Georgia State University

Promotion Manual
for
Non-Tenure Track Faculty

Approved by the University Senate
April 19, 2018

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

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

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

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

II. List of NTT Faculty Positions and Ranks

A. Promotable Ranks

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

1. Clinical Faculty (Clinical Instructor, Clinical Assistant Professor, Clinical Associate Professor, Clinical Professor)
2. Lecturer (Lecturer, Senior Lecturer, Principal Senior Lecturer)
3. Academic Professional (Academic Professional Associate, Academic Professional, Senior Academic Professional)
4. Research Faculty (Research Assistant Professor, Research Associate Professor, Research Professor)
5. Librarian
   a. College of Law Library (Law Librarian Instructor, Law Librarian Assistant Professor, Law Librarian Associate Professor, and Law Librarian Professor)
   b. University Library (Librarian Instructor, Librarian Assistant Professor,
Library Associate Professor, Librarian Professor)

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

B. Non-Promotable Ranks

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

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

Each college’s promotion manual for NTT faculty needs to lay out promotion criteria only for those NTT positions held by the college’s current faculty or expected future hires. For example, if a college has no Academic Professionals and does not expect to hire anybody in that position, the college NTT promotion manual need not address the promotion criteria for that position.

III. Promotion Goals, Standards and Criteria

The main purpose of promotion of NTT faculty members is to recognize their performance and to enable the university to attract and retain NTT faculty.

In general, full-time service of at least five years in rank at Georgia State is appropriate to be considered for promotion to the next level. A maximum of three years’ credit towards the Georgia State service period may be allowed based on previous service by the candidate at another institution or within Georgia State (for example, visiting faculty). Such credit for prior service shall be approved in writing by the president at the time of appointment. If the candidate is approved for promotion, the date the faculty member begins in the new rank is determined by Board of Regents policies (see especially Board of Regents Policy Manual, Sections 8.3.8.1 and 8.3.8.2 on the employment of faculty in the Lecturer track).

The promotable NTT faculty positions listed in Section II A of this manual have varying emphases on teaching, research and service as they pertain to expectations and workload. The level of accomplishments required in each area of responsibility
(teaching, research and service) should reflect the emphasis of each position and the
workload distribution of the candidate in each of these three areas. In general, the
quality and level of achievements required for promotion to a higher rank in the
position must exceed those required for promotion to the previous rank.

A. Assessment of Teaching

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

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

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

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

B. Assessment of Research

Each college NTT promotion manual and departmental guidelines for
promotion will provide a clear description of the types of indicators used to
assess research, scholarship and creative activities. The quality and quantity of
research required of NTT faculty may be different from that required of tenure-
track faculty. The expectations for research for each NTT faculty position
should be specified in the college NTT promotion manual. Candidates shall identify which of their publications are peer-reviewed and shall provide evidence of the quality and standing in the profession of the publications. In addition, candidates with multi-authored works should describe their contribution to the works. Acknowledging that methods of disseminating research are changing, when using alternative methods of sharing scholarly output, candidates are encouraged to provide evidence of the quality and standing of those alternative methods.

If a candidate’s primary responsibility is research, for promotion to an intermediate rank the candidate must demonstrate a record of excellent research.

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

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

C. Assessment of Service

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

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

If a candidate’s primary responsibility is service, for promotion to the highest rank the candidate must provide a sustained excellent level of service as specified in the candidate’s college manual, with continued growth in the time period since the last promotion or since hire at the intermediate rank.
If a candidate’s workload includes service (but is not the candidate’s primary responsibility), for promotion to an intermediate rank or to the highest rank, the candidate must provide high-quality service as specified in the candidate's college manual.

IV. Structured Reviews for Faculty in Promotable NTT Positions

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

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

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

For NTT faculty members in promotable positions, the Structured Third-Year Review has to be completed by the end of the third year of service and for entry-level appointments the first Structured Five-Year Review has to be completed by the end of the fifth year of service. For Lecturers appointed at the entry level, the first Structured Five-Year Review is also the review for promotion to Senior Lecturer. The promotion will be effective at the beginning of the seventh year of service. Lecturers who do not meet the standards for promotion in the fifth year of service will be terminated at the end of the sixth year. This timeline enables the university to meet Board of Regents deadlines for the reappointment and promotion of Lecturers (Board of Regents Policy
Each college should include in its NTT promotion manual, policies and procedures for the Structured Review of NTT faculty. The structure of evaluation committees for these reviews should follow the model of the NTT department promotion committees set up by the college as specified in Section V of this manual.

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

V. Promotion Process

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

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

External letters of review are not required for promotion of NTT faculty. However, each college has the option to require external letters for NTT promotions or for promotions in a certain position/track or to require external letters only for promotion to the highest rank within a position. External letters may include letters
from individuals within the college, university or outside the university who are not involved in the review process, as specified by the college manual. If external letters of review are required by a college for some or all of the NTT promotion positions, this requirement must be explicitly stated in the college promotion manual for NTT faculty, including the number of external letters required and the procedure for obtaining the letters. Unsolicited letters are not acceptable as external letters. Each external letter writer must state the nature of his/her relationship with the candidate.

A. Department Review

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

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

B. Department Chair Review

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

C. College Review

Each college will form a college-level committee to advise the dean on NTT
promotions. It is recommended that NTT faculty members of appropriate rank be included in the college-level committee.

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

**D. Dean’s Review**

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

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

**E. Provost’s Review**

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

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

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

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

VI. Written Notification and Appeals

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

B. Appeals to the Provost
A candidate may appeal to the provost a negative recommendation by the dean. Upon receipt of the dean’s negative recommendation, the candidate shall have 10 business days to appeal in writing the negative recommendation to the provost. In reviewing the appeal, the provost may gather additional information pertaining to the appeal from the candidate, the dean, the department chair, the department committee and other appropriate individuals inside or outside the
university. The provost shall provide the candidate and the dean with a written decision, including a statement of the basis upon which the appeal is supported or rejected.

C. Appeals to the President

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

VII. Calendar

The exact dates for the notification of the outcomes of the university review will be determined by the Office of the Provost and communicated to the faculty in advance of each year’s promotion cycle. The timeline for candidates to submit their dossiers, as well as the timeline for reviews by the department committee, department chair and college committee will be communicated by the dean’s office to department chairs. Department chairs will communicate this information to the faculty in their department.
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
practice and/or disciplinary scholarly research.

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

**Lecturer:**
Faculty hired at the rank of Lecturer 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. Duties and responsibilities of Lecturers are:

**Teaching:**
The primary responsibility of Lecturers is teaching.

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

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

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

Based on Board of Regents requirements, a title from the academic professional track “may not be assigned to a position where the teaching and research responsibilities total 50% or more of the total assignment” (Board of Regents Policy Manual, Section 8.3.8.3). The designation Academic Professional would apply to a variety of academic
assignments that call for academic background similar to that of a faculty member with
professorial rank, but which are distinctly different from professorial positions (Board
of Regents Policy Manual Section 8.3.8.3).

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

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

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

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

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

Research:
The primary responsibility of Research Faculty is to conduct research. The purpose of
Research Faculty appointments, based on available external funding, is to increase the
research, scholarly and creative efforts of the university. Research Faculty will work
either in close collaboration with other faculty and/or will carry out independent
research that builds upon an explicit area of focus for the university. Faculty salaries
are primarily from research grants or other sources of external funds (non-general state funds). Appointments of members of the Research Faculty are renewable on an annual basis upon satisfactory review and available external funding.

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

**Service:**
As part of their workload, Research Faculty may be expected to engage in service activities.

**Librarian:**
Library faculty hired at the rank of Instructor must hold at least a master’s-level degree in the discipline or related field. Library 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.

**College of Law Library:**
The positions of Law Librarian Instructor, Law Librarian Assistant Professor, Law Librarian Associate Professor and Law Librarian Professor are appointed in the College of Law library.

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

**Service:**
Librarians at the College of Law Library are expected to perform internal and external service.

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

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

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

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

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

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

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

- Acquiring, managing, and preserving information resources in a broad range of formats;
- Creating an environment conducive to learning and research;
- Teaching information retrieval and evaluation using current and emerging technologies;
- Conducting continuing education courses.

Research:
University Library faculty members are expected to participate in scholarly and research activities that enhance their professional development and contribute to their disciplines, including conducting applied research.

Service:
University Library faculty members are expected to serve, as appropriate, on departmental, college and university committees. In addition, they may make discipline-related contributions to professional organizations and/or to the community.
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
will not be eligible for tenure.

The job duties of Experts-in-Residence 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.
Appendix C

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.