

Georgia State University

**Promotion Manual
for
Non-Tenure Track Faculty**

**Approved by the University Senate
April 19, 2018**

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July 1, 2018**

I. Introduction

At Georgia State University, non-tenure track (NTT) faculty play a significant role in achieving the mission of the university. Promotion decisions for NTT faculty are extremely important to the professional life of the faculty member and the institution. These decisions are the means by which the university retains and rewards its NTT faculty. It is important that NTT faculty have a clearly defined career path for promotion. It is essential the procedures and promotion standards set forth in this manual are clear and well defined to ensure NTT faculty at Georgia State are treated fairly.

Promotion decisions for NTT faculty are to be based on discipline-specific criteria as determined by department and college faculty, but satisfaction of these criteria should reflect equivalent levels of accomplishment across the university. Although NTT faculty members in different colleges are engaged in varied forms of teaching, service and research/scholarly activity, with differential emphasis on each of these activities, the quality and significance of achievement appropriate to the discipline in question should be comparable. This document provides a statement of the general, university-wide standards that govern the specific department and college criteria. These university standards define the expected quality and significance of NTT faculty accomplishments, while the department and college criteria identify the concrete forms these achievements should take. Standards should be high even as they take into account individual factors in each college and department and the responsibilities of each NTT faculty member. Department chairs and senior non-tenure track and tenured faculty are expected to mentor and advise new NTT faculty members. In particular, chairs shall inform new NTT faculty members of all promotion requirements. They shall provide the new NTT faculty members with copies of the appropriate department, college and university promotion policies and explain the contents of these documents to them.

This document provides guidelines that govern specific college and departmental guidelines for the definition of NTT ranks and procedures and requirements for promotion. For purposes of this document, a “college” is a major academic unit of the university and may be a college or school, library or institute. A college or school, library or institute that is not further subdivided may be considered as a single department. Similarly, references to “dean” refer to the candidate’s college dean or an administrator at the level of the dean. This document provides guidelines that govern specific department and college procedures for promotion of NTT faculty. It also defines the procedures to be followed in the university-level review and the appeals

40 procedures. If a college is subject to accreditation standards and those standards
41 conflict with the guidelines in this document, the college shall apply the appropriate
42 accreditation standards.

43
44 The promotion policies and procedures established by Georgia State for NTT faculty
45 conform to the requirements of the Board of Regents. These policies and procedures
46 conform to Section 8.3 of the Board of Regents Policy Manual
47 (www.usg.edu/policymanual/section8/policy/C245).

48
49 Individuals employed in non-tenure track positions shall not be eligible for
50 consideration for the award of tenure (Board of Regents Policy Manual Section 8.3.8).

51
52 The university NTT promotion manual will be periodically reviewed by a university-
53 level committee composed of one representative (preferably a NTT faculty member)
54 appointed by the Dean of each of the colleges/schools, a faculty member representing
55 the University Senate's Faculty Affairs Committee, and a member appointed by the
56 provost. The committee will also review college NTT promotion manuals for their
57 adherence to university policy.

58 59 **II. List of NTT Faculty Positions and Ranks**

60 61 ***A. Promotable Ranks***

62 The following five NTT Faculty positions are eligible for promotion. For each
63 position, the ranks have been listed in parentheses starting with the lowest
64 rank and ending with the highest possible rank.

- 65
66 1. Clinical Faculty (Clinical Instructor, Clinical Assistant Professor, Clinical
67 Associate Professor, Clinical Professor)
- 68 2. Lecturer (Lecturer, Senior Lecturer, Principal Senior Lecturer)
- 69 3. Academic Professional (Academic Professional Associate, Academic
70 Professional, Senior Academic Professional)
- 71 4. Research Faculty (Research Assistant Professor, Research Associate
72 Professor, Research Professor)
- 73 5. Librarian
74 a. College of Law Library (Law Librarian Instructor, Law Librarian
75 Assistant Professor, Law Librarian Associate Professor, and Law
76 Librarian Professor)
77 b. University Library (Librarian Instructor, Librarian Assistant Professor,

78 Librarian Associate Professor, Librarian Professor)

79
80 Descriptions of these faculty positions can be found in Appendix A.
81

82 ***B. Non-Promotable Ranks***

- 83
- 84 1. Instructor (research university only; at Perimeter College the instructor
 - 85 position is a tenure-track position which is discussed in the Promotion
 - 86 and Tenure manual).
 - 87 2. Professor of Practice
 - 88 3. Expert-in-Residence
- 89

90 Descriptions of these faculty positions can be found in Appendix B.

91

92 Each college's promotion manual for NTT faculty needs to lay out promotion

93 criteria only for those NTT positions held by the college's current faculty or

94 expected future hires. For example, if a college has no Academic Professionals and

95 does not expect to hire anybody in that position, the college NTT promotion

96 manual need not address the promotion criteria for that position.

97

98 **III. Promotion Goals, Standards and Criteria**

99

100 The main purpose of promotion of NTT faculty members is to recognize their

101 performance and to enable the university to attract and retain NTT faculty.

102

103 In general, full-time service of at least five years in rank at Georgia State is appropriate

104 to be considered for promotion to the next level. A maximum of three years' credit

105 towards the Georgia State service period may be allowed based on previous service by

106 the candidate at another institution or within Georgia State (for example, visiting

107 faculty). Such credit for priorservice shall be approved in writing by the president at

108 the time of appointment. If the candidate is approved for promotion, the date the

109 faculty member begins in the new rank is determined by Board of Regents policies (see

110 especially Board of Regents Policy Manual, Sections 8.3.8.1 and 8.3.8.2 on the

111 employment of faculty in the Lecturer track).

112

113 The promotable NTT faculty positions listed in Section II A of this manual have varying

114 emphases on teaching, research and service as they pertain to expectations and

115 workload. The level of accomplishments required in each area of responsibility

116 (teaching, research and service) should reflect the emphasis of each position and the
117 workload distribution of the candidate in each of these three areas. In general, the
118 quality and level of achievements required for promotion to a higher rank in the
119 position must exceed those required for promotion to the previous rank.
120

121 ***A. Assessment of Teaching***

122 Each college NTT promotion manual and departmental guidelines for
123 promotion will provide a clear description of the types of indicators used to
124 assess teaching. Candidates for promotion must submit evidence of teaching
125 effectiveness and positive learning outcomes. This may include, but is not
126 limited to: student evaluations of instruction, peer evaluations, selected
127 examinations and quizzes, students' passing rates on licensure/certification
128 examinations, a teaching portfolio, new course and/or program development,
129 effective use of technology for teaching, program accreditation review results,
130 teaching awards received and student accomplishments. Evidence of teaching
131 effectiveness submitted by the candidate should be reasonably attributable to
132 the contributions made by the candidate.
133

134 If a candidate's primary responsibility is teaching, for promotion to an
135 intermediate rank (for example, Clinical Assistant to Clinical Associate) the
136 candidate must demonstrate excellence in teaching as determined by the
137 standards laid out in the college manual.
138

139 If a candidate's primary responsibility is teaching, for promotion to the highest
140 rank (for example, Principal Senior Lecturer) the candidate must demonstrate a
141 trajectory of continued growth in his/her teaching-related engagement and
142 effectiveness since the last promotion and a sustained level of excellence in
143 teaching as determined by the standards laid out in the college manual.
144

145 If a candidate's workload includes teaching (but is not the candidate's primary
146 responsibility), for promotion to an intermediate rank or to the highest rank,
147 the candidate must demonstrate high-quality teaching.
148

149 ***B. Assessment of Research***

150 Each college NTT promotion manual and departmental guidelines for
151 promotion will provide a clear description of the types of indicators used to
152 assess research, scholarship and creative activities. The quality and quantity of
153 research required of NTT faculty may be different from that required of tenure-
154 track faculty. The expectations for research for each NTT faculty position

155 should be specified in the college NTT promotion manual. Candidates shall
156 identify which of their publications are peer-reviewed and shall provide
157 evidence of the quality and standing in the profession of the publications. In
158 addition, candidates with multi-authored works should describe their
159 contribution to the works. Acknowledging that methods of disseminating
160 research are changing, when using alternative methods of sharing scholarly
161 output, candidates are encouraged to provide evidence of the quality and
162 standing of those alternative methods.

163
164 If a candidate's primary responsibility is research, for promotion to an
165 intermediate rank the candidate must demonstrate a record of excellent
166 research.

167
168 If a candidate's primary responsibility is research, for promotion to the highest
169 rank the candidate must demonstrate sustained excellent research with
170 continued growth in the period since the last promotion or since hire at the
171 intermediate rank.

172
173 If a candidate's workload includes research (but is not the candidate's primary
174 responsibility), for promotion to an intermediate rank or to the highest rank
175 the candidate must demonstrate high-quality research.

176
177 ***C. Assessment of Service***

178 Each college NTT promotion manual and departmental guidelines, if any, will
179 provide a clear description of the types of service indicators to be used in
180 departmental and college reviews. Department, college and university service,
181 as well as professional and community accomplishments, constitute
182 appropriate activity in this area of assessment, if part of the candidate's
183 assigned workload.

184
185 If a candidate's primary responsibility is service, for promotion to an
186 intermediate rank the candidate must provide an excellent level of service as
187 specified in the candidate's college manual.

188
189 If a candidate's primary responsibility is service, for promotion to the highest
190 rank the candidate must provide a sustained excellent level of service as
191 specified in the candidate's college manual, with continued growth in the time
192 period since the last promotion or since hire at the intermediate rank.

193

194 If a candidate’s workload includes service (but is not the candidate’s primary
195 responsibility), for promotion to an intermediate rank or to the highest rank
196 the candidate must provide high-quality service as specified in the candidate’s
197 college manual.
198

199 **IV. Structured Reviews for Faculty in Promotable NTT**
200 **Positions**

201
202 Structured Reviews for faculty in promotable NTT positions are intended to provide a
203 longer-term perspective than is usually provided by an annual review, and they
204 contribute to the determination of whether faculty members who are seeking
205 promotion are progressing toward promotion. Structured Reviews are also used to
206 identify opportunities that will enable faculty members to reach their full potential in
207 terms of contribution to the university.
208

209 NTT faculty whose initial appointment is at an entry level will have a review no later
210 than three years after the initial appointment (Structured Third-Year Review), and a
211 review no later than five years after the initial appointment (Structured Five-Year
212 Review). Thereafter, structured reviews will take place every five years, unless a
213 faculty member is promoted sooner, in which case structured reviews will occur every
214 five years after the most recent promotion.
215

216 NTT faculty whose initial appointment is above the entry level shall have a review no
217 later than three years after the initial appointment (Structured Third-Year Review).
218 After this review, subsequent structured reviews will take place every five years
219 (Structured Five-Year Review). If a NTT faculty member is promoted, subsequent
220 structured reviews will occur every five years after the most recent promotion.
221

222 For NTT faculty members in promotable positions, the Structured Third-Year Review
223 has to be completed by the end of the third year of service and for entry-level
224 appointments the first Structured Five-Year Review has to be completed by the end of
225 the fifth year of service. For Lecturers appointed at the entry level, the first Structured
226 Five-Year Review is also the review for promotion to Senior Lecturer. The promotion
227 will be effective at the beginning of the seventh year of service. Lecturers who do not
228 meet the standards for promotion in the fifth year of service will be terminated at the
229 end of the sixth year. This timeline enables the university to meet Board of Regents
230 deadlines for the reappointment and promotion of Lecturers (Board of Regents Policy

231 Manual, Sections 8.3.8.1 and 8.3.8.2).

232

233 Each college should include in its NTT promotion manual, policies and procedures for
234 the Structured Review of NTT faculty. The structure of evaluation committees for these
235 reviews should follow the model of the NTT department promotion committees set up
236 by the college as specified in Section V of this manual.

237

238 The year in which a NTT faculty member comes up for promotion does not have to
239 coincide with the year in which the NTT faculty member is subject to a Structured
240 Review. Structured Reviews are conducted in the timeline specified above. A NTT
241 faculty member can be a candidate for promotion in any year he/she chooses, subject
242 to policies outlined in the college and department NTT promotion manuals, and after
243 consultations with the candidate's chairperson and dean.

244

245 **V. Promotion Process**

246

247 Promotion decisions of NTT faculty at Georgia State are to be based on department,
248 college and university procedures and Board of Regents policies, as applicable. Each
249 college engaged in NTT faculty promotion decisions must have written guidelines on
250 promotion as well as the procedures to be followed in the promotion process. A
251 department may choose to adopt and follow its college procedures for this purpose.
252 Department NTT promotion guidelines must be reviewed and approved regularly by a
253 college committee, as designated by the college's NTT promotion manual. This
254 committee is also responsible for reviewing the college NTT promotion manual.
255 Substantive changes to the college manuals must be reviewed and approved by the
256 provost.

257

258 Candidates for promotion will prepare a dossier that is appropriate for the candidate's
259 track and that contains a record of his/her professional career achievements
260 (teaching, service, research) as defined by the college manual. Candidates shall provide
261 a statement that summarizes their accomplishments. The department chair or
262 appropriate administrator should provide a statement of the workload distribution
263 and the duties and responsibilities pertaining to the candidate to be included in the
264 dossier.

265

266 External letters of review are not required for promotion of NTT faculty. However,
267 each college has the option to require external letters for NTT promotions or for
268 promotions in a certain position/track or to require external letters only for
269 promotion to the highest rank within a position. External letters may include letters

270 from individuals within the college, university or outside the university who are not
271 involved in the review process, as specified by the college manual. If external letters of
272 review are required by a college for some or all of the NTT promotion positions, this
273 requirement must be explicitly stated in the college promotion manual for NTT faculty,
274 including the number of external letters required and the procedure for obtaining the
275 letters. Unsolicited letters are not acceptable as external letters. Each external letter
276 writer must state the nature of his/her relationship with the candidate.
277

278 ***A. Department Review***

279 The department committee charged with the review for promotion of NTT
280 faculty shall have representation from NTT faculty and may include tenure-
281 track faculty. As far as possible, NTT faculty members on the committee shall be
282 from an NTT position that is similar to that of the candidate(s) in terms of
283 emphasis on teaching, research and service. The appropriate rank of NTT
284 faculty who can serve on the department-level promotion committee would
285 include NTT faculty at ranks above the rank of the faculty being considered for
286 promotion. If there are no NTT faculty of appropriate rank to serve as members
287 of the department-level promotion committee, appropriate NTT faculty from
288 related departments within the college shall be considered. The formation and
289 structure of the department committees shall be specified in the college NTT
290 promotion manual.
291

292 The department committee will prepare a recommendation to the department
293 chair after reviewing the candidate's dossier and other related materials. This
294 recommendation along with the candidate's dossier and other related
295 materials, will be forwarded to the department chair by the date specified in
296 the college NTT promotion manual calendar.
297

298 ***B. Department Chair Review***

299 The department chair will review and evaluate the candidate's dossier and
300 other related materials and the recommendation of the department committee.
301 The department chair will forward his/her recommendation, along with the
302 department committee's recommendation and the candidate's dossier and
303 other related material to the college-level committee by the date specified in
304 the college NTT promotion manual calendar.
305

306 ***C. College Review***

307 Each college will form a college-level committee to advise the dean on NTT

308 promotions. It is recommended that NTT faculty members of appropriate rank
309 be included in the college-level committee.

310
311 The college-level committee will review and evaluate the candidate's dossier
312 and other related materials and the recommendations of the department
313 committee and chair. The college-level committee forwards its
314 recommendation, along with recommendations of the department committee
315 and department chair, to the dean of the college by the date specified in the
316 college NTT promotion manual calendar.

317

318 ***D. Dean's Review***

319 The dean will review the candidate's dossier and other related materials, and
320 the recommendations of the department committee, the department chair and
321 the college committee. The dean will forward positive recommendations to the
322 provost and notify the candidate by the date specified in the college promotion
323 manual calendar. In all instances, the candidate's dossier and other related
324 materials, the recommendations of the department committee, the department
325 chair and the college committee, and the external letters (if any) will go forward
326 for the next stage of review.

327

328 Candidates who are not recommended by the dean must receive a written
329 decision and rationale no later than the date specified in the college NTT
330 promotion manual calendar. Candidates who are not recommended by the dean
331 may appeal the dean's decision to the provost. Upon receipt of the written
332 decision by the dean, the candidate shall have 10 business days to appeal the
333 negative recommendation to the provost (see Section VIB).

334

335 ***E. Provost's Review***

336 The provost will conduct an independent review of the materials forwarded by
337 the dean and other related materials directly relevant to the NTT faculty
338 member's candidacy for promotion, also applying the guidelines, norms and
339 expectations for the university, college and department, and make his/her
340 promotion recommendation.

341

342 The provost will make a recommendation in each case, forward the
343 recommendations to the president, notifying the candidate with a copy to the
344 appropriate dean.

345

346 Before forwarding a negative recommendation to the president, the provost

347 will consult with the dean. In response to the query from the provost, the dean
348 may gather additional information from the candidate, the department chair,
349 the department or college committees, and any other materials directly relevant
350 to the NTT faculty member's candidacy. The dean will notify the candidate and
351 department chair of his/her reply to the provost. Upon receipt of the written
352 decision by the provost, the candidate shall have 10 business days to appeal the
353 negative recommendation to the president (see Section VIC.)
354

355 ***F. President's Review***

356 The president will conduct an independent review of the candidate's dossier
357 and related materials and recommendations, and any other material directly
358 relevant to the NTT faculty member's candidacy, also applying the guidelines,
359 norms and expectations for the university, college and department, and make
360 his/her promotion decision. The decision will be communicated to the
361 candidate with a copy to the dean.
362

363 **VI. Written Notification and Appeals**

364

365 ***A. Written Notification to Candidate***

366 At each of the stages of review, a candidate must receive a written notice of the
367 outcome of the deliberations and a copy of any evaluation(s) that are made of
368 the candidate's credentials, including minority reports. Reports from
369 departmental and college committees, as well as minority reports, may remove
370 the signature page or section which identifies committee members by name. A
371 candidate has the right to respond in writing to evaluations made by the
372 departmental committee, department chair and/or college committee, and
373 copies of the candidate's response(s) will be included in the material reviewed
374 at all higher levels. The response is an opportunity for the faculty member to
375 provide clarifications and corrections to the reports.
376

377 ***B. Appeals to the Provost***

378 A candidate may appeal to the provost a negative recommendation by the dean.
379 Upon receipt of the dean's negative recommendation, the candidate shall have
380 10 business days to appeal in writing the negative recommendation to the
381 provost. In reviewing the appeal, the provost may gather additional information
382 pertaining to the appeal from the candidate, the dean, the department chair, the
383 department committee and other appropriate individuals inside or outside the

384 university. The provost shall provide the candidate and the dean with a written
385 decision, including a statement of the basis upon which the appeal is supported
386 or rejected.
387

388 *C. Appeals to the President*

389 A candidate may appeal to the president a negative recommendation by the
390 provost or a decision by the provost rejecting the candidate's appeal to the
391 provost. On receipt of the provost's negative recommendation, the candidate
392 shall have 10 business days to appeal in writing the negative recommendation
393 to the president. The appeal to the president shall conform to the principles and
394 processes stated above for appeals to the provost. The president shall provide
395 the provost, the appropriate dean and the candidate a written decision,
396 including a statement of the basis upon which the candidate's appeal is
397 supported or rejected.
398

399 **VII. Calendar**

400
401 The exact dates for the notification of the outcomes of the university review will be
402 determined by the Office of the Provost and communicated to the faculty in advance of
403 each year's promotion cycle. The timeline for candidates to submit their dossiers, as
404 well as the timeline for reviews by the department committee, department chair and
405 college committee will be communicated by the dean's office to department chairs.
406 Department chairs will communicate this information to the faculty in their
407 department.
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Appendix A
Description of NTT Promotable Faculty Positions

The following is a description of each of the promotable NTT faculty positions listed in Section II, along with minimum qualifications necessary. Within each position, the duties and responsibilities are listed in the order of importance for that position. The duties and responsibilities for each position are divided into three areas: (1) Teaching; (2) Research, Scholarly and Creative Activities (hereinafter referred to as “Research”); and (3) Service.

Clinical Faculty:

Clinical faculty hired at the rank of Instructor must hold at least a master’s-level degree in the discipline or related field. Clinical faculty hired at the rank of Assistant Professor or higher must hold a terminal degree in the discipline or related field. Exceptions to this are extremely rare and must be approved in the original hiring request. Duties and responsibilities of clinical faculty are:

Teaching:

The primary responsibility of Clinical Faculty is teaching, related to one or more of the following:

- teaching courses related to professional practice;
- providing practical instruction and application of practical knowledge;
- supervising and teaching in a clinical or practice setting;
- teaching and/or supervising applied clinical courses;
- providing academic instruction in skills relevant to the practice of a specific discipline;
- training and supervising students to help them acquire clinical skills for the profession;
- coordinating and supervising clinical practica, student field experiences and internship;
- teaching and advising students in professional academic programs;
- providing services or out-of-class educational opportunities for students.

Research:

As part of their workload, Clinical Faculty may be expected to engage in research activities. If the workload requires research, it is expected that Clinical Faculty will engage in research involving their professional expertise, which would include pedagogical research, scholarship of teaching and learning, research related to

447 practice and/or disciplinary scholarly research.

448

449 Service:

450 As part of their workload, Clinical Faculty may be expected to engage in service
451 activities. These activities may include advising and serving the academic needs of the
452 students, serving on committees or participating in other forms of academic service.
453 Service may be at the department, college and/or university level. Service also may
454 involve activities related to the professional and practice community.

455

456 ***Lecturer:***

457 Faculty hired at the rank of Lecturer must hold at least a master's-level degree in the
458 discipline or related field. Exceptions to this are extremely rare and must be approved
459 in the original hiring request. Duties and responsibilities of Lecturers are:

460

461 Teaching:

462 The primary responsibility of Lecturers is teaching.

463

464 Service:

465 As part of their workload, Lecturers may be expected to engage in service activities.
466 These
467 activities may include advising and serving the academic needs of students, serving on
468 committees or participating in other forms of academic service. Service may be at the
469 department, college and/or university level. Service also may involve activities related
470 to the professional and practice community.

471

472 Research:

473 Lecturers are not required to engage in research activities. Nonetheless, Lecturers are
474 expected to be familiar with current trends and methods in their discipline.

475

476 ***Academic Professional:***

477 The Academic Professional position requires an appropriate terminal degree at the
478 time of appointment, or in rare and extraordinary circumstances, qualification on the
479 basis of demonstrably successful related experience, which exception is expressly
480 approved by the institution president (Board of Regents Policy Manual Section
481 8.3.8.3).

482

483 Based on Board of Regents requirements, a title from the academic professional track
484 "may not be assigned to a position where the teaching and research responsibilities
485 total 50% or more of the total assignment" (Board of Regents Policy Manual, Section
486 8.3.8.3). The designation Academic Professional would apply to a variety of academic

487 assignments that call for academic background similar to that of a faculty member with
488 professorial rank, but which are distinctly different from professorial positions (Board
489 of Regents Policy Manual Section 8.3.8.3).

490

491 Service:

492 The primary responsibility of an Academic Professional is service which includes
493 activities such as:

- 494 1. Managing instructional laboratories;
- 495 2. Assuming academic program management roles not suited for expectations
496 applied to tenure-track faculty members, operating instructional technology
497 support programs;
- 498 3. Being responsible for general academic advising;
- 499 4. Assuming professional student counseling center responsibilities, providing
500 specialized skill acquisition training as support for academic programs; and,
- 501 5. Working with tenure-track faculty members in course and curriculum
502 development and in the laboratory.

503

504 Teaching:

505 As part of their workload, Academic Professionals may be expected to engage in
506 teaching activities.

507

508 Research:

509 As part of their workload, Academic Professionals may be expected to engage in
510 research activities.

511

512 ***Research Faculty:***

513 Research Faculty hold a terminal degree in their discipline, have demonstrated
514 evidence of independent research careers (non-independent investigators should be
515 appointed at the post-doctoral level). Duties and responsibilities of research faculty
516 are:

517

518 Research:

519 The primary responsibility of Research Faculty is to conduct research. The purpose of
520 Research Faculty appointments, based on available external funding, is to increase the
521 research, scholarly and creative efforts of the university. Research Faculty will work
522 either in close collaboration with other faculty and/or will carry out independent
523 research that builds upon an explicit area of focus for the university. Faculty salaries

524 are primarily from research grants or other sources of external funds (non-general
525 state funds). Appointments of members of the Research Faculty are renewable on an
526 annual basis upon satisfactory review and available external funding.

527

528 Teaching:

529 As part of their workload, Research Faculty may be expected to engage in teaching.

530

531 Service:

532 As part of their workload, Research Faculty may be expected to engage in service
533 activities.

534

535 ***Librarian:***

536 Library faculty hired at the rank of Instructor must hold at least a master's-level
537 degree in the discipline or related field. Library faculty hired at the rank of Assistant
538 Professor or higher must hold a terminal degree in the discipline or related field.
539 Exceptions to this are extremely rare and must be approved in the original hiring
540 request.

541 **College of Law Library:**

542 The positions of Law Librarian Instructor, Law Librarian Assistant Professor, Law
543 Librarian Associate Professor and Law Librarian Professor are appointed in the
544 College of Law library.

545

546 Teaching:

547 The primary responsibility of College of Law Library NTT faculty is teaching, defined
548 broadly to encompass professional librarianship as well as teaching as traditionally
549 defined, where applicable. Professional librarianship includes professional library
550 service for students, faculty and staff in support of the College of Law's educational and
551 research mission, as well as library service for members of the public, including
552 members of the Georgia Bar and the Court of Appeals and the Supreme Court of
553 Georgia. Professional librarianship includes a variety of activities listed in the
554 American Association of Law Libraries Competencies of Law Librarianship. These
555 competencies may include core competencies, applicable to all librarians, and
556 specialized competencies related to individual librarian job duties.

557

558 Service:

559 Librarians at the College of Law Library are expected to perform internal and external
560 service.

561

562 Internal service may include, but is not limited to:

- 563
- serving on Law Library, College of Law, or university committees;
- 564
- participating in the life of the law school;
- 565
- serving as an adviser or mentor; and
- 566
- presentations for, or tours of, College of Law or university affiliates.
- 567

568 External service may include, but is not limited to:

- 569
- guest lecturing;
- 570
- serving on committees, task forces or boards of library associations or related
- 571
- groups;
- 572
- mentoring other librarians, informally or formally; and
- 573
- supervising interns.

574 **Research:**

575 Law librarians are not required to engage in research or scholarship activities,
576 although such efforts are welcome and encouraged. Law librarians are expected to be
577 familiar with current trends and methods in the discipline. Research or scholarship
578 may include, but is not limited to:

- 579
- publication of articles, book reviews, bibliographies, etc., in print or electronic
- 580
- format;
- 581
- creating Computer-Assisted Legal Instruction lessons;
- 582
- serving on an editorial board;
- 583
- serving on an advisory committee/board; and
- 584
- seeking additional training or education, including continuing education
- 585
- courses or training as well as seeking an additional, relevant degree.
- 586

587 **University Library:**

588 Non-tenure-track faculty at the University Library may hold the following ranks:
589 Librarian Instructor, Librarian Assistant Professor, Librarian Associate Professor and
590 Librarian Professor.

591

592 **Teaching:**

593 The primary responsibility of University Library NTT faculty is teaching, defined
594 broadly to encompass professional librarianship. Professional librarianship is defined
595 as professional library service in support of the educational, research, archival and
596 public service functions of the university. Professional librarianship includes, but is not
597 limited to, the following activities:

- 598
- Ensuring high quality service, consultation and comprehensive reference
- 599
- services to students, faculty and other clients;
- 600
- Providing enhanced access to information and contributing to global,

- 601 networked information resources;
- 602 • Acquiring, managing, and preserving information resources in a broad range of
- 603 formats;
- 604 • Creating an environment conducive to learning and research;
- 605 • Teaching information retrieval and evaluation using current and emerging
- 606 technologies;
- 607 • Conducting continuing education courses.
- 608

609 Research:

610 University Library faculty members are expected to participate in scholarly and

611 research activities that enhance their professional development and contribute to

612 their disciplines, including conducting applied research.

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614 Service:

615 University Library faculty members are expected to serve, as appropriate, on

616 departmental, college and university committees. In addition, they may make

617 discipline-related contributions to professional organizations and/or to the

618 community.

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Appendix B

Description of NTT Non-Promotable Faculty Positions

Instructor at Georgia State (Atlanta campus):

Full-time Instructors are generally hired for a limited term (two years maximum) to meet immediate and temporary classroom staffing needs. Faculty hired at the rank of Instructor must hold at least a master's-level degree in the discipline or related field. Exceptions to this are extremely rare and must be approved in the original hiring request. In the rare instances the instructor appointment is not designated as limited term, the maximum time that may be served in combination of full-time instructional appointments (instructor or professorial ranks) without the award of tenure shall be 10 years.

Professor of Practice:

The primary function of this faculty role is to provide students with a deeper understanding of the practical application in a particular field of study. A Professor of Practice will also promote the integration of academic scholarship with the practical experience of professionals in a given field and may also serve as a liaison between industry or government and Georgia State, identifying teaching and research opportunities that support the public interest, societal needs and Georgia State programs and initiatives. Faculty holding this title must have a rich base of experience (normally, at least 10 years) in fields and disciplines represented at Georgia State or in emergent areas of teaching and research, as identified by the president or provost. This title does not carry academic rank and will not be eligible for tenure.

The duties of Professors of Practice are specific to each appointment and can include teaching, research and/or service. A college dean wishing to hire at this title must seek approval from the provost prior to advertising the position or sending a hiring request to Faculty Affairs.

Expert-in-Residence:

The primary function of this faculty role is to act as a subject matter expert, demonstrable as observed through career or life experience, education or accomplishments, for the purposes of student/community engagement or for classroom exposure to ideas or experiences not available through traditional academic instruction. Faculty in this title will bring a unique and innovative approach to classroom and/or community engagement. This title does not carry academic rank and

657 will not be eligible for tenure.

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659 The job duties of Experts-in-Residence are specific to each appointment and can
660 include teaching, research and/or service. A college dean wishing to hire at this title
661 must seek approval from the provost prior to advertising the position or sending a
662 hiring request to Faculty Affairs.

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Appendix C

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- a. Georgia State employs NTT faculty who were hired prior to the creation of the NTT Promotion Manual and who hold titles not listed in Section II of this manual. Faculty holding such titles can opt to retain those titles even after this promotion manual goes into effect. However, if such faculty wish to be promoted, they can be promoted only to one of the titles listed in Section IIA of this manual. These faculty, in conjunction with the department chair, must determine which NTT faculty title listed in Section IIA is consistent with their duties and responsibilities. The decision must be in writing and approved by the dean. If they wish to be promoted, they must meet the criteria to be promoted to one of the ranks within that agreed-upon title. It is recommended a timeline of when the reclassification decisions are sought and obtained be included in the college NTT promotion manual.

- b. The university also employs NTT faculty who were hired prior to the creation of the NTT Promotion Manual and who hold titles listed in Section II of this manual, but whose duties and responsibilities are not consistent with those listed in Appendices A and B of this manual. Faculty holding such titles can opt to retain those titles. Alternatively, these faculty, in conjunction with the department chair, must determine whether a different title (listed in Section II of this manual) is more suitable and relevant to their duties and responsibilities. The resulting decision must be in writing and approved by the dean. Faculty members who change titles and wish to be promoted must meet the requirements of their new title as outlined in their college promotion manual. Faculty who have opted to retain their original title may also request to be promoted. They must submit documentation and/or a rationale for retaining their original title despite the differences in their duties and responsibilities. These faculty, in conjunction with the department chair, must determine the expectations they are to meet to be promoted to the next level. The resulting decision must be in writing and approved by the dean. It is recommended a timeline of when the reclassification decisions are sought and obtained be included in the college NTT promotion manual.