

APPENDIX: College of Arts and Sciences
Promotion and Tenure Production/Publication Standards

Section One: Number of Required Credits for Review Levels

College of Arts and Sciences Standard for number of production/publication credits necessary for each level of review:

- 2 production/publication credits to move from Assistant to Associate Professor
- 3 production/publication credits to move from Associate to Full Professor
- 1 production/publication credit for each post-tenure review

Section Two: Applicable Forms of Production/Publication

For Arts and Sciences faculty, the following shall be considered applicable forms of production (including publication, performance, music composition, creation of art works and dramatic works, and other scholarly activities resulting in a product):

Categories where a work shall fulfill the entire requirement in this production/publication area at any level of review:

- Book-length research monograph, single author
- Book-length translation or critical edition, single author
- Book-length creative writing work, single author
- Textbook, book-length instructional materials, reference book or popular book in field, single author

Categories where work counts for two production/publication credits:

- Book-length research monograph, joint author
- Book-length translation or critical edition, joint author
- Book-length creative writing work, joint author
- Textbook, book-length instructional materials, reference book or popular book in field, joint author
- Editor or joint editor of a book-length collection of articles, with authorship of an article or significant introduction

Categories where work counts for one production/publication credit:

Performances and Artistic Creations

(All performances and artistic creations may be either by audition or by invitation but must be performed, exhibited, published or prize-winning in professional or refereed venues)

- Musical composition, published
- Musical composition, prize-winning in significant composition contest
- Musical composition, performed publicly in professional venue
- Musical composition, performed publicly in refereed venue

- Performance in roles in dramatic works
- Performance as oratorio or concerto soloist
- Full solo or chamber music concert, including as collaborative pianist
- Full concert or stage work as conductor
- Management of performed dramatic works (stage direction, dramaturgy, stage management, any element of theater design: scenery, lighting, costuming, sound, etc.)
- Creation of media works (e.g., videos, web sites) that are commissioned or accepted for exhibition in refereed venues
- Master class or ensemble clinician at music conference or festival of national or international significance, with resulting performance
- Regular position as section musician in standing professional ensemble (e.g., orchestra, wind ensemble, big band, professional chorus, etc.)
- Creation of works of art which are invited to be exhibited
- Writing or creation of dramatic works that are performed or published
- Radio/television/internet broadcast performance in any of the above categories
- Commercially released video or audio recording in any of the above categories

Refereed Publications

(Publications may be either in print or online formats, provided they are refereed and meet all other standards outlined below)

- Article in a journal
- Chapter in a book or anthology
- Encyclopedia article (survey-length entry, i.e., 5000 words or more, accompanied with scholarly apparatus)
- Article-length paper in conference proceedings, accompanied with appropriate scholarly apparatus
- Publication of creative-writing work (e.g., short story, single poem or group of poems, literary essay)
- Published translation of a refereed journal article, chapter in a refereed book, or creative-writing work
- Review essay/article in a journal
- Interview article in a journal
- Serving as editor of a peer-reviewed journal for one complete volume or *Jahrgang* of issues
- Scholarship-based article in popular magazine
- Publication of research findings
- Publication of clinical case study(ies)
- Publication of clinical article
- Published pedagogical activities

Other Publications

(These important scholarly activities involve creating a product which undergoes some form of significant review; however, these review processes may differ somewhat from those of traditional refereed publications.)

- Publication of instructional material (with assessment of its effectiveness or complete teaching notes)
- Consultation work with state school system or national organization, resulting in a public (non-proprietary) published report
- Patent proposal registered in US Patent Office
- Extensive research document completed on behalf of a government or non-profit agency which is used for strategic planning
- Piece of legislation related to the faculty member's academic discipline which is developed and presented to the Georgia General Assembly or U.S. Congress and progresses out of committee to the floor (whether passed or not)
- Online, interactive training materials posted on a government website (e.g., see <http://stopbullyingnow.hrsa.gov/index.asp?area=main>)
- Developing and maintaining (for at least one year) an interactive public service website which summarizes/provides resources available to a community or target population. This website must be significant to the community, as indicated by at least two links from other government/nonprofit websites. It also must be regularly updated (at least monthly) to incorporate new information and to remove outdated information.

Categories where work counts as one-half a production/publication credit:

- Any of the above performance activities in a venue neither professional nor refereed
- Solo, chamber music, or collaborative piano performance of less than concert length in a professional or refereed venue
- Conductor for a performance of less than concert length in a professional or refereed venue
- Inclusion as incidental or supporting performing artist on a commercially released video or audio recording (e.g., as clarinetist in *Shepherd on the Rock* on one track of a soprano's CD of Schubert songs) or on radio/TV/internet broadcast
- Liner notes for commercially released video or audio recording
- Master class or ensemble clinician at music conference or festival of regional or local significance, with resulting performance
- Professional section musician in occasional or festival ensemble (chorus, orchestra, wind ensemble, big band, etc.)
- Professional work as rehearsal assistant/assistant director
- Professional program annotation for full-length concert
- Consultation work with local school or school system, resulting in a public (non-proprietary) published report

In addition to the above list of acceptable forms of production/production, each Arts and Sciences Departmental Committee on Tenure and Promotion in conjunction with their respective Department Head shall have the authority to

count other forms of work as acceptable as either one full or one half credit towards the publication/production requirement, provided at least one full credit from the above list also is present. For the information of reviewers at subsequent levels of review, each Departmental Committee shall include a statement explaining the importance to the discipline of any other types of work granted publication/production credit in the applicable faculty review portfolio.

These other forms of production/publication may include but are not limited to:

- externally funded research, infrastructure or equipment grants
- book review printed in refereed media
- brief review essay printed in refereed media
- research note published in refereed media
- shorter encyclopedia articles (fewer than 5,000 words) published in refereed media
- multiple abstracts published in refereed media
- work published in non-refereed media

NB. For the purposes of this policy, the term “refereed” shall be understood to include any of the following: traditional double-blind peer review, review by an editorial board, review by an editor, review by an audition committee or artistic jury, review by an artistic director or impresario, review by a competition panel. This list of forms of review should not be considered exhaustive. Given the diversity of disciplines within the College of Arts and Sciences, there will be many forms of review that are both rigorous and appropriate to specific disciplines; each discipline’s culture and best practices should be respected.

Section Three: Implementation Timeline

All current full-time faculty of the College of Arts and Sciences will continue to the level of review toward which they currently are working under the previous production/publication requirements. These requirements will become applicable to each faculty member after she or he passes the upcoming level of review. Thus, for instance, current Assistant Professors will be considered for tenure under the previous system but eventually will go up for Full Professor under the new requirements. All Arts and Sciences faculty should be under the new system by the end of five years.

Section Four: Caveat

It shall be understood that any requirements for tenure and promotion that have not been approved by a secret-ballot vote of the Arts and Sciences faculty, even if legal and in force as university policy, represent a policy prescribed by the administration and do not reflect the will of the faculty.