

Jacksonville State University  
Promotion Appeals Committee

**Guidelines for Promotion**

1. After the VPAA's denial, the appellant faculty member must file an appeal in writing to the PAC (Promotion Appeals Committee) within 7 working days of the date of the VPAA's letter of denial. (Certified mail)
2. Unless unusual circumstances intervene, the PAC should act on the appellant for member's appeal within 30 working days.
3. The PAC shall be composed of tenured faculty of the Faculty Senate from each college elected or appointed, as determined by the Faculty Senate.
4. All members of the PAC must hold the rank of Professor.
5. Deans, department heads and other administrators are excluded from membership on this committee.
6. The VPAA will submit the candidate's complete promotion portfolio to the Chair of the PAC. The PAC shall make its decision based on the written record.
7. PAC then incorporates its recommendation(s) as a part of the candidate's portfolio to be returned to the President for his decision. Committee shall send a copy of its recommendation(s) to the candidate.
8. The decision of the President is final.

Jacksonville State University  
Promotion and Appeals Committee

**DRAFT**  
**Tenure Policy**

The ranks of Assistant Professor, Associate Professor and Professor are tenure-track ranks. The Instructor rank and visiting faculty ranks are non-tenure track and persons holding these ranks are not eligible to be considered for tenure.

Non-tenured faculty members at Jacksonville State University are employed on a year-to-year basis for each school year. A faculty member's status will be periodically reviewed with him/her by his/her department head. A non-tenured faculty member shall not have an expectancy of appointment for the next school year. Non-tenured faculty members who are to be re-employed will be notified in writing by March 1<sup>st</sup> of the current school year.

Faculty members holding tenure-track positions may be nominated for tenure by their department heads and dean. The Dean will review all nominations and their recommendations to the Vice President for Academic Affairs who will then give his/her recommendation to the President. Faculty members, who have completed five years of continuous employment and are in a tenure-track position at Jacksonville State University and have been re-appointed for the sixth year, will be considered for tenure during the sixth year. Faculty who are awarded tenure at another institution may be considered for tenure after completing three years of continuous employment in a tenure track position at Jacksonville State University. Faculty promoted from Instructor to Assistant Professor at Jacksonville State University may apply for credit towards tenure for prior service as Instructor at Jacksonville State University. Such applications shall be made to the department head and shall be subject to review by the tenured faculty in the candidates department.

If tenure is granted, the faculty member will be properly notified. In the event that tenure is denied, the faculty member will be informed prior to March 1<sup>st</sup> that he/she will not be reappointed beyond the following academic year. Faculty members in tenure-track position will not be reappointed beyond the seventh year unless tenure is awarded.

Regardless of the stated term or other provisions of any tenure-track appointment, written notice that a non-tenured appointment is not to be renewed shall be given to the faculty member in advance of the expiration of the appointment, according to the following schedule: 1) not less than three months in advance of the appointment's expiration (March 1) if the faculty member is in the first year of service; 2) not less than six months in advance if in the second year of service; 3) at least twelve months before the expiration of an appointment after two or more years of service.

Tenure shall not be construed to mean that a faculty member has the right to indefinite employment. If he/she becomes incompetent and is unable to perform his/her full duties, or if he/she is guilty of misconduct which makes him/her unfit to remain a member of the University faculty, he/she may be dismissed by the Vice President for Academic Affairs upon recommendation of the department head and the appropriate dean. Tenure does not assure that a faculty member cannot be terminated without the

opportunity of presenting his/her case before the appropriate committees of the faculty and the Board of Trustees.

The nomination procedures for tenure are similar to those for promotion. Faculty members will prepare portfolios which will be available for review by all tenured members of the department. The portfolios will be forwarded to the dean with the departments head's recommendation and any letters from tenured faculty in the candidates department.

The Dean will forward the portfolio along with his/her recommendation to the Vice President for Academic Affairs. All tenured faculty members in the nominee's department will be invited to submit letters in support of or opposed to the tenure nomination. The letters can be submitted to the Department Head, Dean or Vice President for Academic Affairs.

Untenured faculty members who have occupied the rank of Assistant Professor, Associate Professor or Professor for 10 years at Jacksonville State University or more will be given the choice of pursuing tenure or continuing on one year appointments without tenure.

The provisions for notice of non-continuation in the section apply only to full-time faculty members in tenure-track appointments. The provisions are not applicable to terminations for cause or non-tenure track positions where a termination date is specified in the appointment instrument.

November 24, 1988

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**Pay Options Survey**

A total of 277 survey forms were sent to JSU faculty on January 25, 1988. A total of 201 responses, (73%), were received by February 4, 1988. A tally of the responses was completed on that date and the results are shown below.

	<u>Rank of Options</u>			
	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>
<u>Last Working Day</u>	145	33	6	0
<u>1<sup>st</sup> Working Day</u>	28	99	28	2
<u>2<sup>nd</sup> Working Day</u>	6	5	65	36
<u>1<sup>st</sup> and 15<sup>th</sup></u>	23	15	16	49
<u>Other</u>	14	5	2	1

As you can see, the final count indicates that 145 of 201 respondents, (72%), prefer the pay option which provides for payment of the monthly salary on the last working day of each month.

**Survey of Pay Dates**

Univ. of AL at Tuscaloosa – Dated and released, last working day

Auburn University – Dated and released, last working day

Univ. of Montevallo – Direct Deposit on 1<sup>st</sup> day of month

UAH – Dated and released, last working day

UNA – Dated 1<sup>st</sup> day of month, released last working day

USA – Dated and released 1<sup>st</sup> working day

AUM – Dated and released, last working day

Troy – Dated and released, last working day

UAB – Dated and released, last working day. Direct deposit mailed 2 days earlier.

February 4, 1988