

**College of Arts and Sciences
Mid-Probationary Review
Statement of Procedures and Criteria (2011 - 2012)**

Mid-Probationary Review Policy

A Mid-Probationary Review will be conducted at the departmental level for all untenured tenure-track faculty by no later than the completion of the third year of probationary service or near the mid-point of the probationary term for those faculty members whose probationary terms includes credit for prior service (***Faculty Handbook 2011, Section 3.11.4.1***)

The Department Chair will conduct the evaluation in consultation with the tenured faculty of the department. If the Department Chair appoints a subset of the tenured faculty to the Mid-Probationary Review Committee, the Chair must invite input from tenured faculty not serving on the Mid-Probationary Review Committee.

Mid-Probationary Review vs. Tenure Review

Mid-Probationary Review is similar to the Tenure Review as the Mid-Probationary Review candidate develops a Portfolio with Supplementary Materials. The Mid-Probationary Review is dissimilar from the Tenure Review as 1) no external reviews are solicited, 2) the Department Chair will meet with the candidate to discuss the results of the review and will provide the faculty with a written summary, and 3) different time schedule, Mid-Probationary Review must occur no later than the completion of the third year of probationary service (or mid-point of the probationary term for those faculty whose probationary term includes credit for prior service).

Step One: Candidate's Responsibilities

The Department Chair, at the beginning of the academic year, will inform the candidate when her/his Portfolio and Supplementary Materials are due. A candidate for Mid-Probationary Review must submit a Portfolio to the Department Chair, which contains information stipulated in "Five Sections of the Portfolio", and Supplementary Materials on a CD/DVD, which contains material in support of teaching, research / creative activity, and service. A candidate may include materials produced throughout her/his academic career.

Portfolio

- The candidate's Portfolio should be organized in a loose-leaf binder, with 5 labeled section-tabs, one for each of the 5 bold-face sections.
- The candidate should submit a copy of her/his Portfolio to each full-time tenured faculty plus the Department Chair.

Supplementary Materials

- The candidate should submit supporting documents such as publications, records of performances, and other documents evidencing teaching, research / creative activity, and service on a CD/DVD. One copy of the CD/DVD should be provided for each Portfolio submitted.

Five Sections of the Portfolio

Do not skip any sub-section or renumber any sub-section. If you have nothing to itemize under a particular sub-section you should record 'none'.

Section 1: Application

1.1 Letter of Application.

Candidates must include a letter specifying what they are applying for Mid-Probationary Review as well as a list of Supplementary Materials submitted to the Department Chair.

1.2 Curriculum Vitae.

Candidates must include a copy of her/his curriculum vitae.

Section 2: Biographical Information

2.1 Name.

2.2 Academic Rank.

2.3 Dates of Appointment to the University of South Alabama to Current Rank.

2.4 Educational Credentials.

2.4.1 Baccalaureate degree earned, date conferred, granting institution, with area specialization.

2.4.2 Masters degree earned, date conferred, the granting institution, with area of specialization.

2.4.3 Doctorate degree earned, date conferred, the granting institution, with area of specialization.

2.5 List professional designations / licenses.

2.6 List other credit-earning higher education courses completed.

2.7 List other courses attended for professional development, including course title, date completed, organization / institution conducting course.

Section 3: Teaching

3.1 Teaching Self-Evaluation Statement.

The statement on teaching effectiveness should include what the candidate perceives as strengths and weaknesses in the classroom and in working with students.

3.2 Provide a short statement of your teaching philosophy and goals.

3.3 List all courses taught at the University of South Alabama during your probationary period.

Indicate which courses are required for the major, the number of students in each course, and the average number of preparations per semester. (Place sample copies of syllabi for courses on the CD/DVD.)

3.4 List courses taught (both credit and non-credit) for other institutions indicating title, academic level, and year taught.

3.5 List chronologically, all academic appointments at all institutions of higher learning beginning with current academic appointment.

- 3.6 List representative handouts or supplementary materials you have prepared for class distribution. (Place copies on Supplementary Materials CD/DVD.)
- 3.7 List the innovative teaching methods you have devised or utilized.
- 3.8 List the audio-visual and/or online materials you have developed or utilized. (Place copies of examples on Supplementary Materials CD/DVD.)
- 3.9 List the new courses or new academic programs you have developed or have substantially changed while at USA.
- 3.10 List the laboratory experience / experiments or studio experiences you have devised, revised, or utilized. (Place copies of examples on Supplementary Materials CD/DVD.)
- 3.11 List academic advising assignments / activities.
- 3.12 List supervised research/creative activities such as Directed Studies, Honor's theses, Master's theses, and Ph.D. dissertations.
- 3.13 List guest lecturer presentations or performances along with time and place.
- 3.14 Summarize results of student evaluations for all courses taught at USA using both a narrative and graph. (Place copies of student evaluations for all courses on Supplementary Materials CD/DVD.)
- 3.15 List other teaching related activities not mentioned above.

Candidates for Mid-Probationary Review have the option of choosing one of the following:

4a. Research Activities or 4b. Creative Activities

Section 4a: Research Activities

4.1a Research Activities Self-Evaluation Statement

The self-evaluation of research and professional activity should include a summary of research activities, a judgment as to the relative worth of the research, and an assessment of the quality of the journals in which papers have been published. Candidates should indicate the area or areas in which they have engaged in sustained research and professional activity. They should also indicate what their major and original contributions have been in these areas and what they hope to achieve in the future.

- 4.2a List of manuscripts accepted for publication; include full bibliographic citations. (Place copies on Supplementary Materials CD/DVD.)
- 4.3a List of manuscripts submitted for publication. (Place copies on Supplementary Materials CD/DVD.)
- 4.4a List grant and contract awards; grant and contract submission (Place copies on Supplementary Materials CD/DVD.)
- 4.5a List paper presentations giving dates, places, and organization.
- 4.6a List other research activities (e.g., works in progress).

- 4.7a List participation in professional organizations (offices held, sessions chaired, etc.); indicate international, national, regional, state or local organizations and dates of service.
- 4.8a List activities as professional advisor, clinician, consultant, editor, workshop leaders, etc.
- 4.9a List honors and awards earned for professional publications, etc.
- 4.10a List participation in short courses, seminars, workshops, etc.
- 4.11a List any research activities not mentioned above.

Section 4b: Creative Activities

4.1b Creative Activities Self-Evaluation Statement

The self-evaluation of creative activity and professional activity should include a summary of creative activities, a judgment as to the relative worth of the creative activity, and an assessment of the quality venues where the creative activity was exhibited or performed. Candidates should indicate the area or areas in which they have engaged in sustained creative activity and professional activity. They should also indicate what their major and original contributions have been in these areas and what they hope to achieve in the future.

4.2b List

- Dramatic Art (productions, performances, and design executions), or
- Music (concerts, recitals, performances, and commissions), or
- Visual Arts (art exhibits, curatorial activities, design displays, and commissions).

(Place copies / facsimiles on Supplementary Materials CD/DVD).

- 4.3b List of creative materials (manuscripts, plays, scores) accepted for publication -include full bibliographic citations. (Place copies on Supplementary Materials CD/DVD.)
- 4.4b List of creative materials submitted for publication. (Place copies on Supplementary Materials CD/DVD.)
- 4.5b List grant and contract awards; grant and contract submission. (Place copies on Supplementary Materials CD/DVD).
- 4.6b List research activities associated with creative activities. (Place copies on Supplemental Materials CD/DVD).
- 4.7b List lecture demonstrations, master classes, and paper presentations given.
- 4.8b List participation in professional organizations (offices held, sessions chaired, etc.); indicate International, national, regional, state or local organizations and dates of service.
- 4.9b List activities such as professional adjudicator, advisor, consultant, clinician, workshop leaders, editor, etc.
- 4.10b List honors and awards earned for professional exhibitions, performances, productions, etc.
- 4.11b List participation in master classes, seminars, short courses, workshops, etc.
- 4.12b List any creative activities not mentioned above.

Section 5: Service

5.1 Service Self-Evaluation Statement

The self-evaluation of service activity should include a summary of the candidate's service to the department, college, university, and the community. The candidate should indicate if the service is professional or non-professional, and offices held.

5.2 List service on University-level committees.

5.3 List service on College-level committees.

5.4 List service on Departmental-level committees.

5.5 List university related extracurricular activities, i.e., student organization advisor, counseling, etc.

5.6 List community service which involves your field of expertise, i.e., adjudication, advisory boards, career guidance, expert testimony, etc.

5.7 List any service not listed above.

Step Two: Mid-Probationary Review Committee's Responsibilities

The Department Mid-Probationary Review Committee reviews the candidate's material for evidence of teaching effectiveness, research / creative productivity, service, and collegiality. The Department Mid-Probationary Review Committee must communicate the sense of its deliberations and decisions and should address each category (teaching effectiveness, research / creative productivity, service, and collegiality) specifically. In the case of split decisions, both the majority and minority viewpoints should be clearly represented in the recommendation.

The Chair of the Department Mid-Probationary Review Committee, on behalf of the Department Mid-Probationary Review Committee, must submit to the Department Chair a narrative letter reporting the sense of the deliberations and decisions of the committee, addressing each category specifically, and in the case of split decisions, clearly representing the majority and minority viewpoints.

Each member of the Department Mid-Probationary Review Committee, including the Committee Chair, must sign this letter.

Step Three: The Department Chair's Responsibilities

The Department Chair's responsibilities within the Mid-Probationary Review process include:

- a. informing the candidate at the beginning of the academic year when her/his portfolio and supplementary materials are due,
- b. setting a due date for the Department Mid-Probationary Review Committee's report,
- c. preparing a written report that summarizes the results of the Department Mid-Probationary Review Committee's evaluation of the candidate, and states her/his evaluation of the candidate's progress towards tenure,
- d. meeting with the candidate to discuss the results of both the Department Mid-Probationary Review Committee's evaluation and her/his own evaluation,
- e. providing the candidate with a written statement summarizing the evaluations,
- f. submitting to the Dean copies of the evaluation prepared by the Department Mid-Probationary Review Committee and her/his summary statement that she/he provided to the candidate.