

# Augusta University

## Policy Library

### Non-Tenure Faculty Promotion

**Policy Manager: Office of Faculty Affairs**

#### **POLICY STATEMENT**

Academic ranks ultimately reflect the distinction and career accomplishments of faculty at different stages of their career. This policy outlines the process and requirements for the promotion of non-tenure track faculty members at Augusta University (AU).

#### **AFFECTED STAKEHOLDERS**

*Indicate all entities and persons within the Enterprise that are affected by this policy:*

- Alumni     Faculty     Graduate Students     Health Professional Students  
 Staff     Undergraduate Students     Vendors/Contractors     Visitors  
 Other:

#### **DEFINITIONS**

These definitions apply to these terms as they are used in this policy:

**Regular, full-time:** Regular, full-time includes those positions in which the faculty member is employed full-time for a continuous period that is expected to exceed six (6) months. The term “full-time” denotes service on a 100% workload basis for at least two (2) out of three (3) consecutive academic terms. Regular, full-time faculty can be employed in a position that leads to non-tenure promotion.

**Regular, part-time:** Regular, part-time includes those positions in which the faculty member is employed part-time for a continuous period that is expected to exceed six (6) months. The term “part-time” denotes service on a less than 100% workload basis for at least two (2) out of three (3) consecutive academic terms. In accordance with Board of Regents policies, part-time faculty are not eligible for probationary credit toward promotion and only years of full-time service in the position can be used to calculate the years of service needed for promotion.

**Appointment Unit:** This is the faculty member’s academic home, the academic unit or department to which the faculty member is assigned for promotion purposes, and wherein the candidate’s primary faculty appointment resides

**Joint Appointment:** Full-time, non-tenure track faculty members at AU may hold an appointment in two different departments or colleges/schools; these appointments hold budgetary and annual evaluation responsibilities and are part of the promotion process.

**Secondary Appointment:** Full-time, non-tenure track faculty members at AU may hold secondary appointments in a different department or college/school; these appointments hold no budgetary or annual evaluation responsibility and are not a part of the promotion process.

---

**Office of Legal Affairs Use Only**

**Executive Sponsor: 2/2031**

**Next Review: Provost**

**Teaching Faculty:** Any AU faculty member serving as a Lecturer, Senior Lecturer, or Principal Lecturer.

**Professorial Rank:** Instructor, Assistant Professor, Associate Professor, or Professor (full Professor).

**Research Faculty:** Outstanding performance is expected in specific areas of job assignment. Persons appointed as research scientists usually do not conduct independent research. Teaching related to research is encouraged but not required. Ranks include Assistant Research Scientist, Research Scientist, Senior Research Scientist, and Principal Research Scientist.

**Noteworthy Achievement:** Those achievements that demonstrate a significant impact within one’s academic field or discipline. Because noteworthy achievement is demonstrated differently within academic fields or disciplines, the specific criteria for noteworthy achievement will be defined within the promotion guidelines of academic units. Annual evaluations will be used as one part of a holistic assessment of noteworthy achievement.

**Evaluation Categories:** The categories upon which candidates will be evaluated by reviewers. The criteria for promotion to any rank include the following areas of professional activity and accomplishments:

1. Scholarship (research, scholarship, creative activity, or academic achievement);
2. Teaching (teaching and effectiveness in instruction);
3. Service (professional service to the institution, community, health system, or profession);
4. Professional Development (professional growth and development of self);
5. Student Success (involvement in student success activities).

## ELIGIBILITY

### Time In Service Needed:

	<b>Standard</b>	<b>Minimum</b>
<b>Lecturer to Senior Lecturer</b>	6 years in rank as a lecturer at AU	Served a minimum of 3 years in rank, <i>with performance significantly above expectations</i>
<b>Senior Lecturer to Principal Lecturer</b>	6 years in rank as a senior lecturer at AU	Served a minimum of 3 years in rank, <i>with performance significantly above expectations</i>
<b>Assistant Research Scientist to Research Scientist</b>	3 years in rank at Assistant Research Scientist at AU	Served a minimum of 2 years in rank, <i>with performance significantly above expectations</i>
<b>Research Scientist to Senior Research Scientist</b>	4 years in rank as Research Scientist at AU	Served a minimum of 3 years in rank, <i>with performance significantly above expectations</i>

<b>Senior Research Scientist to Principal Research Scientist</b>	5 years in rank as Research Scientist at AU	Served a minimum of 4 years in rank, <i>with performance significantly above expectations</i>
<b>Instructor to Assistant Professor</b>	5 years in rank as Instructor at AU	Served a minimum of 3 years in rank, <i>with performance significantly above expectations</i>
<b>Assistant Professor to Associate Professor</b>	5 years in rank as Assistant Professor at AU	Served a minimum of 4 years in rank, <i>with performance significantly above expectations</i>
<b>Associate Professor to Professor</b>	5 years in rank as Associate Professor at AU	Served a minimum of 4 years in rank, <i>with performance significantly above expectations</i>

**NOTE:** Board of Regents Academic & Student Affairs policy 4.6 states: “At research and comprehensive universities, faculty may be considered for “early” promotion with less than the required minimum years of service in rank listed above. However, these cases require strong justification and approval by the president.”

**Notifications for Eligibility**

Faculty shall receive notice of eligibility to apply for promotion in the academic year before the review and will be transmitted to the faculty member by their home college/school. Recommendations for promotion are not normally considered for individuals who are currently on a leave of absence. If recommended for promotion, the new rank will go into effect at the beginning of the next contract period.

**Probationary Credit**

At the time of an individual’s initial appointment, a maximum of three (3) years of probationary credit towards promotion may be awarded for service at other institutions or service in a professorial rank within the institution.

**EVALUATION**

Promotion within the Professorial Ranks, Teaching Ranks, and for Research Scientists each require demonstrating noteworthy achievement in different areas as follows: Scholarship (research, scholarship, creative activity, or academic achievement); Teaching (teaching and effectiveness in instruction); Service (professional service to the institution, community, health system, or profession); Student Success (involvement in student success activities); and, Professional Development (professional growth of self). Each college or school shall determine if student success and professional development will be embedded within the remaining categories or reported separately. If professional development and student success activities are embedded inside the areas of scholarship, teaching, and service, they still must be clearly articulated and meet expectations.

Each academic unit shall establish written criteria and procedures governing promotion expectations to ensure transparency in the review process and that workload percentages for faculty roles and responsibilities are factored into the promotion review in a consistent manner. In addition, the expectations

associated with each role and responsibility should be appropriately scaled to reflect differences in assigned workload allocation.

The candidate's length of service with the institution shall be taken into consideration in determining whether the faculty member qualifies for promotion. A promotion to the rank of Associate or Full Professor requires a terminal degree in the appropriate discipline or its equivalent in training, ability, or experience. Neither the longevity of service nor possession of a terminal degree is a guarantee of promotion.

**A recommendation for promotion requires:**

- Teaching Ranks: The candidate must demonstrate **noteworthy achievement in Teaching and Student Success Activities** and **meet expectations** in the remaining categories for which effort has been assigned.
- Professorial Ranks: The candidate must demonstrate **noteworthy achievement in two categories aligned with their effort distribution** and **meet expectations** in the remaining categories.
- Research Scientist: The candidate must demonstrate **noteworthy achievement in Research** and **meet expectations** in the remaining categories of assigned effort.

Note: For individuals who do not have an allocated effort to student success and/or professional development (i.e., these areas are merged into teaching, research, and service), they can demonstrate “noteworthy” by including concrete evidence in Appendices E and F in their promotion portfolios.

**The Value of Community Engagement Within all Promotion Applications**

Augusta University is committed to ensuring that community engagement is recognized and rewarded within the institution's promotion and annual evaluation processes. To that end, community engagement activities shall be recognized as appropriate to each of the following evaluation categories: Scholarship, Teaching, Service, Professional Development, and Student Success. Community engagement activities should be reported within the category that best suits the nature of the individual activity.

Intentionally left blank—continues next page

### Overview of Non-Tenure Track Promotion Process

During the spring term, prior to the forthcoming cycle, individual academic colleges/schools/libraries will review records of all full-time faculty members to determine eligibility for promotion and compile a list to be submitted to the Office of Faculty Affairs. The Office of Faculty Affairs will verify each list with Human Resources. Once verified, the Office of Faculty Affairs will return the lists to the colleges/schools/libraries for distribution to the appropriate departments. The department Chair will inform the faculty member. The faculty member is encouraged to discuss their circumstances with the Chair (or Dean for units without departmental structures) but will independently make the final decision of whether to pursue promotion in the upcoming cycle. Colleges/schools/libraries will send a confirmed list of all faculty members pursuing promotion in the upcoming cycle to the Office of Faculty Affairs.

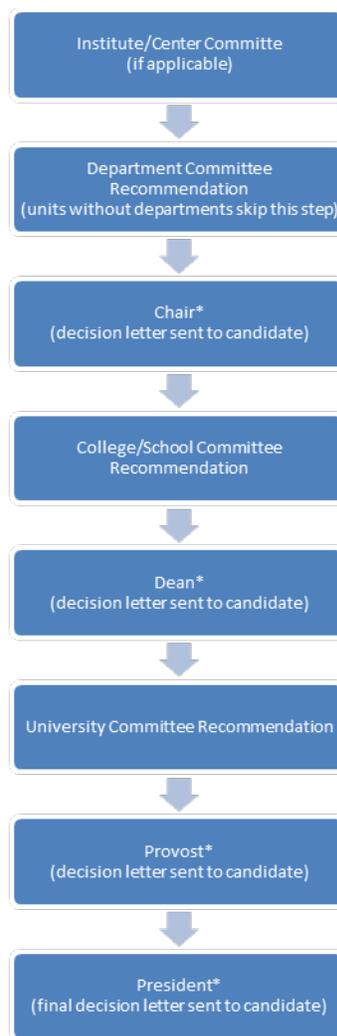


Figure 1: Non-Tenure Track Promotion Process

## **PORTFOLIO COMPONENTS**

This guidance details the portfolio format and contents that must accompany the request for promotion as it moves through the approval process. Departments and/or schools/colleges may require or request additional information to help them make their decisions, but they must include directions for any mandatory additions in their promotion documents.

### **Required Organization and Format of Portfolio**

Candidates shall submit the following documents:

1. Promotion Application Form
2. Curriculum Vitae
3. Statement of Teaching (maximum one single-spaced page Calibri 12 point)
4. Statement of Scholarship (maximum one single-spaced page Calibri 12 point)
5. Statement of Service (maximum one single-spaced page Calibri 12 point)
6. Statement of Student Success (optional, if embedded; maximum one single-spaced page Calibri 12 point)
7. Statement of Professional development (optional, if embedded; maximum one single-spaced page Calibri 12 point)
8. Copies of the Annual Performance Evaluation (last 5 years)
9. Evidence of Teaching (course evaluation summary sheets and peer observations required)
10. Evidence of Scholarship/Research
11. Evidence of Service
12. Evidence of Student Success (if not embedded in Evidence of Teaching, Scholarship/Research, and/or Service)
13. Evidence of Professional Development (if not embedded in Evidence of Teaching, Scholarship/Research, and/or Service)
14. Summary of Annual Evaluations
15. Summary of Assigned Contract Effort
16. Portfolio Attestation

Except for the required and optional documents listed above and any documents required by the candidate's respective school/college and/or department, no other material shall be included in the portfolio. The combined total of optional evidence for teaching, scholarship/research, service, student success, and professional development shall not exceed 100 pages, excluding summaries of course evaluations and peer reviews. Only evidence since last appointment or last promotion is to be included. Specific content of the above materials is elaborated below.

**Portfolio Attestation:** Completed in the in the faculty evaluation system of record.

### **Curriculum Vitae**

The candidate should include a CV that adheres to the guidelines for documentation style in a specific discipline (e.g., AMA, APA, CMS, MLA). The CV must clearly distinguish the activities/achievements that have occurred since the candidate's last promotion (for promotion candidates).

### **Statement of Teaching (maximum one single-spaced page Calibri 12 point)**

This narrative should highlight the candidate's teaching philosophy, methods, and procedures, and how these contribute to student learning. If the college has opted to embed SSA and Professional Development, the narrative may contain evidence that demonstrates a faculty meets these expectations.

### **Statement of Scholarship (maximum one single-spaced page Calibri 12 point)**

This narrative should highlight the significance of the candidate's scholarship, using criteria from the candidate's discipline as evidence. The candidate should expound on the relevance of publications, presentations, and other examples of scholarship listed on the CV. For both disciplinary and non-disciplinary colleagues, the candidate should explain how the candidate's scholarship contributes to regional, national or international prominence, appropriate to rank. If the college has opted to embed SSA and Professional Development, the narrative may contain evidence that demonstrates a faculty meets these expectations.

### **Statement of Service (maximum one single-spaced page Calibri 12 point)**

This narrative should highlight the candidate's service to their profession; their department, college, AU, and/or USG; the healthcare system, and/or community. If the college has opted to embed SSA and Professional Development, the narrative may contain evidence that demonstrates a faculty meets these expectations.

### **Statement of Student Success Activities (maximum one single-spaced page Calibri 12 point)**

This narrative should highlight the candidate's contributions to activities that contribute to student success. Optional, if embedded into Teaching, Scholarship, or Service. Optional, if embedded into Teaching, Scholarship, or Service

### **Statement of Professional Development Activities (maximum one single-spaced page Calibri 12 point)**

This narrative should highlight a candidate's professional development activities to their profession; their department, college, AU, and/or USG; and/or community. Optional, if embedded into Teaching, Scholarship, or Service.

**Promotion Application Form:** Completed in the faculty evaluation system of record.

**Summary of Assigned Contract Effort:** Completed in the faculty evaluation system of record.

## Appendices

### **Appendix A. Copies of Annual Performance Evaluation Forms (check with your Dean's office, if you did not retain copies)**

#### **For Appendices B, C, and D:**

The candidate should present the information that best supports their candidacy based on expectations of their discipline and assigned effort. This information should be presented in the most concise manner possible using lists, tables, and diagrams. The following are examples that may be included, but these lists are not exhaustive:

#### **Appendix B. Evidence of Teaching (since last promotion)**

- Summary sheets of quantitative and qualitative course evaluations since appointment (required).
- Evidence of peer review of teaching (required), including optional letters from peers that have observed the candidate teaching.
- If advising graduate student projects or residents, include communications from **up to 5** residents, graduate students, advisees, etc. that address the quality of the supervision that the student received.
- A list of examples of student achievements such as projects, awards, honors theses, publications, presentations, time to degree for graduate students.
- A list of course and program development activities.
- Evidence that the candidate assesses whether they have been successful in increasing student learning outcomes.
- An annotated list of pedagogical literature and instructional development sessions that have influenced the faculty member's teaching and how the faculty member has addressed this information in planning their classes and instructional strategies.
- Other evidence that the faculty member makes noteworthy contributions to student success.
- Evidence of continued professional growth and development related to teaching.

#### **Appendix C. Evidence of Scholarship/Research (since last promotion)**

- Faculty member's publications: designate that which is peer-reviewed versus that which is not peer-reviewed, such as material from other publications, including the Scholarship of Teaching and Learning, the Scholarship of Engagement, and any evidence consistent with USG ASA [Handbook 4.8.2: The Scholarship of Discovery](#).
- Creative endeavors and activities include art exhibitions, professional poetry recitals, theatrical, dance, or music performances, etc.
- All grants, fellowships, and scholarships, as appropriate to the discipline, with funding amounts.
- Invited seminars and presentations.
- Conference proceedings publications, explicitly designating peer-reviewed material.
- Conference presentations, explicitly designating peer-reviewed material.
- Evidence of interdisciplinary collaborations across departments, centers, institutes, and/or colleges.

- Evidence that the faculty member's research or scholarship makes noteworthy contributions to student success.
- Evidence of the candidate's most significant publications and/or creative endeavors (e.g., abstracts, first pages with DOIs, or complete publication, as appropriate).
- Evidence of continuous professional growth and development related to scholarship/research.

## **Appendix E. Evidence of Student Success (if not embedded in Appendices B-D; since last promotion)**

### **Examples (not inclusive)**

#### ***Teaching and student success activities:***

- If advising graduate student projects or residents include communications from **up to 5** residents, graduate students, advisees, etc. that address the quality of the supervision that the student received.
- Using data and student feedback to continuously improve student engagement.
- Completing early alerts for student's course and career mentoring.
- Advising of students.
- Promoting academic growth mindset in students.
- Developing and updating courses to include best practices for student engagement.
- Assisting students, residents, and fellows in their clinical practice and duties.

#### ***Research and student success activities:***

- Directing student research.
- Co-authoring or co-presenting with students.
- Sponsoring and/or supporting students to attend professional meetings and conferences.
- Presenting or publishing papers or securing grants related to student success.
- Providing resource support for student research success.

#### ***Service and student success activities:***

- Serving on committees, teams, and task forces related to student success.
- Mentoring faculty colleagues in student success activities.
- Providing professional development student success sessions to faculty colleagues.
- Attending commencement ceremonies and other student recognition events.
- Organizing or providing professional development activities for students.
- Participating in student recruitment and retention activities.
- Partnering with academic support services and student affairs organizations.

***Administration and student success activities:***

- Providing support for curriculum development.
- Assessment of student learning and development.
- Implementing student-centered course scheduling.
- Development of academic calendar policies.
- Developing student support.
- Implementing pedagogical training for faculty members.
- Assisting students with administrative issues.

**Appendix F. Evidence of Professional Development (if not embedded in Appendices B-D; since last promotion)**

- Workshops, seminars or other training related to **teaching, research, clinical work, and/or administration.**
- Participation in leadership programs.
- Evidence of ongoing professional development related to faculty role and responsibilities, such as participation as a coach, training, facilitator, instructor, sponsor, mentor, etc., that facilitates the professional development of faculty peers (inside and outside AU) specific to this domain.

**Attachment 1** – One External Letter of Review is required for faculty with 20% or more effort assigned to research. Additional letters may be requested at the college/school level. All letters **should be appended by the Chair or designee prior to the department committee review (if there are no departments, the dean or designee should append the letter prior to the college/school committee review)**. Augusta University units requesting external reviews shall develop the criteria for external letter requirements and the process for selecting and contacting external reviewers subject to approval by the Provost or his or her designee. **Candidates shall not be informed of the identities of the external reviewers.**

**Attachment 2 – Internal Letters of Support**

Appended by the chair (or other designated committee member) at each level of review: Department Committee, College/School Committee, and University Committee. Decision letters from Department Chairs and Deans should be prepared on official letterhead, signed, and forwarded to the Provost through university sanctioned methods.

Committees at each level will write a formal, detailed letter with an explicit recommendation concerning promotion for each candidate. The letter, which should be considered a form of peer review, must articulate clear reasons for the committee's recommendation, summarizing or making specific references to the evidence presented in the candidate's portfolio, and using the appropriate terminology (e.g., "noteworthy") to indicate whether the candidate has met or exceeded the relevant standard(s) for each category (Teaching, Scholarship, Service, Student Success Activities and Professional Development). This letter should be prepared on official letterhead, signed by the committee chair, and forwarded to the Provost through university sanctioned methods.

Once the dossier is presented to the department/college and begins to move through the AU Promotion Process, that is, committees begin to vote, the dossier shall remain unchanged except for the appending of committee and formal review letters.

## COMMITTEE COMPOSITION AND MEMBERSHIP

### Committee Membership at All Levels

- No faculty member shall serve on more than one Promotion Committee at different levels (department, college, university) such that it causes them to evaluate the same individual(s).
- No faculty member in a position at or above the level of department Chair shall serve on any Promotion Committee.
- Any faculty member with responsibility for directly supervising the candidate shall not be present or participate in any manner in the discussion of the candidate, including not voting.
- Any committee member who is a candidate for promotion shall recuse themselves for that cycle.
- All committee members shall adhere to the AU Individual Conflicts of Interest Policy.
- All votes on promotion applications shall be conducted by secret-ballot.
- A quorum will consist of 75% of those eligible to vote who are physically or virtually present in real-time for the meeting. A 60% majority vote of those present physically or real-time virtually shall be required to pass a motion to promote. Since the vote required is 60% of the members *present*, an abstention will have the same effect as a *no vote* and count toward quorum. However, if there is a legitimate conflict of interest requiring an abstention, that should be documented in the committee letter; in such a case, the vote will not count as a *no vote*.
- Members may not serve consecutive terms.

**Note:** If circumstances indicate that creating a promotion committee without having faculty members serving consecutive terms the college/school may reach out to the Office of Faculty Affairs to seek an exemption from this rule.

### University Non-Tenure Promotion Committee

The University Faculty Senate will form a University Senate Non-Tenure Track Promotion Committee to review non-tenure track candidates for promotion and make a recommendation to the Provost. Each College/School and the Libraries will have one representative on the University Senate Non-Tenure Track Promotion Committee. This representative is to be a non-tenure track full-time faculty member in their respective College/School and is to be elected within their College/School. If a College/School is unable to identify a non-tenure track faculty member to serve on this committee, then a tenure track faculty member of appropriate rank may be considered. Each representative will serve a three-year term, and the rotation of representative terms will be established and maintained by the Office of Faculty Affairs to ensure that only one-third of representatives will rotate off each year.

### **College Promotion Committee**

Each College/School/Libraries will create a College Promotion Committee to review Promotion cases. Policies and procedures of this Committee shall be established by each College/School/Libraries, consistent with the below requirements. These policies and procedures must be approved by the College Dean, Augusta University Faculty Senate (AUFS), and the Provost (or designee), be published on the OFA webpage and be reviewed by the College at least every 3 years. Exceptions to the committee membership structure above may be appealed by the Dean to the Provost. The Provost or designee will review college committee membership annually.

1. Each college will choose the most appropriate structure from the options below based on their needs and apply fair evaluation criteria for both tracks. The college may choose to form either:

**Separate Promotion Committees** for tenure-track and non-tenure-track faculty. In this case, the promotion and tenure committee will follow the guidelines outlined in the current AU policy on promotion and tenure and the non-tenure track promotion committee must have a minimum of 5 non-tenure track faculty who have successfully gone through at least one promotion in rank. Additionally, the committee should always have an odd number of members. Ideally, if the college/school chooses a separate promotion committee all its members will be at the highest rank of candidates seeking promotion in a given cycle.

### **OR**

**Combined Promotion Committees** that include members from both tracks to review all candidates together. If a combined committee is chosen, it shall have an odd number of members and a minimum of **two tenure-track faculty members** and **two non-tenure-track faculty members** to ensure balanced representation. The combined committee must complete all recommendations of non-tenure track promotions collectively. While non-tenured faculty are eligible to vote on promotions, they must abstain from voting on tenure. Non-tenure track faculty can vote only on promotion case.

2. Committee makeup:
  - a. If the college/school chooses to have one Promotion and Tenure committee then all members of the committee will have full-time faculty appointments and the two non-tenure track faculty members will hold the minimum rank of Senior Lecturer or Senior Research Scientist while the tenure track faculty members shall hold the minimum rank of Associate Professor or above. A majority of committee members shall be tenured.
  - b. If the college/school chooses to have separate non-tenure and tenured faculty promotion committees then all members of both shall hold full-time faculty appointments and all members of the tenure track committee shall hold the minimum rank of Associate Professor and all members of the non-tenure track committee shall hold the minimum rank of Senior Lecturer or Senior Research Scientist.
  - c. In departmentalized colleges/schools, membership on this committee should include an equal number of faculty from each department. Approximately one-third of the committee

membership will be newly elected/appointed each year. The Chair of the committee cannot serve as Chair in consecutive terms.

3. Committee members do not need to be tenured to vote on promotion decisions. However, non-tenure track faculty members shall not cast a vote in tenure cases.
4. In the event a college/school has an insufficient number of qualifying faculty to populate the unit's committee, the Dean will work with the Dean of another college/school to identify faculty from outside the college who can serve on the college/school Promotion & Tenure Committee.
  - a. The manner in which outside members are appointed to the committee shall be specified in the college/school's governance documentation.
  - b. When outside members are appointed to a College Promotion & Tenure Committee, every effort should be made to solicit members who have some understanding of the disciplines contained within the college and some familiarity with those discipline's norms for excellence. The procedures used to place outside members on the committee must be consistent with the elected/appointed proportions described in 1.

### **Departmental Promotion Committees**

In departmentalized Colleges/Schools, each Department will create a Promotion Committee to review promotion cases. Policies and procedures of this Committee shall be established by each Department, consistent with the below requirements. These policies and procedures shall be approved by the College Dean, Augusta University Faculty Senate (AUFS) Committee on Promotion and Tenure (or designated AUFS committee), and the Provost (or designee), published on the OFA webpage, and reviewed by the department at least every 3 years.

1. The promotion process begins with a department Promotion or Promotion & Tenure committee recommendation.

For departmental committees, each College may choose to form either:

**Separate Promotion Committees** for tenure-track and non-tenure-track faculty. In this case, the departmental promotion and tenure committee will follow the guidelines outlined in the current AU policy on promotion and tenure and the departmental non-tenure track promotion committee shall be formed by a minimum 3 non-tenure track faculty who have successfully gone through at least one promotion in rank. Ideally, all members will be at the highest rank of candidates seeking promotion in a given cycle.

**OR**

**Combined Promotion Committees** that include members from both tracks to review all candidates together. If a combined departmental committee is chosen, it shall be comprised of a **minimum** of three members of the department who hold full-time faculty appointments at the rank of Associate Professor or higher with at least three additional members being a non-tenure track faculty. The unit may also use a

Promotion and Tenure sub-committee to review non-tenure track faculty promotion applications. The subcommittee shall consist of two Associate Professors or higher with at least three non-tenure track faculty members who hold the minimum rank of Senior Lecturer/Senior Research Scientist. The non-tenure track faculty members cannot vote on tenure decisions.

Each department will determine the most appropriate structure based on their needs and apply fair evaluation criteria for both tracks.

- a. In the event a department does not have three eligible members, qualifying faculty from other departments in the college must be appointed to the department committee. The department Chair or their designee will work with the college Dean to identify faculty from other departments within the college who can be appointed to the committee.
- b. When the department does not have three eligible members, qualifying faculty from other departments in the college must be appointed to the department committee. The department Chair or their designee will work with those discipline's norms for excellence.

### **Exceptions to these Policies**

In the case of non-tenure track Chairs, Assistant Deans, Associate Deans, and Vice Deans, considered for promotion, the individual's superior will appoint a 3-person committee from the college/school to review the portfolio and make a recommendation. This committee serves in place of the Departmental Promotion Committee. The three individuals shall have the same or higher professorial rank for which the candidate is being considered. The recommendation is made to the College Promotion Committee, and the remaining process follows the steps illustrated in the Overview of Promotion Process for Augusta University (Professorial Ranks).

In the case of non-tenure track Deans considered for promotion, the review process will start at the College/School Promotion Committee. The College Promotion Committee will make a recommendation to a distinct review committee established by the Provost that serves in the place of the dean-level review. The empaneled review committee shall include three members charged with reviewing the portfolio and making a formal promotion decision. The three individuals will have the same or higher professorial rank for which the candidate is being considered. The remaining process follows the steps illustrated in the Overview of Promotion Process for Augusta University (Professorial Ranks).

### **PROMOTION APPEALS**

All faculty shall be notified in writing within 5 business days of the recommended decision of the Chair of the Promotion Committee, and the Dean shall receive a copy of the written rationale of the recommendation at each step of the promotion process outlined in Figure 1: Non-Tenure Track Promotion Process. Candidates may request a copy of Department, College, or University Promotion Committee's recommendation letter from the respective chairs of these committees or from the Office of Faculty Affairs.

- If the candidate objects to the determination of any Promotion Committee, they shall have a right to challenge the decision. At each level of the promotion review process, the candidate shall have **5 business days** from the date of the communication of the committee's decision, to submit a written objection providing a rationale as to why they believe the committee decision is erroneous and provide any additional evidence needed to support their rationale insofar as it directly addresses the specific reasons for denial. This objection shall become a part of the candidate's portfolio for subsequent review levels.
- At the end of the promotion process the candidate may request the initiation of a full appeal to the Associate Provost for Faculty Affairs. The Associate Provost, or designee, shall inform all parties that an appeal has been submitted and is under review.
- An Appeals Committee of not fewer than three, but not more than five, impartial non-tenure track faculty members shall be appointed by the University Faculty Senate Executive Committee from among the members of the entire non-tenure track faculty who have successfully gone through at least one promotion in rank of the institution. Members of the hearing committee may serve concurrently on other committees of the faculty senate except for the Grievance Committee, but may not have voted on the case at any previous level. The hearing committee shall elect a Chair from its membership.
- The findings and recommendations of the Appeals Committee shall be made to the President who makes the final decision for AU. The appellant will be notified of the President's decision, with copies to the Dean, department Chair, candidate, and Human Resources.

The promotion decision made by the President is generally not appealable. Notwithstanding the foregoing, a candidate may apply for Discretionary review by the University System Office of Legal Affairs (USO Legal Affairs) for a review of the decision within 20 calendar days following the decision. An application may be reviewed if (1) the record suggests that a miscarriage of justice might reasonably occur if the application is not reviewed; or, (2) the record suggests that the institutional decision, if not reviewed, might reasonably have detrimental and system-wide significance. (See BoR Policy 6.26 Application for Discretionary Review.)

#### **POLICY CONFLICT:**

In the case of any divergence from our conflict with the official policies of the Board of Regents of the University System of Georgia found in these Statutes, the official policies of the Board of Regents shall prevail.

#### **REFERENCES & SUPPORTING DOCUMENTS**

[BoR Policy Manual 08.03.06 Criteria for Promotion](#)

[BoR Policy Manual 08.03.05. Evaluation of Personnel](#)

[BoR Policy Manual 08.03.07.08 Augusta University \(Veterans Administration Medical Center-Augusta\)](#)

#### **RELATED POLICIES**

Intentionally left blank.

**APPROVED BY:**

Executive Vice President for Academic Affairs and Provost, Augusta University

Date: 2/24/2026

President, Augusta University

Date: 3/2/2026