

Section I: Cover Page and Vita

1. Cover page – tenure and promotion application cover forms appropriate to each college or division
2. Vita

Section II- Evaluations of the Candidate by

consideration (tenure or promotion from assistant professor to associate professor and associate professor to professor):

For tenure, the individual must show a pattern of consistent scholarship during the term of service at VSU. A minimum of five publications, three of which must be refereed, and completed, during the total time of service at VSU is expected for consideration for tenure.

For promotion from assistant professor to associate professor the individual must show a pattern of consistent scholarship in rank that reflects additional refereed publication activity since the last personnel action. A minimum of five publications at present rank, three of which must be refereed, and completed, during the time of service at VSU is expected for consideration for promotion from assistant professor to associate professor.

For promotion to professor the individual must show a pattern of consistent scholarship in rank that reflects additional refereed publication activity since the last personnel action. A minimum of eight publications at present rank, of which must be refereed, and completed during the time of service at VSU is expected for consideration for promotion from associate professor to professor.

In the event that requests for tenure and promotion are submitted simultaneously, a single packet of documentation should be submitted.

1. Articles/Grants/Book Scholarship

- A. Refereed Publications (A chronological reference list of peer-reviewed articles beginning with the most recent.) include a copy of the publication(s).

Tenure:

Three refereed articles published in a refereed journal (paper or electronic) during the time of service at VSU with a pattern of consistent scholarship. An externally funded, peer reviewed grant may substitute for one of these articles, or as a conference presentation. A scholarly book/text authored by a faculty member that has been externally edited and reviewed may substitute for up to two of these articles. Please highlight the names of VSU students who are co-authors of publications, if applicable.

Assistant Professor to Associate Professor:

Three refereed articles published at present rank in a refereed journal (paper or electronic) during the time of service at VSU with a pattern of consistent scholarship in rank. An externally funded, peer reviewed grant may substitute for one of these articles, or as a conference presentation. A scholarly book/text authored by a faculty member that has been externally edited and reviewed may substitute for up to two of these articles. Please highlight the names of VSU students who are co-authors of publications if applicable.

Tenure:

Present at three professional conferences appropriate to one's field during the time of service at VSU (a peer reviewed external grant may substitute for a conference presentation).

Assistant Professor to Associate Professor:

Present at three professional conferences appropriate to one's field during the present rank (a peer reviewed external grant may substitute for a conference presentation).

Associate Professor to Professor:

Present at five professional conferences appropriate to one's field during the present rank (a peer reviewed external grant may substitute for a conference presentation).

3. Other scholarly activity:

The following listed activities may be used by candidates to enhance their candidacy, and all candidates are expected to have participated in one or more of these activities:

- A. Grants / Contracts: Serving as Principal Investigator, Co-Principal Investigator, or Project Director / Coordinator of a non-peer reviewed, externally funded project if directly involved in writing the proposal.
- B. Editorships, membership on editorial boards, manuscript reviews
- C. Product development such as instructional aids, videos, research instruments, or computer software that have resulted from research and creativity
- D. Materials and other evidence that may include public speeches, television presentations, participation in forums, and other activities involving scholarship
- E. Description of involvement in student publications/presentations (e.g., QEP), accreditation reports, or similar scholarly activities

Section V: Service

This section contains evidence of the quality and significance of the faculty member's service. The following documentation in the area of service must be provided for all candidates requesting any personnel action consideration (during present rank for promotion from assistant professor to associate professor and associate professor to professor or during time of service at VSU for tenure):

- 1. University/College/Department: An ongoing record of consistent service to the university, college, and/or department. List of service activities, starting with the most recent, specifying the dates of each activity, designating the type of activity and one's role in the service (e.g., positions held):

A. Committee Service

- i. Active participation on at least two university committees (e.g., Senate and Task Forces) – Identify role and duties on committee (e.g., member, chair, secretary).
- ii. Active participation on at least two Dewar College of Education committees. Identify role and duties on committee (e.g., member, chair, secretary).
- iii. Active participation on at least two departmental committees (e.g., search committees, etc.) Identify role and duties on committee (e.g., member, chair, secretary)

B. Describe service as program coordinator (if applicable).

C. Describe other service roles in the college or department (e.g. a special program chair, faculty advisor for student organizations, membership on capstone, thesis or dissertation committees).

2. Community -List of service activities, starting with the most recent, specifying the dates of each activity, designating the type of activity and one's role in the service (e.g., positions held):

Describe non-paid service held on professional expertise to public and private sectors including, but not limited to public schools, early intervention programs, medical settings, technical colleges and chambers of commerce (e.g., including, but not limited to advisory committees, staff development, in-service workshops, etc.)

3. Service to the Profession -List of service activities, starting with the most recent, specifying the dates of each activity, designating the type of activity and one's role in the service (e.g., positions held):

List service from among the following sources.

- A. Activities associated with professional organizations during the present rank (e.g., officer for a journal or professional organization, reviewer, editor, grant reader, organizing programs and committees, etc.)
- B. Book reviews, work at a conference

Section VI: Professional Growth and Development

The following documentation in the area of professional growth and development must be provided for all candidates requesting any personnel action consideration (promotion from assistant professor to associate professor, associate professor to professor or tenure):

1. Attendance at a minimum of two conferences/workshops
 - A. List at least two conferences/workshops attended.
 - B. Personnel action consideration: Two hours - 1.5 - month of class/workshops at 59.2 for two conferences