



UNIVERSITY OF SOUTH ALABAMA
COLLEGE OF EDUCATION
AND PROFESSIONAL STUDIES

College of Education and Professional Studies

2025–2026 Mid-Probationary Tenure

Review Guidelines and Procedures

The mid-probationary tenure review addresses all aspects of the faculty member's performance relevant to tenure and serves as the annual pre-tenure review for that year. These guidelines describe the College of Education and Professional Studies (CEPS) process and are posted on the CEPS Faculty Resources website:

<https://www.southalabama.edu/colleges/ceps/facresources.html>.

The process begins in the department and includes administrative and peer recommendations at the departmental and college levels. The review considers teaching quality; the level of scholarship; regular performance of duties; and the ability to contribute to a healthy learning environment. Faculty achievement is evaluated in teaching; research, scholarship and creative activity; and professional service to the department, college, university, and—when appropriate—the community.

Participants in the process should rely on the University Faculty Handbook for policies, criteria, and procedures related to tenure and promotion (see Sections 3.10 and 3.11) and mid-probationary tenure review (see Section 3.11.4.1). The Faculty Handbook is maintained on the Division of Academic Affairs website:

<https://www.southalabama.edu/departments/academicaffairs/facultyhandbooks.html>.

Procedures

All untenured; tenure-track faculty will undergo a mid-probationary tenure review no later than completion of the third year of probationary service; or near the midpoint of the probationary term for faculty with credited prior service. At the start of the academic year in which the review occurs; the Department Chair informs eligible faculty of requirements and deadlines. A candidate submits the items below.

Required Materials:

- A Promotion and/or Tenure Report (PDF) generated from Watermark Faculty Success reflecting time-in-rank; see <https://www.southalabama.edu/departments/academicaffairs/promotiontenure.html>

- A Curriculum Vita (PDF) generated either from Watermark Faculty Success or produced independently by the candidate (but using the formatting and headings from the Watermark “Vita” report), which reflects accomplishments across the entirety of one’s career.
- Additional supplemental materials as applicable (e.g., a hard copy of a book, PDF copies of publications that do not appear in Watermark that occurred prior to the candidate’s time-in-rank at USA)

The candidate bears responsibility for the presentation and review of all materials; uploading all supporting files; ensuring hyperlinks are active; and making and saving any changes to the report electronically.

Mid-Probationary Tenure Report

The Promotion and/or Tenure Report should reflect time-in-rank. Time-in-rank requirements refer to service at the University of South Alabama (Faculty Handbook; Section 3.10.2).

Guidance on preparing Watermark Faculty Success data entry:

- Ensure dates for all entries in Watermark are current; entries included in the report should make completion timing clear.
- Scheduled teaching auto-populates in Watermark. Upload a syllabus for each course taught; and upload the course evaluation for each course. You may add additional information about your teaching in each course, but a syllabus and course evaluation should be present for each course. This will generate a hyperlink in the Watermark report that reviewers can utilize.
- In the Intellectual Contributions section, attach working drafts; galley proofs; and final publication copies as appropriate to stage. This will generate a hyperlink in the Watermark report that reviewers can use to view the publication draft.
- Information entered in certain Watermark fields may not appear in the Promotion & Tenure Report. Run the report to verify that data you enter display as intended.

Producing the “Promotion and Tenure Report” in Watermark Faculty Success

1. Go to <http://www.digitalmeasures.com/login/southalabama/faculty/authentication/showLogin.do> and log in to Watermark Faculty Success.
2. Select Activities at the top of your screen.
3. At the bottom under Promotion and Tenure; click Confirmation and Submission.
4. Select +Add New Item.
5. Complete Type of Nomination; select Promotion to Rank; check the box for “I have reviewed this package and believe that to the best of my knowledge it is complete.”; enter the date; then Save.
6. You will return to the Confirmation and Submission screen.

7. Select Reports at the top of your screen; then choose “Promotion and/or Tenure Report.”
8. Select the Date Range for the information you wish to include (consult your college administrator for the required range). Watermark warns if the end date precedes the start date.
9. Select File Format: Microsoft Word (.doc); page size: Letter.
10. Click Run Report. Watermark will build your report and prompt you to open or save it locally.
11. An MS Word file is generated that you can save and edit.

Adding Self-Evaluation Narratives to the Promotion & Tenure Report

Add the narratives below in the appropriate sections of the Word document after it is produced from Watermark Faculty Success.

Teaching Self-Evaluation Narrative

This essay is the candidate’s review of their pedagogical work and competence. This includes formal class teaching as well as academic advising and research mentoring. A table summarizing Student Perceptions of Instruction (SPI) surveys is also required and described below.

- Include a table that summarizes—at minimum—the average rating for each item on the Student Perceptions of Instruction (SPI) survey.
- Include the overall average rating across all SPI items.
- Include results for all courses taught at the University of South Alabama during time-in-rank.

These SPI data will be provided by the Dean and shared with the department tenure and promotion committee; the department chair; and the college tenure and promotion committee. All parties—including the candidate—will use the same SPI dataset to ensure consistency.

Add this SPI table to the Promotion and Tenure Report Word document after it is produced in Watermark Faculty Success.

Professional Development Narrative

This self-evaluation essay pertains primarily to research and scholarly activity as well as describing the candidate’s ongoing research and plan for future research. This section should include the Journal Impact Table described below.

Journal Impact Table: In addition to the narrative; complete and include the Journal Impact Table below.

Guidelines for each column:

- Journal Impact Factors: Obtain from Journal Citation Reports (<https://jcr.clarivate.com>) via USA Libraries; Scimago

(<https://www.scimagojr.com>) under “Citations per document”; or the journal’s webpage. Denote the source via footnote or hyperlink. If not available; list “N/A.”

- Refereed Journals: Defined as journals that subject submissions to review by one or more independent experts to determine suitability for publication (APA; 2020).
- Acceptance Rate: Typically available on the journal webpage or via communication with editorial staff.
- Journal Level: Indicate audience scope—international; national; state; or regional—based on the journal’s mission/description.
- Journal Indexing: Note whether the journal is indexed (Yes/No). If Yes; list the database(s) (e.g.; Scopus; Web of Science; PubMed; ERIC; PsycINFO).
- Number of Times Cited: Report citation counts from a single source and identify it with a date stamp (e.g.; “Google Scholar; October 2025”). Acceptable sources include Google Scholar; Scopus; Web of Science; Semantic Scholar; Dimensions. Do not combine counts from multiple databases; choose one and apply it consistently.
- Other: Add notable details (e.g.; highly read/downloaded; journal is the flagship publication of a national professional organization).

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

Service Self-Evaluation Narrative

Describe the scope; contributions; and impact of professional service at the department; college; university; and community levels; including committee roles; leadership; outreach; and other service activities.

Vita

The Vita should reflect accomplishments across the entirety of the academic career. The Vita can be generated from the Watermark Vita report (recommended) or compiled independently; however; formatting must match the Watermark Vita report. The recommended approach is to produce the Watermark Vita report and then add any items

predating time at USA; or upload all professional merit items from the entire career into Watermark which will then be included when the “Vita” report is produced.

If the candidate does not use Watermark for some or all items in the Vita; publications completed before the current time-in-rank may be included as PDFs in the Supplemental Materials section or as hyperlinks in the Vita (to a public source or a Google Drive link). Publications produced during time-in-rank must be uploaded into Watermark; with hyperlinks generated in the Promotion and Tenure Report.

Use the steps below to generate the Vita from Watermark:

1. Log in to Watermark Faculty Success:
<https://www.digitalmeasures.com/login/southalabama/faculty/authentication/showLogin.do>
2. Click Reports in the top menu.
3. Select Vita.
4. Enter the appropriate date range.
5. Select Microsoft Word (.doc) and page size “Letter.”
6. Click Run Report. An MS Word file will be generated to save and edit.
7. Once satisfied; save the final Vita as Vita.pdf.

Supplemental Materials

Candidates may submit supplemental materials as appropriate. This may include items such as a hard copy of a book (submitted separately to the Department Chair); and PDFs of publications not entered into Watermark that were produced prior to employment at USA. All scholarly products produced during time-in-rank at USA must be entered into Watermark and viewable via hyperlink in the Promotion and Tenure Report.

Review Committees

Department and College Mid-Probationary Tenure Committees are guided by Faculty Handbook policies. Members must maintain the highest professionalism and confidentiality during and after the review process.

Departmental Review

The Department Mid-Probationary Tenure Committee typically consists of all tenured faculty in the department; excluding the Department Chair. The committee evaluates teaching effectiveness; research; scholarship and creative activity; professional service; collegiality; the quality of journals; refereed status; and engagement with grant opportunities. The written report must identify strengths and concerns in each area. Every member—including the Committee Chair—must sign the report. The Committee Chair submits the report to the Department Chair.

College Review

The Dean appoints the College Mid-Probationary Tenure Committee annually to ensure disciplinary balance. The college-level review may be conducted by the College Tenure

Committee or a special committee appointed by the Dean (which may include administrators). The committee evaluates materials with attention to teaching effectiveness; continuing scholarly productivity; and service. The written report addresses strengths and concerns and is signed by all members; then submitted by the Committee Chair to the Dean.

Department Chair

- Appoints the Chair of the Department Mid-Probationary Tenure Committee; who then notifies committee members when a candidate is under review.
- Evaluates the candidate's performance and develops a written report.
- Meets with the candidate to discuss the results of the review and provides a written summary to the candidate.
- Provides a copy of the Department Mid-Probationary Tenure Committee report to the candidate.
- Forwards the chair's written summary and the committee report to the Dean.

Dean

- Notifies Department Chairs of untenured; tenure-track faculty eligible for mid-probationary review during the current academic year.
- Appoints the College Mid-Probationary Tenure Committee and its Chair.
- Reviews the recommendations of the Department Committee; the Department Chair; and the College Committee.
- Schedules a meeting with the Department Chair and the candidate to discuss all levels of review.
- Provides the candidate a copy of the college-level review.

Timeline*

September 1st, 2025

Dean notifies Department Chair of faculty eligible for mid-probationary review during the current academic year and appoints the College Mid-Probationary Tenure Committee and Committee Chair.

November 1st, 2025

Department Chair meets with the candidate to review these guidelines; informs members of the Department Mid-Probationary Tenure Committee of their appointment; and appoints the Committee Chair.

February 2026

2: Candidate given access to Google Drive folder to upload T&PReport.pdf and Vita.pdf; provides supplemental materials (if applicable) to Department Chair.

9: Candidate access to Google Drive removed.

13: Department Chair and Department Mid-Probationary Tenure Committee given access to the candidate's Google Drive folder.

29: Department Committee completes review; Committee Chair uploads DepartmentCommitteeReview.pdf to the folder and forwards the signed original to the Department Chair. Department Committee Google Drive access removed.

March 2026

9–11: Department Chair meets with the candidate to discuss the chair's review and the Department Committee's report; provides a written summary and a copy of the committee report. Department Chair uploads DepartmentChairReview.pdf to the candidate's Google Drive folder and forwards the signed originals to the Dean. Department Chair Google Drive access removed.

13: College Mid-Probationary Tenure Committee given access to the candidate's Google Drive folder.

27: College Committee completes review; Committee Chair uploads CollegeCommitteeReview.pdf and forwards the signed original to the Dean. College Committee Google Drive access removed. Dean given access to the folder.

April 2026

6: The Dean and Department Chair meet with the candidate to discuss the results of the college and department reviews. The Dean provides the candidate a copy of the college-level review. All signed original letters are maintained in the Dean's office. Dean's access to Google Drive removed.

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

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