

# College of Engineering Tenure and Promotion Statement of Policies and Procedures

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 latest **Faculty Handbook**: (<http://www.southalabama.edu/departments/academicaffairs/facultyhandbooks.html>).

This document describes the tenure and promotion procedures for the College of Engineering, and is available on the College's website (<http://www.southalabama.edu/colleges/engineering/resources/egpromotiontenure.pdf>). College procedures are to assist in the process although policies in the Faculty Handbook supersede any College procedures.

Eligibility for promotion as well as procedures, criteria, and the application of criteria are described in detail in the latest **Faculty Handbook**. Peer review is required for both promotion and tenure decisions. Departments and the College are required to indicate explicitly how recommendations are developed during the review process and must communicate these procedures to the candidates and to the administration

## **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 latest **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, research, and professional service to the Department, College, University, and where appropriate, to the Community.

## **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 latest **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.

## **Candidate's Responsibilities**

### **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.

### **Portfolio**

1. Preparation of the portfolio should be done in accordance with the "**Guidelines for the Preparation of Tenure and Promotion Portfolios**" as provided by Academic Affairs.
2. A candidate who is applying for **tenure and promotion** should submit the same portfolio for both tenure and promotion.

3. A candidate should submit their portfolio electronically into the google drive provided by Academic Affairs.

### **Supplementary Materials**

1. Candidates must submit materials in support of teaching, research and service, which should include copies of all scholarly publications and other documents evidencing teaching and service during the years in rank or the probationary period. These supplementary materials must be electronically submitted into the google drive provided by Academic Affairs.
2. Candidates may submit hard copies of one or more books.

If the candidate is applying for **promotion only**, materials produced before and after the last promotion should be clearly distinguished.

If the candidate is applying for **promotion and tenure**, the candidate may list materials produced throughout an academic career.

### **Portfolio for External Review**

Candidates for promotion and/or tenure must also prepare an electronic portfolio for submission to external reviewers. The portfolio should be in a format that may be easily reviewed by an external reviewer and must include:

1. A curriculum vitae (please see the "**Guidelines for the Preparation of Tenure and Promotion Portfolios**" for vita format).
2. Copies of selected publications, presentations, and research activities.

### **Timeline**

Important dates associated with the tenure and/or promotion process are summarized in a separate document entitled "**Important Dates for Tenure and Promotion**". The candidate should refer to the most recent version of this document available on the College of Engineering website at (<http://www.southalabama.edu/colleges/engineering/resources/egpromotiontenuretimeline.pdf>).

## **Promotion and Tenure Procedures**

### **Step One: External Reviewer Selection** (See Faculty Handbook 3.10.3 and 3.11.4.3)

#### **External Reviewers Selected by the Candidate**

1. The candidate should submit a list of at least five appropriate sources for external review. External reviewers must be professionally competent to evaluate the academic credentials of a candidate. The candidate should briefly describe any professional or personal relationship with each of the nominated sources
2. External reviewers who have a conflict of interest or the appearance of one, or whose objectivity may be questioned, may not serve in this role.
3. The list of appropriate sources may contain specific names of people or names of institutions comparable to the University of South Alabama.

The portfolio and the list of external reviewers will be submitted to the Department Chair.

## **External Reviewers Selected by the Department**

1. Along with the list submitted by the candidate, a list of appropriate sources for external reviewers must be submitted both by the Chair of the Department and the Department Promotion and/or Tenure Committee. It is the Department Chair's responsibility to ensure that these lists are submitted to her/him in a timely manner.
2. In consultation with the Department Chair, the Chair of the Department Promotion and/or Tenure Committee will select at least one name from each of the three lists. At least three external reviewers must be selected.

## **Contacting External Reviewers**

1. The Department Chair should contact the reviewers and, without prejudice, determine their willingness to perform the external review.
2. The Department Chair will then send a copy of the candidate's **Portfolio for External Review**, together with a standard letter, to the selected external reviewers, requesting a review of the candidate's research activity credentials.
3. The external reviewers' comments will be returned to the Department Chair and will be made available to the Department Tenure and/or Promotion Committee.
4. The external reviewers' comments are confidential and are not shown to the candidate. These comments, along with other materials, are incorporated in the candidate's portfolio by the Department Chair.

**Caution:** External reviewers must provide an original signature on their letter/memorandum, or must provide a scanned copy of a cover letter with an original signature.

## **Step Two: The Department Promotion and/or Tenure Committee Responsibilities**

The members of the Department Promotion and/or Tenure Committee are responsible for the strictest professionalism and confidentiality during and after the review process. All responsibilities outlined in the following section supplement the **Faculty Handbook, (Sections 3.10. and 3.11)**.

## **Committee Deliberations**

1. The Department Promotion and/or Tenure Committee will 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. The Department Promotion and/or 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. The discipline's and/or journal's practice in listing co-authored articles should also be clarified for the College Promotion and/or Tenure Committee.
3. A Department's recommendation(s) must also include evaluations of the candidate's work by the external reviewers.
4. A secret vote concerning the candidate is taken after the Department Promotion and Tenure Committee has discussed the candidate.

## **Committee Recommendations**

1. The Department Promotion and/or Tenure Committee recommendations, which are written in narrative form, must communicate the sense of their deliberations and decisions and should address teaching, research, 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 Promotion and/or Tenure Committee recommendations must clearly represent both the majority and minority viewpoints.
4. Each member of the Department Promotion and/or Tenure Committee must personally sign the Committees' recommendation.

## **Reporting Committee Recommendations**

1. The Department Promotion Committee and the Department Tenure 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 Promotion /Tenure Committees must each submit to the Department Chair a written recommendation, in the form of a narrative, for each candidate, together with all supporting materials.
4. Each member of the Department Promotion Committee /Tenure Committee, including the Committee Chairs, must personally sign the Department Tenure Recommendation and/or Department Promotion Recommendation.

## **Step Three: The Department Chair's Responsibilities**

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

1. The Chair must provide information about the external reviewers and place this information as well as the External Reviewer's evaluations in the appropriate section of the portfolio as described in the **"Guidelines for the Preparation of Tenure and Promotion Portfolios"**.
2. The Chair develops a written recommendation for or against promotion or tenure, along with a justification for the recommended action. This should be a carefully documented and considered statement assessing the candidate's strengths and weaknesses in teaching, 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.
  - a. The Department Chair is responsible for writing a letter informing a candidate, who has applied for promotion only or for promotion and tenure, the recommendations of the Department Chair and the Department Promotion and Tenure Committee. A copy of the committee recommendation and the chair's recommendation must be given to the candidate. This copy should NOT include the approval /non-approval votes of individual members of the Promotion Committee and should omit the names of external reviewers.
  - b. If the candidate wishes to include additional materials supporting candidacy for promotion or tenure, these materials must be submitted within one week of receiving the Departmental decision. This evidence will be added to the portfolio for review at the College level, where it must be clearly indicated in an extra section of the candidate's portfolio.

- c. 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 must make a written request that her/his materials be forwarded to the Dean.
  - d. If the candidate makes a written request that her/his materials be forwarded to the Dean, the Department Chair must report this request to the Dean.
  - e. 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. The Department Chair is responsible for organizing and forwarding each candidate's portfolio and supplementary materials to the Dean of Engineering.
  5. The Department Chair must submit one original and one copy of the portfolio for candidates applying for tenure and /or promotion.

#### **Appeal Procedures**

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