



Medical College of Georgia

Academic, Research, and  
Student Affairs  
Policy Library

## Policy for 3<sup>rd</sup> Year Pre-Tenure Review

### Policy 7.03

Volume 7 Faculty Affairs  
Chapter 03 Policy for 3<sup>rd</sup> Year  
Pre-Tenure Review  
Responsible Office: Faculty Affairs  
Originally issued: 1/2008  
Revised: N/A

### Policy Statement

The Board of Regents and Medical College of Georgia policies require a comprehensive third year review of progress toward tenure utilizing similar criteria to those institutionally approved.

### Reason For Policy

The Board of Regents of the University System of Georgia has certain requirements governing the granting of tenure. One of these is the requirement of a comprehensive review of progress during the 3<sup>rd</sup> year towards tenure. This policy outlines the process to be followed for the 3<sup>rd</sup> year pre-tenure review at the Medical College of Georgia.

### Entities Affected By This Policy

All faculty at the Medical College of Georgia who are on the tenure track are affected by this policy.

### Who Should Read This Policy

All faculty at the Medical College of Georgia who are on the tenure track should be familiar with this policy. All Deans, Department Chairs, Section Chiefs and Program Directors should be familiar with this policy.

### Contacts

Contact	Phone	e-mail/URL
Vice President for Instruction & Enrollment Management & Associate Provost for Academic Affairs	706-721-3096	<a href="http://www.mcg.edu/aaffairs/associate">http://www.mcg.edu/aaffairs/associate</a>
Manager, Office of Faculty Affairs	706-721-1072	<a href="mailto:FacultyAffairs@mcg.edu">FacultyAffairs@mcg.edu</a> <a href="http://www.mcg.edu/faculty/office/">http://www.mcg.edu/faculty/office/</a>
Senior Vice President for Academic Affairs & Provost	706-721-4014	<a href="http://www.mcg.edu/aaffairs">http://www.mcg.edu/aaffairs</a>

### Website Address For This Policy

<http://www.mcg.edu/aaffairs/policies/pdfs/p703.pdf>

## **Related Documents**

Board of Regents Policy Manual, Sections 803.07 Evaluation of Faculty and 803.09 Tenure: <http://www.usg.edu/regents/policymanual/>  
Academic, Research, and Student Affairs Policy Library: Policy 7.13, Faculty Appointment, Promotion, and Tenure Policy (URL not yet available).  
Academic, Research, and Student Affairs Policy Library: Policy 7.22: Promotion and Tenure Process:  
<http://www.mcg.edu/faculty/office/PromotionTenureProcess/PromotionTenureProcess.pdf>

## **Definitions**

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

**Tenure** Academic tenure refers to the conditions and guarantees that apply to a faculty member's employment, in particular the protection from involuntary discharge from, or termination of, employment and from imposition of serious sanctions, except upon grounds and in accordance with procedures set forth in this policy.

**Tenure track** Academic track for full-time faculty leading to the granting of tenure. This is established at the time of initial appointment. Significant performance criteria for tenure are defined by the individual schools.

## **Overview**

The Office of Faculty Affairs at the Medical College of Georgia initiates the 3<sup>rd</sup> Year Pre-Tenure Review process by informing the Deans or appropriate administrators of tenure-track faculty who are in their 3<sup>rd</sup> year of the tenure track. The appropriate review is conducted in the respective school or academic unit and is forwarded to the Office of Faculty Affairs and the Vice President for Instruction & Enrollment Management & Associate Provost for Academic Affairs. This document, which includes an advancement plan, must be signed by the faculty and is placed in the faculty's tenure portfolio. The Vice President for Instruction & Enrollment Management & Associate Provost for Academic Affairs will advise the Senior Vice President for Academic Affairs & Provost of any faculty members who have not completed the review process.

## **Process/Procedures**

The Office of Faculty Affairs will provide to the Deans of each school or academic unit and the Vice President for Instruction & Enrollment Management & Associate Provost for Academic Affairs a list of faculty having completed their third year in Non-Tenure on Track positions. The school or academic unit must complete a comprehensive pre-tenure review of each faculty member in their third year of progress toward tenure (stipulated in MCG ARSA policies 7.13 and 7.22 and BOR policy 803.07). The approved criteria utilized for tenure shall be used for these reviews.

A school or academic unit-level document with similar content and format to that used for the tenure portfolio document should be utilized. This document must include a current tenure and mutually established advancement plan toward tenure for the faculty under review. This should be developed between the Department Chair or Section Chief and faculty member. The development of this document and review must be completed by a tenured faculty member. If the Chair or Section Chief is not tenured, the review

process must include an administrative-level tenured faculty member. This document should be submitted to the Dean of the School of primary appointment, or responsible administrator to whom the academic unit reports, for consideration and approval. The review process and subsequent pre-tenure review document development must be completed and submitted in accordance with the approved Promotion and Tenure calendar.

Each school or academic unit will submit to the Office of Faculty Affairs and Vice President for Instruction & Enrollment Management & Associate Provost for Academic Affairs a copy of the approved review document and advancement plan signed by the faculty and reviewing administrators. The Vice President for Instruction will advise the Senior Vice President for Academic Affairs & Provost of any faculty in the third year list originally provided by the Office of Faculty Affairs that have not completed the review process. The Senior Vice President for Academic Affairs & Provost may review with the Deans or responsible administrators faculty members that are not achieving suitable progress towards tenure.

A copy of the third year pre-tenure review document and advancement plan will be included and considered in the faculty member's tenure portfolio. If there are significant variations from the approved advancement plan toward tenure in the final tenure portfolio, the reasons must be clearly identified

**Responsibilities**

The responsibilities each party has in connection with Academic, Research, and Student Affairs Policy 7.03, Policy for 3<sup>rd</sup> Year Pre-Tenure Review, are:

Office of Faculty Affairs	Provides list of all tenure-track faculty who have completed their third year on non-tenure to Deans of each school or academic unit and to Vice President for Instruction & Enrollment Management & Associate Provost for Academic Affairs.
School or Academic Unit	Completes a comprehensive pre-tenure review of each faculty member in their 3 <sup>rd</sup> year of progress toward tenure and submits it to the Dean of the School or responsible administrator of the academic unit. Submits the approved review document and advancement plan to the Vice President for Instruction & Enrollment Management & Associate Provost for Academic Affairs
Vice President for Instruction & Enrollment Management & Associate Provost for Academic Affairs	Advises the Senior Vice President for Academic Affairs & Provost of any faculty on the 3 <sup>rd</sup> year list who have not completed the review process.
Senior Vice President for Academic Affairs & Provost	Discusses with the Deans or administrators any faculty who are not achieving suitable progress towards tenure.