



**College of Family and  
Consumer Sciences**  
**UNIVERSITY OF GEORGIA**

**Public Service and Outreach Faculty  
Promotion Best Practices and Procedures  
in the College of Family and Consumer Sciences**

In accordance with the Guidelines for Appointment and Promotion for Public Service and Outreach Faculty Rank, the College will support the process and outline in this document the mechanisms for a fair and consistent process to advance PSO faculty for promotion.

Annually the Vice President for PSO will provide a Promotions Calendar. This calendar will inform the college's timeline. Dates in this Best Practices and Procedures document will adjust each year according to the VPPSO Calendar.

By February, the FACS College Associate Dean for PSO will ask Unit Directors, Department Heads to notify PSO faculty of promotion procedures, regulations and workshops.

In mid-March, the FACS College Associate Dean for PSO will ask Unit Directors, Department Heads to notify staff and PSO faculty eligible for promotion of the Orientation (for coordinators, department/unit support staff) and of the Promotions Workshop (for faculty) to be held by PSO, location, date and time TBD each year.

In mid-March, the FACS College Associate Dean for PSO will confirm PSO faculty eligible for promotion and what rank. Based on this information, the Associate Dean in consultation with the Dean will appoint three (3) voting members to serve as one (1) college committee.

In mid-April, the FACS College Associate Dean for PSO will set the date for meeting of the college's PSO Promotion Review Committee. The date will be no earlier than the date college requests all dossiers completed for tenure-track and clinical faculty P&T, and no later than one week after the college P&T committee meets. This meeting date is likely to occur the first week of September. It will be confirmed on the Dean's calendar to attend.

The FACS College Associate Dean for PSO will not serve as a member of the college PSO Promotion Review committee. The Associate Dean is a resource for the faculty and the unit or department throughout the process up until the convening of the college PSO Promotion committee. The Associate Dean and a committee of one or two experienced senior PSO faculty from within the university not appointed to be on the college or university PSO Promotion Review Committee should review drafts and provide verbal and written feedback in the development of the dossier, following examples and suggestions based on the Guidelines Orientation and Promotions

Workshop for faculty. The Associate Dean should be familiar with the breadth of PSO faculty in the college, including but not limited to those with formal UGA Extension affiliation and expectations. Substantial revisions to the dossier cannot be made after the meeting of the college's PSO Promotion committee so it is important for all parties – unit and department head, PSO faculty and Associate Dean – to work together on drafts and dossier preparation.

Ultimately, it is the unit or department head who is responsible for following the Guidelines for Appointment and Promotion in working with faculty for developing dossier, updating vitae, seeking external reviewers and documents, and compiling the dossier.

The completed dossier is provided by the unit or department head to the Assistant to the Dean in FACS College to be made available electronically to the PSO Promotion Review committee in a timely manner before the date of the meeting.

The cover letter is the capstone document and a major element of the promotion package. It will be initially drafted by the unit or department head. The final letter will record the votes of the Promotion Review committee of the college and will be jointly signed by the unit or department head and dean. The cover letter draft is part of the dossier at the time of the Promotion Review committee meeting, but is not part of the dossier provided external reviewers.

Because of the small number of PSO faculty in the college, there will be no unit or department level PSO Promotion Review committee. There will be one committee for the college regardless of the number of units or departments in any given year. This is in accordance with College bylaws [http://www.fcs.uga.edu/faculty\\_staff\\_resources/bylaws](http://www.fcs.uga.edu/faculty_staff_resources/bylaws), ARTICLE VII. COMMITTEES, Section 6.d.

The PSO Promotion Review committee meeting will be launched by the Dean. The dean will ask one person to serve as Chair of the meeting and ask members to vote on paper or electronics ballots the outcomes (Yes or No for promotion) for each candidate. The committee shall refer to the Guidelines for Deliberations provided in the PSO Guidelines, discussing reputation versus productivity; concentration versus diversity of quality and quantity of work. The Chair will report the results of the ballots and its findings to the Dean.

The Dean will convey the vote to the eligible faculty, including the unit or department head, will vote to recommend whether progress toward promotion is sufficient. The dean is not obligated to reveal his/her vote.

Negative recommendations for promotion at the College's committee level may be appealed. Appeal requests must be in writing in the form of a letter submitted by the unit head within seven days after notification of the negative recommendation. The unit head's appeal request should include a detailed explanation of the relevant

circumstances and/or reasons justifying the reconsideration. Reasons for appeal must be based on the original dossier materials and may reference evidence or content within the dossier packet that may have been overlooked or undervalued by the committee. This letter of request is the only new information allowed in the appeals process. The appeal will be submitted to a separate committee composed of three senior public service associates to critically analyze the letter of appeal relative to the College's committee's vote to determine if there are stark and substantial grounds for disagreement with the original decision. The reappraisal in the form of a memo with votes will be submitted to the Dean for inclusion in the dossier going forward to the VP for Public Service and Outreach.

The Recommendation for Promotion Form for Non-Tenure Track Faculty Ranks Only will be prepared by the Assistant to the Dean. He/she will get the Recommendation and signature of the Chair of the College Promotion Review Committee and the Recommendation and signature of the Dean of the college.

#### Appeal Process

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