chair the committee to review candidates for tenure. The unit head will retain responsibility for working with the candidate to prepare the dossier for review, although the appointed chair will take responsibility for preparing Sections 1 and 2 after the unit evaluation is completed.

## **B. Reviews**

Normally, the promotion and tenure dossier will be subject to three levels of review: the first review takes place within the PTU, when it renders its recommendation concerning promotion and/or tenure. Following this review by the PTU, the dossier will be reviewed at the school/college level and then at the University level. This three-level review process will take place in those schools and colleges with departments. However, in schools or colleges without departments and reporting directly to the Senior Vice President for Academic Affairs and Provost, there will generally be two levels of review: the first is at the school level and the second is at the University level. In these units, the school/college serves as the PTU. All reviews must be conducted in a rigorous and equitable manner and must be free of political influence.

### **1. Promotion/Tenure-Unit Review.**

*Voting Procedures for PTU:* All eligible voting faculty are expected to participate in the PTU evaluation process by voting yes or no. Faculty from the candidate's PTU will refrain from participating in any form of evaluation at all higher levels of review.

- *Quorum* - Consists of at least two-thirds of those faculty members eligible to vote on a given candidate. Therefore, a quorum must be computed individually for each candidate. State that a quorum was present in the cover letter.
- *Abstentions* - No abstentions are allowed. Once a quorum is declared, all members in attendance must vote. Any ballot not clearly marked approve or deny will be considered a "NO" vote.
- *Recusal* - Only allowed if a conflict of interest exists. Faculty members who recuse themselves are not considered eligible voters and may not participate in the discussion or consideration of the candidate's dossier.
- *Absentee Ballots* - Absentee ballots are allowed but do not count toward the quorum. They must be cast in writing so long as they are received by the PTU head before the meeting begins. Absentee ballots received after the meeting begins will be disregarded. Absentee ballots with no vote or not clearly marked are not eligible and will be discarded.
- *Recommendations* - Determined based upon a simple majority vote of the participating eligible faculty. A tie is interpreted as a negative vote.

The PTU head convenes the appropriate faculty to conduct the PTU evaluation. Faculty eligible to vote within their promotion and tenure units are as follows:

- On promotion to associate professor, all associate professors and professors;
- On promotion to professor, all professors;
- On tenure, all tenured faculty members.

Eligible faculty within the PTU will vote by secret ballot, except for the PTU head. The total number of yes and no votes must be recorded. More yes than no votes must be recorded in order for the candidate to be approved. The PTU head's vote must be revealed at the time the votes are counted. All absentee and regular ballots must be counted by two faculty members, with the results presented to the faculty before adjournment. The candidate must be informed of the results of the vote, including the tally, within three working days of the meeting.

Consistent with the principle of flow, all promotion and tenure dossiers move to the next level of review, regardless of the vote, unless the candidate indicates he/she does not wish to be considered further.