

University of South Alabama
College of Arts and Sciences

Department of _____

Department Senior Instructor Promotion Committee
Recommendation Form, 2011-2012

1. Candidate's Name: _____
2. Present rank: Instructor
3. Rank for which candidate is being considered: Senior Instructor
4. Years at present rank at University of South Alabama (including current year): _____
5. Number of years credit granted for prior experience at present rank: _____
6. Record of Vote:

(Secret Ballot Required; Record Number)

- _____ Recommending promotion
_____ Not recommending promotion
_____ Abstaining

7. Recommendation of the Promotion Committee:

8. Name and rank of Promotion Committee chair:

9. List the names and ranks of other Promotion Committee members including all those senior in rank (with the exception of Assistant Professors):

10. Method used to select the Promotion Committee:

11. Method used to select the Promotion Committee chair:

12. Please check all of the materials that were examined by Promotion Committee:

- Candidate's curriculum vitae
- Candidate's self-evaluation statements
- Candidate's course syllabi, enrollment figures
- Candidate's course handouts, course projects (or exercises / laboratory experiments)
- Candidate's student evaluations
- Candidate's awards, paper presentations, grants / contracts, publications / Portfolio
- Candidate's participation in professional workshops, courses to enhance professional development
- Candidate's participation in professional organizations, professional activities
- Other materials (please specify): _____

13. Please describe the Department Chair's participation in the Promotion Committee's deliberations:

14. Application of criteria. The Promotion Committee should critically evaluate the candidate's performance in each category and level of achievement specified for the rank to which the candidate is being considered (see *Faculty Handbook*, 3.10.2 and the A&S Promotion to Senior Instructor Statement of Policies and Criteria). The evaluation should be attached to this recommendation form.

- a. Effective teaching.
- b. Student advising (where assigned).
- c. Professional development. Focus is on improving teaching, advising, and knowledge of subject matter.
- d. University-related services at department, college, university, or community levels.
- e. Professional service to the field.

15. Exceptions. If the Promotion Committee feels that the candidate's performance justifies making exceptions to the stated criteria, it must present specific, detailed, and compelling arguments as part of this recommendation. The justification should be attached to this recommendation.

16. Certification. The Promotion Committee chair and the Promotion Committee members must personally sign and date this recommendation:

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|-----------|--|------|
| Signature | Chair, Department Promotion Committee | Date |
| Signature | Member, Department Promotion Committee | Date |
| Signature | Member, Department Promotion Committee | Date |
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