

College of Arts and Sciences
Tenure and Promotion
Statement of Procedures and Criteria (2015 - 2016)

Achieving tenure and promotion 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 tenure and promotion are set forth in the *Faculty Handbook*:

<http://www.southalabama.edu/departments/academicaffairs/resources/policies/facultyhandbook.pdf>

The present document describes the tenure and promotion procedures for the College of Arts and Sciences, and is maintained on the College's website:

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

Tenure and Promotion Procedures

Peer review is required in arriving at both tenure and promotion decisions; departments and the college are required to indicate explicitly how recommendations evolved during the review process and must communicate these procedures to the candidates and to the administration.

Tenure

1. A candidate must submit all materials relevant to the tenure decision including materials produced throughout her/his academic career to the Department Chair, as described below. Some of these materials will be in the form of a report generated from 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 at:
<http://www.southalabama.edu/colleges/artsandsci/digitalmeasures.html>
2. The Department Chair, in turn, gives the candidate's portfolio to the Department Tenure Committee. The Portfolio is a loose-leaf binder containing all of the candidate's application materials, except for supplementary materials. Section 2 of the portfolio, and the supplementary materials, will be constructed from data entered into Digital Measures.
3. The Department Tenure Committee reviews the candidate's materials, makes a recommendation, and completes the Department Tenure Committee Recommendation Form. See:
<http://www.southalabama.edu/colleges/artsandsci/facultypolicies.html>
4. The Chair of the Department Tenure Committee forwards all materials relevant to the tenure decision to the Department Chair.
5. The Department Chair forwards all materials relevant to the tenure decision, including her/his recommendation to the Dean.
6. The Dean forwards all materials relevant to the tenure decision to the College Tenure Committee.
7. The College Tenure Committee forwards all materials relevant to the tenure decision to the Dean including their recommendation to the Dean.
8. The Dean forwards all materials relevant to the tenure decision and her/his recommendation to the Senior Vice President for Academic Affairs, who will forward her/his recommendation to the President for review.

9. All submitted materials relevant to tenure will be held until the Board of Trustees takes action on the tenure application.

Promotion

1. A candidate must submit all materials relevant to the promotion decision to the Department Chair. Some of these materials will be in the form of a report generated from Digital Measures. The candidate is responsible for entering the relevant information into Digital Measures.
2. The Department Chair, in turn, gives the necessary portions of the candidate's portfolio to the Department Promotion Committee. The portfolio is a loose-leaf binder containing all of the candidate's application materials, except for some supplementary materials.
3. The Department Promotion Committee reviews the candidate's materials, makes a recommendation, and completes the Department Promotion Committee Recommendation Form. See: <http://www.southalabama.edu/colleges/artsandsci/facultypolicies.html>
4. The Chair of the Department Promotion Committee forwards all materials relevant to the promotion decision to the Department Chair.
5. The Department Chair forwards all materials relevant to the promotion process, including her/ his recommendation to the Dean if either the Department Chair or the Department Promotion Committee recommends promotion, or if the candidate is applying for both tenure and promotion.
6. If a candidate is applying for promotion only, and if both the Department Promotion Committee and the Department Chair fail to recommend the candidate, then the Department Chair must inform the candidate.
7. The negative assessments and materials used to arrive at them need not be forwarded to the Dean unless the candidate requests in writing, no later than January 4, that this be done.
8. If the candidate requests in writing that the assessments and materials be forwarded to the Dean, then 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 Dean forwards all materials relevant to the promotion decision to the College Promotion Committee.
11. The College Promotion Committee forwards all materials relevant to the promotion decision to the Dean, including their recommendation to the Dean.
12. 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.
13. All submitted materials relevant to promotion will be held until the Board of Trustees takes action on the promotion application.

Tenure and Promotion Criteria

Tenure

The parties involved in the tenure process at the Departmental, College, and University levels rely on the principles and criteria as defined in the *Faculty Handbook* (Section 3.11 Tenure). The criteria for tenure are the same as promotion plus the additional important consideration of collegiality of the candidate with her/his department. Absence of evidence and argument to the contrary will be considered evidence of the candidate's collegiality with the department.

Promotion

The parties involved in the promotion process at the Departmental, College, and University levels rely on the principles and criteria as defined in the *Faculty Handbook* (Section 3.10: Promotion Policies and Procedures). These criteria involve consideration of the quality of teaching, the level of scholarship judged by national standards, and the regular performance of duties including the ability to participate in a healthy learning environment. The degree of professional achievement is thereby evaluated in three broad areas: teaching, creative activity/research, and professional service to the Department, College, University, and where appropriate, to the Community.

Presentation of Material

General Guidelines

The candidate bears the primary responsibility for the presentation of material in support of her/ his tenure and/or promotion application. The Departmental committees, Department Chair, College committees, 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 tenure and/or promotion process are summarized at the end of this document.

External Reviewers

Candidate's Responsibilities:

1. Not later than August 24 of the academic year during which a candidate will be considered for tenure and/or promotion, the candidate must submit three items to the Department Chair: 1) curriculum vitae, 2) a CD/DVD containing copies of publications, presentations, and/or creative activities, and 3) a list of at least five appropriate sources for external reviewers.
2. The curriculum vitae and the CD/DVD containing copies of publications, presentations, and/or creative activities should be in a format that may be easily reviewed by an external reviewer. Here and elsewhere, "appropriate sources for external review" must be reviewers of the appropriate rank: Associate or Full Professor for applicants for tenure and/or promotion to Associate Professor; Full Professor for applicants for promotion to Full Professor.
3. The list of appropriate sources may contain specific names of people or names of institutions comparable to the University of South Alabama.
 - a. The candidate should briefly describe relationships between themselves and each of the sources.
 - b. The majority of the external reviewers should not be a former teacher or personal friend of the candidate nor a co-worker in research, creative activities, and publication activities.

Responsibilities of Departmental Committees and Chairs:

For Tenure:

1. Along with the list submitted by the candidate, a list of appropriate sources for external reviewers must be submitted by the chair of the Department Tenure Committee, and the Department's tenured faculty.
2. The Chair of the Department Tenure Committee will select at least one name from each of the three lists; at least three external reviewers must be selected. The names of the external reviewers must be disclosed to the candidate.

For Promotion:

1. Along with the list submitted by the candidate, a list of appropriate sources for external reviewers must be submitted by the chair of the Department Promotion Committee, and the Department's faculty of appropriate rank.
2. The Chair of the Department Promotion Committee will select at least one name from each of three lists; at least three external reviewers must be selected. The names of the external reviewers must be disclosed to the candidate.

Contacting External Reviewers

1. By September 7, the Chairs of the Department Tenure Committee/Department Promotion Committee should contact the sources and, without prejudice, determine their willingness to perform the external review.
2. By September 14, the Department Chair will send a standard letter to the selected external reviewers requesting a review of the candidate's research/creative activity credentials. This standard letter should contain language such as the following: "I ask that you only examine the enclosed materials and evaluate the quality and significance of the research and/or creative work." See a sample letter at: <http://www.southalabama.edu/colleges/artsandsci/facultypolicies.html>
3. The external reviewers' comments should be returned to the Department Chair by November 6, and should be made available to the Department Tenure Committee/Department Promotion Committee.
4. The external reviewers' comments are confidential and are not shown to the candidate. These comments along with other materials are forwarded to the Dean by the Department Chair. Caution: External reviewers must provide an original signature on their letter/memorandum. Some reviewers have, in the past, used a script font to 'sign' their review, while others have emailed their review, neither of which is acceptable.

Candidate's Portfolio

Tenure

Candidates must submit *ten* copies of a portfolio *plus an original copy*, as well as supplementary materials. The portfolio is a loose-leaf binder containing the six sections stipulated below. Supplementary materials are uploaded to Digital Measures. Candidates should also submit a copy of their Digital Measures "Promotion and/or Tenure Report" to their Chair electronically. A candidate who is applying for both tenure and promotion should submit the same ten copies of the portfolio for both. Candidates should also retain a copy of all materials for themselves. Candidates for tenure may list materials produced throughout an academic career.

Due date: October 23.

Promotion

Candidates for promotion only must submit *seven* copies of a portfolio *plus an original copy*, as well as supplementary materials. The portfolio is a loose-leaf binder containing the six sections stipulated below. Supplementary materials are uploaded to Digital Measures. Candidates should also submit a copy of their Digital Measures "Promotion and/or Tenure Report" to their Chair electronically. A candidate who is applying for *both* tenure and promotion should submit the same *ten* copies of the portfolio for both.

Candidates should also retain a copy of all materials for themselves. A candidate should clearly distinguish materials produced before and after the last promotion. This can be done by adding boldface to those Teaching, Research and Professional Development, and Service items produced since the last promotion into the Digital Measures Promotion and/or Tenure Report.

Due date: October 23.

A candidate who is applying for both tenure and promotion should submit the same portfolio for both. Section 2 of the portfolio, and the supplementary materials, will be constructed from data entered into Digital Measures. The complete portfolio will include the Digital Measures report as well as signature documents, with one binder

The copies of Candidate's portfolio should be organized as a ½ inch loose-leaf binder with 6 section tabs, labeled as follows:

- Application
- Promotion and/or Tenure Report
- Letters from External Reviewers
- Letter of Eligibility from the Department Chair and Dean
- Recommendations
- Promotion and/or Tenure 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. 9.

Six Sections of the Portfolio

The candidate is responsible for supplying sections 1, 2, and 6 of the Portfolio, and the Supplementary Materials. The candidate should supply tabs for sections 3, 4, and 5 even though the candidate will not provide material for those sections. The Department Chair and other faculty and administrators are responsible for sections 3, 4, and 5. Note that the Supplementary Materials will be uploaded electronically by the candidate to Digital Measures and are not included in the loose-leaf binder.

Section 1: Application

1.1 Letter of Application.

Candidates must include a letter specifying what they are applying for (tenure and/or promotion), as well as a list of the materials submitted to the Department Chair and the Department Tenure Committee/Promotion Committee.

1.2 .A copy of the curriculum vitae sent to the external reviewers.

1.3 A list of all Supplementary Materials that were sent to the external reviewers.

1.4 A list of all Supplementary Materials that have been uploaded to Digital Measures. If these are the same as those listed in item 1.3, state simply "Same as 1.3".

Section 2: Promotion and/or Tenure Report

This section is generated from a Digital Measures Promotion and Tenure Report. The candidate should include a printed copy in the loose-leaf binder.

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 area of teaching effectiveness includes classroom and laboratory performance, academic advising and counseling, availability to students, supervision of students' independent research or study, course and curriculum development, and guest lectures to classes. The statement on teaching effectiveness should include what the Candidate perceives as strengths and weaknesses in the classroom and in working with students.

B. Professional Development

The area of Professional Development includes scholarship in all its manifestations- service on editorial and advisory boards, offices held in professional organizations, participation in professional institutes and workshops, research, publications, exhibitions, performances, professional awards, grants and fellowships, presentations to professional organizations and lecture appointments. The self-evaluation statement should include a summary of research and creative activities, a judgment as to the relative worth of the research or creative product, and, where appropriate, 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.

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. 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, recitals, 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 Level 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: Letters from External Reviewers (Department Chair's Responsibility)

This section will be completed by the Department Chair after the candidate submits the portfolio.

- A. Identify which of the external reviewers were chosen from: a) the candidate's list, b) the Chair of the Tenure/Promotion Committee's list, and c) the faculty (tenured faculty or faculty of superior rank).
- B. Describe the relationship between each external reviewer and the candidate.
- C. Supply a sample of the letter sent to the external reviewers.
- D. Provide the external reviewers' recommendations. The Department Chair must ensure that the external reviewers' letters contain an original signature.

Section 4. Letter of Eligibility from the Department Chair and Dean

Include a copy of the letter that specifies whether the Candidate is eligible for tenure or promotion or both. If the Candidate is eligible for promotion, the appropriate rank should be specified. The Dean's office will verify in an accompanying memo to the College Promotion and Tenure Committee that the individual is eligible.

Section 5. Recommendations

Recommendation reports signed by all members of Departmental Review Committees, the Department

Chair, the College Review Committee, and the Dean are added at appropriate stages after the portfolio is submitted.

Section 6. Promotion and/or Tenure Criteria

A copy of the promotion and/or tenure criteria of the Department and/or College should be included. The Arts and Sciences College criteria are presented above, p. 3.

Supplementary Materials.

No later than October 23, candidates must upload to Digital Measures copies 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. A hard copy of these materials is not required in the loose-leaf binder. The Candidate may submit a hard copy of a book separately.

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 Tenure Committee / Promotion Committee Responsibilities

The members of the Department Tenure Committee and Promotion Committee are responsible for the strictest professionalism and confidentiality during and after the review process.

Committee Deliberations

1. The Department Tenure Committee/Promotion Committee review all material with the realization that evidence of continuing scholarly/creative productivity as well as teaching effectiveness are typically the essence of all tenure and promotion recommendations. In addition, collegiality is considered in the tenure evaluation.
2. Department Tenure Committee/Promotion Committees are expected to distinguish between scholarship and popularization and between creative activity/research for scholarly purposes and activities that are essentially service oriented. This requires a careful evaluation of the candidate's research creative objectives, contributions, publications, exhibitions, and an evaluation of any published commentaries on the candidate's work.
3. The Department Tenure Committee/Promotion Committee should include an assessment of the quality of the journals in which papers have been published and identify refereed and non-refereed journals. The discipline's and/or journal's practice in listing co-authored articles should also be clarified for the College Tenure Committee/College Promotion Committee.
4. The Department Tenure Committee/Promotion Committee in the Fine and Performing Arts should include an assessment of the quality of the venues where exhibits or performances are held as well as identifying juried or non-juried events.
5. A Department's recommendation(s) must also include evaluations of the candidate's work by the external reviewers.
6. A secret vote concerning the candidate is taken after the Department Tenure Committee/Promotion Committee has discussed the candidate.
7. Faculty members who serve on both the departmental tenure committee, and on the collegiate tenure committee, shall vote concerning the candidate at the departmental tenure committee only, and must recuse themselves from participating in the review of the candidate and from voting at the College Tenure Committee/ College Promotion Committee when department colleagues are considered.

Committee Recommendations

1. The Department Tenure Committee/Promotion Committee recommendations, which are written in narrative form, must communicate the sense of their deliberations and decisions and should address teaching, creative activity and/or research activity, service, and in the case of tenure, collegiality.
2. Departments that have a written policy on expected standards of performance for tenure and promotion should include this information in their recommendation.
3. In the case of split decisions, the Department Tenure Committee/Promotion Committee recommendations must clearly represent both the majority and minority viewpoints.
4. Each member of the Department Tenure Committee/Promotion Committee must personally sign the Committee's recommendation.

Reporting Committee Recommendations

1. The Department Tenure Committee and the Department Promotion Committee are separate committees (even if there is overlapping membership); hence the recommendations from each

committee, even about the same candidate, must be kept separate.

2. The Chairs of the Department Tenure/Promotion Committees must submit to the Department Chair a recommendation, in the form of a narrative, for each candidate by December 1.
3. The Chair of the Department Tenure Committee and/or the Chair of the Department Promotion Committee must also complete the appropriate Tenure and/or Promotion Recommendation Form and forward it along with all supporting material to the Department Chair. Forms are found at: <http://www.southalabama.edu/colleges/artsandsci/facultypolicies.html>
4. Each member of the Department Tenure Committee/Promotion Committee, including the Committee Chairs, must personally sign the Department Tenure Recommend Form and/or Department Promotion Recommendation Form.

The Department Chair's Responsibilities

The Department Chair must provide the following materials for each reviewed faculty member:

1. The Chair's recommendations (promotion and/or tenure) and justification for the recommendations. This should be a carefully documented and considered statement assessing the candidate's strengths and weaknesses in teaching, creative activity or research, service, and when appropriate collegiality. The statement, which takes into account the Departmental Committee's report and external reviewers' comments, 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, and an electronic copy of the Digital Measures Promotion and/or Tenure Report, to each of the members of the Department Promotion and/or Tenure Committees. Members of these Committees 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 Application for Promotion Only:
 - a. The Department Chair is responsible for writing a letter informing a candidate, who has applied for promotion only, 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.
 - 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 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. For each faculty member reviewed, the Department Chair is responsible for organizing and forwarding the portfolios, including the letters from external reviewers and the reports of the Committees and the Department Chair, to the Dean of the College of Arts and Sciences by January 11.

Summary of Tenure and Promotion Deadline Dates 2015-6

- Aug. 24 Candidate submits names and materials to Department Chair for external review.
- Sept. 7 Tenure Committee Chair/Promotion Committee Chair contact external reviewers by this date. The Department Chair provides the Dean's Office with a list of all departmental promotion and tenure committee members by this date.
- Sept. 14 Department Chair forwards letter and materials for review to external reviewers by this date. The Dean's Office emails a list of all departmental committees to Paula Medveal in Academic Affairs by this date.
- Oct. 23
Candidate provides the Department Chair with a eleven complete hard copies (one original and ten copies for tenure or tenure and promotion both), or eight complete hard copies (one original and seven copies for candidates for promotion only) of the promotion and/or tenure portfolio. All supplementary materials listed by the candidate in section 1.4 of the portfolio must be uploaded to Digital Measures by this date. If space requirements dictate the use of a CD/DVD for the supplementary materials, this must be included with the portfolio by this date.
- Nov. 6 External reviews received by Department Chair are added to the printed portfolios and are distributed to the Department Tenure Committee/ Promotion Committee on or before this date.
- Dec. 1 Department Tenure Committee/Promotion Committee make recommendations to Department Chair.
- Dec. 11 Deadline for informing the candidate applying for promotion only of a negative decision by both the Department Chair and Department Promotion Committee.
- Jan. 4 Deadline for the candidate applying for promotion only 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(s) and all material are submitted to the Dean.
- Feb. 26 Dean's recommendation(s) and all material are submitted to Senior Vice President of Academic Affairs.

Appeal Procedures

Any challenge of promotion and/or tenure decisions must proceed according to the University's Grievance Procedure, which is found in the *Faculty Handbook*, Section 4.2 Faculty Grievance Procedures.

6/3/15