



UNIVERSITY OF SOUTH ALABAMA  
College of Education & Professional Studies

**2019 - 2020**

**Tenure and  
Promotion Guidelines**

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## TENURE AND PROMOTION GUIDELINES

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. This document describes the tenure and promotion policies, procedures, and criteria of The College of Education and Professional Studies (CEPS). The Guidelines are maintained on the College's website at: <http://www.southalabama.edu/colleges/ceps/resources/coe-pt.pdf>.

University policies pertaining to tenure and promotion are set forth in the *Faculty Handbook* and found on the Division of Academic Affairs website: <http://southalabama.edu/departments/academicaffairs/resources/policies/tenurepromotionguidelines.jan2017.pdf>.

### TENURE

The parties involved in the tenure process rely on the principles and criteria as defined in the *Faculty Handbook* (Section 3.11). The review process for awarding tenure is conducted during the faculty member's final year of probationary service. The process begins in the Department and includes administrative and peer recommendations at the Departmental, College, and University levels. The criteria are the same as for promotion plus the additional important consideration of *collegiality* with the Candidate's department. The Review Committees require evidence of adequate performance in all areas. The Candidate must provide evidence of *teaching effectiveness; research, scholarship, and creative activity; and professional service* to the Department, College, University, with evidence of potential for continued achievement.

### 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). 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 teaching effectiveness; research, scholarship, and creative activity; and professional service to the Department, College, University, and where appropriate, the Community.

### ELECTRONIC ACCESS PROCEDURES

The College of Education and Professional Studies adheres to the University Promotion and Tenure Policy and Procedures. The procedures explaining electronic access, uploading responsibilities, security roles, file naming, and uploading documents are maintained on the Division of Academic Affairs website at: <http://www.southalabama.edu/departments/academicaffairs/promotiontenure.html>. A summary of these guidelines and procedures are provided in this document for each level of review.

## EXTERNAL REVIEW

An external review of the Candidate's scholarship will be included in all tenure and/or promotion applications except that External Reviewers are not required for promotion to Senior Instructor. Obtaining the reviews will be the responsibility of the Department Chair in accordance with University policy.

### Selection of Reviewers

The Candidate should prepare a list of appropriate sources for external review. Here and elsewhere, "appropriate sources for external review" must be reviewers of the appropriate rank: Associate Professor or Professor for applicants for tenure and/or promotion to Associate Professor; Professor for applicants for promotion to Professor. This list may contain specific names of people or names of institutions comparable to the University of South Alabama. External reviewers must be professionally competent and qualified to evaluate the academic credentials of a candidate and who are recognized scholars in the candidate's field of scholarship. External reviewers who have a conflict of interest or appearance of one or whose objectivity may be questioned may not serve in this role. External reviewers should not normally be a former teacher, a personal friend of a candidate, or a co-worker in research and publication activities. Exceptions may be made at the discretion of the Dean.

In addition to the list submitted by the Candidate, a list of appropriate sources for external review must be submitted by the Chair of the Departmental Tenure and Promotion Committee and by the tenured faculty of the department (*Faculty Handbook 3.11.4.3*). The Chair of the Departmental Tenure and Promotion Committee will select at least one name from each list for a total of 3 external reviewers. The Candidate is responsible for verifying the names on his/her list prior to submitting to the Chair of the Departmental Tenure and Promotion Committee. The Chair of the Departmental Tenure and Promotion Committee is responsible for verifying the names on his/her list and the list provided by the tenured faculty of the Department. The Committee Chair, selects a name from each list and submits to the Department Chair, who in-turn, submits the Candidate's materials with a request that the external reviewers provide a written review of the candidate's scholarship. The external review will be included in all levels of the review process. Candidates will be notified of the names of those selected to serve as reviewers.

## CANDIDATE APPLICATION PROCEDURES

In addition to the college guidelines, the University Promotion and Tenure Guidelines should be consulted to prepare and organize the Candidate's materials. The Candidate bears the primary responsibility for the presentation of material in support of tenure and/or promotion. For tenure, candidates may include materials produced throughout an academic career. For promotion, candidates should clearly distinguish materials produced before and after the last promotion. Important dates associated with the tenure and/or promotion process are summarized at the end of this document.

### External Review

Not later than August 15 of the academic year during which the Candidate will be considered for tenure and/or promotion, the Candidate submits via email a list of 3 names and contact

information of external reviewers who are recognized scholars in the candidate's field of scholarship who have agreed to serve, to the Chair of the Departmental Tenure and Promotion Committee (Note: The Candidate is responsible for verifying the external reviewers on their list prior to submitting their names to the Chair of the Departmental Tenure and Promotion Committee). Not later than August 15, the Candidate meets with and provides the following three items in PDF format to the Department Chair: (1) a letter of application; (2) a Curriculum Vita generated from Digital Measures; and (3) samples of published works or similar evidence of the quality of the Candidate's scholarship.

### **Document Submission Instructions**

A Candidate who is applying for tenure and promotion should submit the same Digital Measures Promotion and Tenure Report and Portfolio Report for both. Prior to submission, the Candidate receives email notification from Academic Affairs of Google Drive access with instructions for uploading of documents.

The following two documents are required from all candidates applying for tenure and/or promotion:

### **Digital Measures Promotion and Tenure Report**

A digital copy of the Candidate's Promotion and *Tenure Report* from Digital Measures (<https://www.digitalmeasures.com/login/usouthal/faculty>) must be included that reflects time-in-rank. Time-in-rank requirements refer specifically to service at the University of South Alabama at a specified rank (*Faculty Handbook*, Section 3.10.2)

1. Log in to Digital Measures. Under Manage Activities menu click "Run Reports".
  - 1.1 Step 1. Select and click "Promotion and/or Tenure Report" from the dropdown list.
  - 1.2 Step 2. Select and enter the appropriate date range.
  - 1.3 Step 3. Select the file format as Microsoft Word (.doc) and page size as "Letter".
  - 1.4 Step 4. Click "Run Report".
2. An MS Word file will be generated that you can save and edit.
3. Go to the top of the MS Word file and type in your response to the following statements:  
"Candidate for promotion to:" and/or "Candidate applying for tenure:"

The Candidate is responsible for reviewing the report, ensuring all electronic links are active, and making all needed changes on the report electronically. Once the Candidate is satisfied that the report accurately reflects his or her activities and accomplishments, a copy of the report should be electronically saved from MS Word as a PDF file for uploading to the Candidate's Google Drive folder as DMReport.pdf.

### **Portfolio Report**

The following documents must be organized and included in the Candidate's digital portfolio report:

1. **Table of Contents.** A paginated table of contents (should be the first entry in the portfolio).
2. **College Promotion and Tenure Guidelines.** A copy of the College of Education and Professional Studies Tenure and Promotion Guidelines.

3. **Letter of Application.** A cover letter of application specifying what the Candidate is applying for (tenure and/or promotion).
4. **Letter of Eligibility from the Dean.** A copy of the Tenure and/or Promotion notification letter received from the Dean.
5. **Curriculum Vita.** A copy of the Candidate’s *vita* generated from Digital Measures reflecting accomplishments across the entirety of one’s career.
6. **Mid-Probationary Reviews.** Include signed copies of the Departmental Mid-Probationary Review Committee, Department Chair, and College Mid-Probationary Review Committee reports.
7. **Letters of Support.** Candidates may include statements of support from university and professional colleagues, students, and others who can provide substantive evaluations of the merits of the Candidate’s professional activities and achievements.
8. **Journal Impact Table.** The candidate will include a Journal Impact Table (see below) that includes the listed elements (if known). If unknown indicate with “UN”. Modify and/or reproduce table (as necessary) to fit and include identifying elements of published work.

Journal Impact Table									
Name of Journal	Title of Manuscript	Authorship Order/Listing	Journal Impact Factor	Refereed (Yes or No)	Acceptance Rate	Level (International, National, Regional, State, etc.)	Journal Indexed (Yes or No) Name of Index	Number of Times Cited	Other

**Supplementary Materials**

1. The Candidate may submit a hard copy of a book separately.

The Candidate is responsible for reviewing the Portfolio for accuracy and ensuring all electronic links are active. Once the Candidate is satisfied that the Portfolio report accurately reflects his or her activities and accomplishments, a copy of the report should be electronically saved from MS Word as a PDF file for uploading to the Candidate’s Google Drive folder as Portfolio.pdf.

**REVIEW COMMITTEES**

The Departmental and College Tenure and Promotion Committees are guided by University policies as outlined in the *Faculty Handbook*. The members of the faculty charged with review and evaluation of their colleagues’ applications for tenure and/or promotion are responsible for the strictest professionalism and confidentiality during and after the review process. Department and College Committees reach their decisions by discussion and secret written vote of each Candidate. Faculty members who participate in the peer review process at both the department

and college level must abstain from voting at the College level when Department colleagues are considered.

### **Departmental Review**

The Departmental Tenure Committee is normally comprised of all tenured faculty members in the Department, excluding the Department Chair. The Departmental Promotion Committee is comprised of tenured faculty members, except Assistant Professors, senior in rank to the Candidate, excluding the Department Chair.

The Departmental Tenure Committee and the Departmental Promotion Committee are separate entities, though there is likely overlapping membership. With the exception of the review of Candidate's seeking promotion from Instructor to Senior Instructor, membership on the Departmental Tenure and Promotion Committees is identical and may be combined for the purposes of the reviews under a single Chair.

The review process begins with email notification to committee members from Academic Affairs of Google Drive access for review of the Candidate's materials. The Committee reviews all materials with the realization that evidence of continuing scholarly/research/creative productivity as well as teaching effectiveness are typically the essence of all tenure and promotion recommendations. The members of the Departmental Tenure and Promotion Committee are expected to distinguish between scholarship and popularization and also between research for scholarly purposes and activity that is essentially service oriented. This distinction requires a careful evaluation by the committee of the Candidate's research objectives, contributions, and publications and an evaluation of any published commentaries on the Candidate's work. The Departmental Tenure and 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, and the degree the candidate has engaged in external funding opportunities.

The Departmental Committee's written report must include evaluation of the Candidate's work by the members of the Committee and include a summary of the external reviews. In the case of split decisions, the recommendations must clearly represent the majority and minority viewpoints. The Chair of the Departmental Tenure and Promotion Committee prepares the tenure and promotion reports, as appropriate. The Committee Chair, on behalf of the Committees, must submit a written narrative report that includes the sense of the deliberations and the decisions of the Committee(s) (including a tally of all votes as "yeas," "nays," and "abstentions") that specifically addresses teaching effectiveness; research, scholarship, and creative activity; professional service; and in the case of tenure, collegiality. Every member of the Departmental Tenure and Promotion Committee(s), including the Committee Chair, must sign the report. The Committee Chair uploads the narrative report(s) in the Candidate's Google Drive folder as Reviews.pdf and forwards the signed original report(s) to the Department Chair.

### **College Review**

The College Tenure and Promotion Committee is appointed each year by the Dean with respect to achieving a balance of disciplines. Membership on this Committee shall be limited to tenured faculty at the Associate and Professor ranks. The Committee reviews all applications for tenure and promotion.

The review process begins with email notification to committee members from Academic Affairs of Google Drive access for review of a Candidate's materials. The committee reviews all materials with the realization that evidence of continuing scholarly/research/creative productivity as well as teaching effectiveness are typically the essence of all Tenure and Promotion recommendations. The committee should include an assessment of the quality of the journals in which manuscripts have been published and identify refereed and non-refereed journals, and the degree the candidate has engaged in external funding opportunities.

The College Committee's evaluation must include review of the Candidate's work by the members of the Committee and include a summary of the external reviews. The Committee Chair prepares the tenure and/or promotion report(s), as appropriate, that indicates a sense of the deliberations and tenure and/or promotion decision(s) (including a tally of all votes as "yeas," "nays," and "abstain"). In the case of split decisions, the recommendations must clearly represent the majority and minority viewpoints. Every member of the Committee (whether voting or abstaining), including the Committee Chair, must sign this letter. The Committee Chair uploads the narrative report(s) in the Candidate's Google Drive folder as Reviews.pdf and forwards the signed original report to the Dean.

### **DEPARTMENT CHAIR**

The Department Chair's report(s) for promotion and/or tenure and justification for the recommendation(s) should be carefully documented and provide a considered statement assessing the Candidate's strengths and concerns in teaching, research and/or creative activities, service, and when appropriate, collegiality. The statement should address all relevant criteria and assess the extent to which the Candidate has met all requirements.

The Department Chair is responsible for each of the following:

1. Communicates with external reviewers who agreed to serve by sending a standard email or letter with review instructions (see note below) and a copy of the candidate's letter of application, curriculum vita, and samples of published works.
2. Informs candidate of the external reviewers selected to serve.
3. Charges the Departmental Tenure and Promotion Committee.
4. Makes available to the Departmental Tenure and Promotion Committee copies of the external reviewer letters.
5. Evaluates the Candidate's portfolio and develops a narrative report.
6. Provides a written summary of both the Department Chair's report and the Departmental Tenure and Promotion Committee report to the Candidate. At this meeting, the Candidate is presented with the Promotion & Tenure Recommendation & Justification Notification form for signature.  
(<http://www.southalabama.edu/departments/eforms/academicaffairs/pandt.departmental.review.notification.pdf>).
7. Forwards to the Dean the signed original external review letters (include envelope if mailed or copy of email if received electronically), Departmental Tenure and Promotion Committee report, the Department Chair report, the Promotion and Tenure Recommendation & Justification Notification Form, and the summary letter of the Department Chair's and the Departmental Tenure and Promotion Committee's reports.



8. Uploads to Candidate's Google Drive folder as Reviews.pdf the signed external review letters and Department Chair report.

*Note:* Department Chair communication with external reviewers should include the following information/materials:

- Introductory statement about the Candidate and the tenure and/or promotion process at the University of South Alabama (USA).
- Background information on USA and the College of Education and Professional Studies and a brief description of the Candidate's department and its mission.
- The Candidate's application letter, Curriculum Vita and other pertinent information from the Candidate's file to include samples of published works or similar evidence of the quality of the Candidate's scholarship that have been provided by the Candidate. Each external reviewer should be provided with the same representative set of the Candidate's scholarly materials.
- A request that external reviewers:
  - State the nature of their acquaintance with the Candidate;
  - Provide a written review of the candidate's scholarship. Comment on the Candidate's recognition or standing among peers and the likelihood that the Candidate will emerge as a scholar whose work is known and respected by leaders in the field.
  - Write and sign the review on Department letterhead. If returning the review by email, the signed review should be attached as a PDF and sent directly from the external reviewer's institutional email address.
- A statement that the external reviewer's name will not remain confidential but that the Candidate will not be provided access to the review letter.
- Indicate the date (deadline) for receipt of the external review is October 15 (see Timeline at the end of this document).
- The solicitation email or letter should be signed with request for return of the external review directly to the Department Chair.

### **DEAN**

The Dean is responsible for each of the following:

- Provides the Candidate with a notification 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.
- Appoints and charges the college tenure and/or promotion committee.
- Reviews the recommendations of the external reviewers, Departmental Tenure and Promotion Committee, the Department Chair, and the College Tenure and Promotion Committee.
- Uploads via Google Drive the signed Promotion and Tenure Departmental Review Notification form, supplemental materials (if applicable), and the Dean's report.
- Maintains in the college the original signed external review letters, Departmental Tenure and Promotion Committee report, Department Chair report, Promotion and Tenure Departmental Review Notification form and summary letter, College Tenure and Promotion Committee report, and the Dean's report.

**TIMELINE\***June 2019

- 1 College of Education & Professional Studies Tenure and Promotion Guidelines are published on the College website.

July 2019

- 31 Dean informs Candidate of eligibility for tenure and/or promotion.
- Department Chair appoints the Chair of the Departmental Tenure and Promotion Committee and meets with the Dean to review evaluation procedures.

August 2019

- 15 The Chair of the Departmental Tenure and Promotion Committee and the Candidate meet with Department Chair to review tenure and/or promotion procedures. The Candidate, via email, digitally (in PDF format) provides a letter of application, vita generated from Digital Measures, and sample materials as evidence of the Candidate's scholarship to the Department Chair.
- 26 The Chair of the Departmental Tenure and Promotion Committee receives the external reviewer lists of verified names and contact information and selects one name from each list and forwards the names to the Department Chair.
- 30 Department Chair submits via email to the external reviewers participating in the review a letter requesting a written review of the Candidate's scholarship and attaches the PDF file containing the letter of application, vita, and samples of published works or similar evidence of scholarship.
- The Dean appoints the College Tenure and Promotion Committee and appoints the committee chair.

September 2019

- 30 List of candidates and their tenure/promotion committees due to Academic Affairs.  
College Electronic Tenure and Promotion Timeline due to Academic Affairs.

October 2019

- 15 External review letters to the Department Chair are due.
- The Department Chair schedules a meeting of the members of the Departmental Tenure and Promotion Committee.
- 21 Candidate given access to Google Drive folder to upload DMReport.pdf and Portfolio.pdf.
- 24 Candidate's access to Google Drive folder removed.

- 28 Department Chair given access to Candidate's Goggle Drive folder and uploads external review letters as Reviews.pdf.
- 30 Departmental Tenure and Promotion Committee given access to Candidate's Google Drive folder.

November 2019

- 15 Departmental Tenure and Promotion Committee completes their evaluation. Chair of Departmental Tenure and Promotion Committee uploads report to Candidate's Goggle Drive folder as Reviews.pdf and forwards the original signed report to the Department Chair.

Departmental Tenure and Promotion Committee Google Drive access removed.

December 2019

- 2 Department Chair completes their evaluation and meets with the Candidate. At this meeting the Candidate is provided a summary letter of the Departmental Tenure and Promotion Committee and Department Chair reviews. At this meeting, the Chair informs the Candidate of the names of the selected external reviewers. The Candidate is provided a copy of the Promotion and Tenure Departmental Review Notification form for signature and instructed on the options identified on the form. The Candidate has one week after the initial meeting to return the signed Promotion & Tenure Departmental Review Notification form to the Department Chair. The Candidate emails any supplemental materials, as a PDF, to the Dean.

Department Chair uploads his/her review and forwards to the Dean signed originals of the Department Chair's review, the Promotion & Tenure Departmental Review Notification form and summary letter, the Departmental Tenure and Promotion Committee review, and the external letters of review.

Department Chair Google Drive access removed.

- 3 Dean given access to Candidate's Google Drive folder to upload Promotion and Tenure Departmental Review Notification form and the summary letter as Recommendation & Justification.pdf along with any supplemental materials and the originating email (if applicable).
- 11 College Tenure and Promotion Committee given access to Candidate's Google Drive folder.

January 2020

- 24 College Tenure and Promotion Committee completes its evaluation. The Committee Chair uploads via Google Drive the committee report as Reviews.pdf and forwards the signed original of the Committee's review to the Dean.

College Committee Google Drive access removed.

March 2020

- 2 Dean completes the candidate's review and uploads review in Reviews.pdf. All original letters are maintained in the Dean's office.

Dean's Google Drive access removed.

April/May/June 2020

Provost and Senior Vice President for Academic Affairs forwards his/her recommendations to the University President who forwards his/her recommendations to the University Board of Trustees.

University Board of Trustees formally approves those Candidates recommended for promotion and/or tenure.

August 2020

- 15 Promotion and/or tenure becomes effective.

\*Timeline dates indicate the action or task is performed prior to or no later than 5:00 PM on the specified date.

**APPEAL PROCEDURES**

Any challenge of promotion and/or tenure decisions must proceed according to the University's Grievance Procedure (see *Faculty Handbook*, Section 4.2).

Issued: 3 May 1995; Revised 31 August 2006; Revised 16 July 2007; Revised 11 February 2008; Revised 24 March 2010; Revised 12 October 2010; Revised 3 June 2011; Revised 29 May 2012; Revised 10 August, 2012; Revised 20 August, 2012; Revised 7 November 2012; Revised 26 June 2013; Revised 4 February 2014; Revised April 23, 2014; Revised October 15, 2014; Revised August 17, 2015; Revised February, 2017; Revised 27, March 2018, June 2019.

Effective June 1, 2019