

University of South Alabama
College of Arts and Sciences

Department of _____

Department Promotion Committee Recommendation Form

1. Candidate's Name: _____
2. Present rank: _____
3. Rank for which candidate is being considered: _____
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)

- _____ Recommend for promotion
_____ Not recommend for promotion
_____ Abstain
_____ Recuse

7. Recommendation of the Promotion Committee:

8. Name and rank of Promotion Committee chair:

9. Names and ranks of other Promotion Committee members:

Recusal: Who and why: _____

10. Method used to select the Promotion Committee:

11. Method used to select the Promotion Committee chair:

12. Please identify (X) all of the materials that were examined by Promotion Committee:

- ☐ Candidate's curriculum vitae
- ☐ Candidate's publications / Portfolio
- ☐ Copies of papers / creative works presented by the candidate
- ☐ Candidate's student evaluations
- ☐ Candidate's course syllabi
- ☐ Candidate's self-evaluation statements
- ☐ Enrollment figures for candidate's classes
- ☐ Published commentaries on the candidate's work
- ☐ Confidential evaluations of candidate's work by recognized experts in the field
- ☐ 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 and Tenure Statement of Procedures and Criteria). The evaluation should be attached to this recommendation form.

- a. Effective teaching.
- b. Student advising.
- c. Professional development. Creative or scholarly productivity with evidence of more to come. The Committee should distinguish between scholarship and popularization and between scholarly research and activity that is essentially service oriented.
- 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:

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