



UNIVERSITY OF SOUTH ALABAMA  
College of Education & Professional Studies

**COLLEGE OF EDUCATION  
AND  
PROFESSIONAL STUDIES**

**2021 – 2022**

**MID-PROBATIONARY TENURE  
GUIDELINES AND PROCEDURES**

# Mid-Probationary Tenure Review Guidelines

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## Mid-Probationary Tenure Review Guidelines

### MID-PROBATIONARY TENURE GUIDELINES

The mid-probationary tenure review addresses all aspects of the faculty member's performance relevant to tenure and functions as the annual pre-tenure review for that year. This document describes the Mid-Probationary Tenure Review Guidelines of the College of Education and Professional Studies (CEPS). The guidelines are maintained on the College Faculty Resources website:  
<https://www.southalabama.edu/colleges/ceps/facresources.html>.

The mid-probationary tenure review process begins in the department and includes administrative and peer recommendations at the departmental and college levels. The review involves consideration of the quality of teaching, the level of scholarship, 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.

The parties involved in the mid-tenure process should rely on the policies, criteria, and procedures explained in the *Faculty Handbook* pertaining 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>.

The College of Education and Professional Studies Tenure and Promotion Guidelines are maintained on the College Faculty Resources website: <https://www.southalabama.edu/colleges/ceps/facresources.html>.

### PROCEDURES

The mid-probationary tenure review will be conducted for all untenured tenure-track faculty no later than the completion of the third year of probationary service (or near the mid-point of the probationary term for those faculty members whose probationary term includes credit for prior service). At the beginning of the academic year the review is to be conducted, the Department Chair informs the appropriate mid-probationary faculty about the review process and when his/her supporting materials are due. A candidate for mid-probationary tenure review shall submit the following items:

1. A Promotion and/or Tenure Report in PDF format generated from Digital Measures (reflecting time-in-rank; <https://www.southalabama.edu/departments/academicaffairs/promotiontenure.html>).
2. A Curriculum Vita in PDF format generated from Digital Measures (reflecting accomplishments across the entirety of one's career); and if applicable.
3. Additional supplemental materials, such as a hard copy of a book, etc.

The candidate bears the primary responsibility for the presentation and review of all materials, uploading of all supporting materials, ensuring all electronic links are active, and making and saving all needed changes on the report electronically.

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### DIGITAL MEASURES MID-PROBATIONARY TENURE REPORT

The Candidate's Digital Measures *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).

The following items should be included in the Digital Measures (DM) report:

1. General and Biographical Information
2. Teaching Activity
3. Scholarship, Research, and Creative Activities
4. Service Activities
5. Narratives
  - 5.1 Teaching Self-Evaluation Statement
  - 5.2 Professional Development Narrative
  - 5.3 Service Self-Evaluation Statement

Use the following steps to generate the DM Report:

1. Log in to Digital Measures:  
<https://www.digitalmeasures.com/login/southalabama/faculty/authentication/showLogin.do>  
Under Manage Activities menu click "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 first page of the MS Word file and type in this statement: "Candidate Applying for Mid-Probationary Tenure Review".
4. Include (by cutting and pasting) as the last page of the DM Report the completed Journal Impact Table (see below) that includes the listed elements (if known). If unknown indicate with "UN".

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

**Note:** Reproduce and modify table (as needed) to fit and include relevant elements of published work.

5. Once the Candidate is satisfied that the report accurately reflects his or her activities and accomplishments (including the Journal Impact Table), a copy of the report should be electronically saved in PDF format as DMReport.pdf.

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### CURRICULUM VITA

The Candidate's Vita generated from Digital Measures should reflect accomplishments across the entirety of his/her academic career.

#### **Use the following steps to generate the Vita:**

1. Log in to Digital Measures.  
<https://www.digitalmeasures.com/login/southalabama/faculty/authentication/showLogin.do>  
Under Manage Activities menu click "Reports".
  - 1.1 Step 1. Select and click "Vita" 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".
  - 1.5 Step 4. Click "Run Report".
2. An MS Word file will be generated that you can save and edit.
3. Once the Candidate is satisfied that the content accurately reflects his or her activities and accomplishments, a copy of the Vita report should be electronically saved in PDF format as DMVita.pdf.

### SUPPLEMENTAL MATERIALS

Candidates may submit, if applicable, supplemental materials such as a hard copy of a book separately to the Department Chair.

### REVIEW COMMITTEES

The Departmental and College Mid-Probationary Tenure Committees are guided by the policies and procedures as outlined in the *Faculty Handbook*. The members of the faculty charged with review and evaluation of their colleagues' applications are responsible for the strictest professionalism and confidentiality during and after the review process. Departmental and college committees reach their decisions by review and discussion of each faculty candidate.

#### **Departmental Review**

The Departmental Mid-Probationary Tenure Committee is normally comprised of all tenured faculty members in the department, excluding the Department Chair. 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 Mid-Probationary Tenure Committee are expected to distinguish between scholarship and popularization, and 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. The Departmental Mid-Probationary Tenure 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 grant funding opportunities.

The Department Committee's written report must include evaluation of the candidate's work by the members of the review committee that specifically addresses strengths and concerns in teaching

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effectiveness; research, scholarship, and creative activity; professional service; and collegiality. Every member of the Department Mid-Probationary Tenure Committee, including the Committee Chair, must sign the report. The Committee Chair submits the written report to the Department Chair.

### **College Review**

The College Mid-Probationary Tenure Committee is appointed each year by the Dean with respect to achieving a balance of disciplines. The college-level review will be conducted either by the College Tenure Committee or by a special committee composed of faculty appointed by the Dean, which may include administrators appointed by the Dean.

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 review 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 grant funding opportunities.

The written report must include evaluation of the candidate's work by the members of the committee that specifically addresses strengths and concerns in teaching effectiveness; research, scholarship, and creative activity; professional service; and, when appropriate, collegiality. Every member of the College Mid-Probationary Tenure Committee, including the Committee Chair, shall sign the report. The Committee Chair submits the written report to the Dean.

## **DEPARTMENT CHAIR**

The Department Chair's mid-probationary tenure review should be carefully documented and provide a recommendation based on the assessment of the candidate's strengths and concerns in teaching, research and creative activities, service, and collegiality. The Department Chair is responsible for each of the following:

- Appoints the Chair of the Departmental Mid-Probationary Tenure Committee who in turn notifies the Departmental Committee members when there is a candidate for review.
- Evaluates the candidate's performance and develops a written report.
- Meets with the faculty member to discuss the results of the chair's review and provides a written summary to the candidate.
- Provides a copy of the written report submitted by the Departmental Mid-Probationary Tenure Committee to the Candidate.
- Forwards his/her written summary and the Departmental Mid-Probationary Tenure Committee report to the Dean.

## **DEAN**

The Dean is responsible for each of the following:

- Notifies Department Chair of untenured tenure-track faculty eligible for mid-probationary review during current academic year.

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- Appoints the College Mid-Probationary Tenure Committee and appoints a Committee Chair.
- Reviews the recommendations of the Departmental Mid-Probationary Tenure Committee, the Department Chair, and the College Mid-Probationary Tenure Committee.
- Schedules a meeting with the Department Chair and Candidate to discuss each level of review.
- Provides a copy of the college level committee's written review to the candidate.

### **TIMELINE\***

#### September 2021

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

#### October 2021

- 1 Department Chair meets with Candidate to review Mid-Probationary Tenure Guidelines.  
Department Chair informs members of the Departmental Mid-Probationary Tenure Committee of their appointment to serve and appoints the Committee Chair.

#### February 2022

- 7 Candidate given access to Google Drive folder to upload DMReport.pdf and DMVita.pdf; provides supplemental materials (if applicable) to Department Chair.
- 9 Candidate's access to Goggle Drive removed.
- 11 Department Chair and Departmental Mid-Probationary Tenure Committee given access to Candidate's Google Drive folder to view DMReport.pdf and DMVita.pdf.
- 28 Departmental Mid-Probationary Tenure Committee completes their review and the Committee Chair uploads to the Candidate's Google Drive folder the Departmental Committee Report as DepartmentCommitteeReview.pdf and forwards the signed original report to the Department Chair.  
Departmental Mid-Probationary Tenure Committee Google Drive access removed.

#### March 2022

- 7 Department Chair meets with the Candidate to discuss the results of his/her review and the Departmental Committee's report. The Candidate is provided a written summary of the Chair's review and a copy of the Departmental Mid-Probationary Tenure Committee report.  
Department Chair uploads to the Candidate's Google Drive folder his/her review as DepartmentChairReview.pdf and forwards the signed original Chair's review and Departmental Committee report to the Dean.  
Department Chair Google Drive access removed.

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- 9      College Mid-Probationary Tenure Committee given access to Candidate's Google Drive folder to view:  
DMReport.pdf; DMVita.pdf; DepartmentCommitteeReview.pdf, and DepartmentChairReview.pdf.
- 25     College Mid-Probationary Tenure Committee completes their review and the Committee Chair uploads to the Candidate's Google Drive folder the College Committee Report as CollegeCommitteeReview.pdf and forwards the Committee's signed original review to the Dean.  
  
College Committee Google Drive access removed.  
  
Dean given access to Candidate's Google Drive folder.

April 2022

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

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

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