

# College of Arts and Sciences Promotion to Senior Instructor Statement of Procedures and Criteria (2015 - 2016)

Achieving promotion to Senior Instructor at the University of South Alabama is a multi-step process that begins in the department and ends with the Board of Trustees. University policies pertaining to the promotion are set forth in the *Faculty Handbook*:  
<http://www.southalabama.edu/departments/academicaffairs/resources/policies/facultyhandbook.pdf>

The present document describes the College of Arts and Sciences' procedures for promotion to Senior Instructor, and is maintained on the College's website:  
<http://www.southalabama.edu/colleges/artsandsci/facultypolicies.html>

## Promotion to Senior Instructor

### Promotion Policy

The criteria for the rank of Senior Instructor as well as the criteria for promotion and promotion procedures are stipulated in Sections 3.10.2 and 3.14.2 of the *Faculty Handbook*.

### Eligibility

An Instructor is eligible for promotion to Senior Instructor if he/she:

- holds a minimum of a Master's Degree appropriate to the field in which they are teaching,
- has had at least seven years of full-time professional experience at USA as an Instructor, unless given credit for prior teaching experience at another institution of higher education.

### Criteria

The requirements for promotion from Instructor to Senior Instructor are such that the candidate must display evidence of:

- excellence in teaching and student advising or equivalent academic activity,
- professional development appropriate to the faculty member's assigned academic role, and
- significant and sustained work in departmental, college, and/or university-related service.

### Procedures

1. A candidate must submit all materials relevant to the promotion decision to the Department Chair by October 23, as described below. Some of these materials will be constructed from a report generated using Digital Measures. The candidate is responsible for entering the relevant information into Digital Measures.

The College of Arts and Sciences has created a guide for using Digital Measures that is available at:

<http://www.southalabama.edu/colleges/artsandsci/digitalmeasures.html>

2. The Department Chair, in turn, gives the candidate's portfolio to the Department Promotion Committee. The membership of the Department Promotion Committee considering a promotion to Senior Instructor must include all members of the department senior in rank to the candidate including Senior Instructors, Associate Professors, and Professors. Assistant Professors are not eligible to serve on this committee.

3. The Department Promotion Committee reviews the candidate's material, makes a recommendation, and completes the Department Senior Instructor Promotion Committee Recommendation Form.
4. The Department Promotion Committee forwards all materials relevant to the promotion decision to the Department Chair by December 1 for her/his recommendation.
5. The Department Chair forwards all materials relevant for the promotion decision, including her/his recommendation to the Dean by January 11 if both the Department Chair and the Department Promotion Committee recommend promotion.
6. If both the Department Promotion Committee and the Department Chair fail to recommend the candidate for promotion, then the Department Chair must inform the candidate by December 11.
7. The negative assessments and materials used to arrive at them need not be forwarded to the Dean unless the candidate requests in writing by January 4 that this be done.
8. If the candidate requests in writing that the assessments and materials be forwarded to the Dean, the candidate also has the right to include a rebuttal statement and summary argument.
9. The written request from the candidate, along with any rebuttal statement and/or summary argument by the candidate, must accompany the materials forwarded by the Department Chair to the Dean.
10. The Department Chair forwards all materials relevant to the promotion as well as her/his recommendation to the Dean by January 11.
11. The Dean forwards all materials relevant to the promotion to the College Promotion Committee.
12. The College Promotion Committee forwards all materials relevant to promotion including their recommendation to the Dean.
13. The Dean forwards all materials relevant to the promotion decision and her/his recommendation to the Senior Vice President for Academic Affairs, who will forward her/his recommendation to the President for review.
14. All submitted materials relevant to promotion will be held until the Board of Trustees takes action on the promotion application.

### Presentation of Material

The candidate bears the primary responsibility for the presentation of material in support of her/his promotion application. The Department Promotion Committee, the Department Chair, the College Promotion Committee, and Dean must, in turn, provide reasons and any appropriate additional information in support of their recommendations. All materials and comments should be structured according to specific criteria. Important dates associated with the promotion process are summarized at the end of this document.

### Candidate's Responsibilities

A candidate for promotion to Senior Instructor is required to submit eight copies of a Portfolio (a loose-leaf binder) which contains information stipulated in 'Five Sections of the Portfolio', and

Supplementary Materials entered into Digital Measures. The Supplementary Materials are used in support of teaching and student advising, professional development, and service.

## Portfolio

The candidate will prepare one original and seven copies of the portfolio (a loose-leaf binder) with five section tabs. Candidates should also submit a copy of their Digital Measures “Promotion to Senior Instructor Report” to their Chair electronically. The candidate will enter the materials for section 1 and 2 of the loose-leaf binder portfolio. The candidate’s supplementary materials will be constructed from data entered into Digital Measures. The remaining sections of the portfolio will be filled in by the Chair and other faculty and administrators. One of the eight copies of the submitted portfolios will contain documents with original signatures (the “original copy”).

The one original and seven copies of the candidate’s portfolio should be organized as a ½ inch loose-leaf binder with 5 section tabs, labeled as follows:

- Application
- Promotion Report
- Letter of Eligibility from the Department Chair and Dean
- Recommendations
- Promotion to Senior Instructor Criteria

Supplementary Materials must be uploaded to Digital Measures or, if the file size is too large, placed on a CD/DVD as described below, p. 5.

## The Five Sections of the Portfolio

### Section 1: Application

#### 1.1 Letter of Application.

The candidate must include a letter stating that he/she is applying for promotion to Senior Instructor and outlining the criteria for promotion to Senior Instructor. The letter should also include a list of the materials submitted to the Department Chair. The candidate should indicate whether or not he/she was assigned any advising duties.

#### 1.2 Curriculum Vitae.

The candidate must supply a copy of her/his curriculum vitae using a style appropriate to her/his academic field.

#### 1.3 A list of Supplementary Materials that have been uploaded to Digital Measures.

### Section 2: Promotion Report

This section is generated from a Digital Measures “Promotion To Senior Instructor” Report. The candidate should include a printed copy of this report in each copy of the portfolio (the loose-leaf binder), and submit an electronic copy of the report to his or her Chair.

#### I. Biographical Information

- A. Name
- B. Academic Rank
- C. Date of Appointment to Current Rank at the University of South Alabama
- D. Reverse Chronology of Academic Appointments at all institutions of higher learning beginning with current academic appointment.
- E. Educational Credentials
  - 1. Baccalaureate degree earned, date conferred, granting institution, and area of specialization
  - 2. Master's degree earned, date conferred, granting institution, and area of specialization
  - 3. Doctorate earned, date conferred, granting institution, with area of specialization
- F. Professional designations/licenses
- G. Other credit-earning higher education courses completed
- H. Other courses attended for professional development, including course title, date completed, organization/institution conducting course.

## II. Self-Evaluation Statement

Include a formal statement of the Candidate's professional interests and achievements in:

### A. Teaching

The statement on teaching effectiveness should include what the candidate perceives as her/his strengths and weaknesses in the classroom and in working with students. The candidate should also evaluate the effectiveness of their student advising (if applicable).

### B. Professional Development

#### B.i. Professional Development Statement (Non-Fine Arts Faculty)

The professional development self-evaluation statement should include a summary of professional activities undertaken to enhance the candidate's teaching and student advising, professional development, and service.

#### B. ii. Creative Professional Development Statement (Fine Arts Faculty)

The creative professional development self-evaluation statement should include a summary of activities which have enhanced the candidate's teaching and student advising, professional development, and service.

### C. Service

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 if any offices are held.

## III. Teaching

- A. List of Undergraduate and Graduate Courses taught at USA , number of students enrolled in each course, and student evaluations for each course.
- B. Academic Advising Assignments/Activities.
- C. Supervision of Student Research, including theses, dissertations, and independent Research.
- D. Guest Lecturer/Presentations.
- E. Other appropriate indicators of teaching effectiveness applicable to your field, such as: new courses or academic programs developed since last review; a list of course

syllabi developed or substantially revised; a list of representative handouts, audio-visual materials, laboratory experiences/experiments, and/or curricular materials developed; innovative teaching methods devised, and a summary of student evaluations for all courses taught at USA, using both a narrative and graphs.

#### **IV. Research/Professional Development**

- A. Publications and Manuscripts Accepted for Publication (include full bibliographic citations, and identify if invited or refereed).
- B. Manuscripts Submitted for Publication (include full bibliographic citations, and identify if invited or refereed).
- C. Grant and Contract Awards/Grant and Contract Submission, including role (e.g., PI, Co-PI, participant, consultant etc) project title, organization making the award, amount of any award, and inclusive dates of grant or contract.
- D. Research Activities.
- E. Presentations (include full bibliographic citation).
- F. Concerts, recital; art shows, design displays, performances, productions, etc.
- G. Participation in Professional Organizations (e.g., offices held, sessions chaired, etc), indicating national, regional, state, or local organization and dates of service.
- H. Professional Activities as advisor, consultant, clinician, workshop leaders, editor, etc.
- I. Honors and Awards earned for professional publications, performances, etc.
- J. Participation in short courses, workshops, etc.

#### **V. Service**

- A. University committees (e.g., Faculty Senate), including committee name, offices held/role, and dates of service
- B. College (e.g., Promotion and Tenure), including committee name, offices held/role, and dates of service
- C. Department (e.g., Academic Program), including committee name, offices held/role, and dates of service
- D. Extracurricular Activities (e.g. Student Organization), including organization name, offices held/role, and dates of service
- E. University-related community services that involve field of expertise (e.g., advisory board, expert testimony, career, guidance, consultation).

### **Section 3. Letter of Eligibility from the Department Chair and Dean**

Include a copy of the letter that specifies whether the Candidate is eligible for promotion to senior instructor.

The Dean's office will verify in an accompanying memo to the College Promotion Committee that the individual is eligible.

### **Section 4. Recommendations**

Recommendation reports signed by the Departmental Review Committee, Department Chair, College Review Committee, and the Dean are added at appropriate stages after the portfolio is submitted.

### **Section 5. Promotion Criteria**

A copy of the Promotion to Senior Instructor criteria of the Department and/or College should be included. The Arts and Sciences College criteria are presented above, p. 1.

### **Supplementary Materials.**

No later than October 23, candidates must upload copies to Digital Measures of all scholarly presentations, publications and documentation of exhibits, productions, and performances as well as other documents evidencing teaching, research/creative activities, and service during the years in rank or the probationary period. The Candidate may submit a hard copy of a book separately. A hard copy of these materials is **not** required in the portfolio (the loose-leaf binder).

Digital Measures file sizes are limited to 50 MB per uploaded file. In the event that a candidate's supplementary materials exceed this file size, include separate CD/DVDs with supplementary materials along with the loose-leaf binder submitted to the Department Chair.

## The Department Promotion Committee Responsibilities

All members of the Department Promotion Committee are responsible for the strictest professionalism and confidentiality during and after the review process. Membership on a Promotion Committee to Senior Instructor includes: senior instructors, associate professors, and full professors.

### Committee Deliberation

1. The Department Promotion Committee is expected to determine if the candidate for promotion to Senior Instructor exhibits:
  - excellence in teaching and student advising or equivalent academic activity,
  - professional development appropriate to the role of a candidate whose primary responsibility is teaching and,
  - significant and sustained work in departmental, college, and/or university-related service.
2. A secret vote concerning the candidate is taken after the Department Promotion Committee has discussed the candidate's application.
3. Faculty members who participate in the peer review process at the Department level must recuse themselves from participating in the review of the candidate and from voting at the College Promotion Committee when department colleagues are considered.

### Committee Recommendation

1. The Department Promotion Committee recommendation, which is written in narrative form, must communicate the sense of their deliberations and decisions and should address teaching and student advising, professional development, and service.
2. Departments that have a written policy on expected standards of performance for promotion to Senior Instructor should include this information in their recommendation.
3. In the case of split decisions, the Department Promotion Committee recommendation must clearly represent both the majority and minority viewpoints.
4. Each member of the Department Promotion Committee must personally sign the Committee's recommendation.

### Reporting Committee Recommendation

1. The Chair of the Department Promotion Committee must submit to the Department Chair a recommendation, in the form of a narrative, for the candidate.
2. The Chair of the Department Promotion Committee must also complete the Department Promotion Committee (Senior Instructor) Recommendation Form and forward it along with all supporting materials to the Department Chair.
3. Each member of the Department Promotion Committee, including the Committee Chair, must personally sign the Department Promotion Committee (Senior Instructor) Recommendation Form.

## The Department Chair's Responsibilities

The Department Chair must provide the following materials for the candidate:

1. The Chair's recommendation and justification for the recommendation. This should be a carefully documented and considered statement assessing the candidate's strengths and weaknesses in teaching and student advising, professional development, and service. The statement, which takes into account the Departmental Committee's report should address all relevant criteria and assess the extent to which the candidate meets them.
2. The Chair must provide copies of the candidate's portfolio to each of the members of the Department Promotion Committee, as well as an electronic copy of the Candidate's Digital Measure "Promotion to Senior Instructor Report". Members of the Department Promotion Committee will be granted access to the candidate's supplementary materials in Digital Measures by the Arts and Sciences Dean's Office. If, due to size constraints, the candidate's supplementary materials require the use of a CD/DVD (see above), the Chair will make this CD/DVD available to the Departmental Committee as well.
3. Negative Decision for Promotion Only Application:
  - a. The Department Chair is responsible for writing a letter informing a candidate, who has applied for promotion to Senior Instructor, that both the Department Chair and the Department Promotion Committee have made a negative recommendation. The deadline for informing the candidate is December 11.
  - b. The Department Chair must inform the candidate who has received a negative decision by both the Department Chair and the Department Promotion Committee, that he/she has until January 4 to: a) make a written request that her/his materials be forwarded to the Dean, and b) submit any accompanying rebuttal statement and summary argument. Alternately, the candidate may withdraw her/his application.
  - c. If the candidate, does makes a written request by January 4 that her/his materials be forwarded to the Dean, the Department Chair must report this request to the Dean that the candidate has submitted a written request that her/his materials be forwarded.
  - d. If the candidate has also submitted a rebuttal statement and summary argument with the written request, the Department Chair must add the rebuttal statement, summary argument, and written request to the Department Chair's report to the Dean.
4. The Department Chair is responsible for organizing and forwarding the original and seven copies of the candidate's Portfolio to the Dean of the College of Arts and Sciences. If a Supplementary Materials CD/DVD was needed, a copy of it must also be included with the original copy of the Portfolio.

### Summary of Promotion Deadline Dates

- |         |                                                                                                                                                                          |
|---------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Oct. 23 | Candidate must submit complete Portfolio and Supplementary Materials to the Department Chair.                                                                            |
| Dec. 1  | Department Promotion Committee makes a recommendation to Department Chair.                                                                                               |
| Dec. 11 | Deadline for informing the candidate applying for promotion to Senior Instructor of a negative decision by both the Department Chair and Department Promotion Committee. |

- Jan. 4      Deadline for the candidate applying for promotion to Senior Instructor who has been informed of a negative decision by both the Department Chair and the Department Promotion Committee to make a written request that her/his materials be forwarded to the Dean, along with submitting any accompanying rebuttal statement and summary argument.
- Jan. 11     Department Chair's recommendation and all materials are submitted to the Dean.
- Feb. 26     Dean's recommendation and all materials are submitted to Senior Vice President of Academic Affairs.

### Appeal Procedures

Any challenge of the promotion decision must precede according to the University's Grievance Procedure, which is found in the *Faculty Handbook*, Section 4.2, Faculty Grievance Procedures.

6/3/15