

## **MITCHELL COLLEGE OF BUSINESS**

### **GUIDELINES FOR PROMOTION/TENURE PORTFOLIO PRESENTATIONS**

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>).

#### *Candidate's Responsibilities*

Candidates are responsible for assembling all materials for consideration in the promotion and tenure process. Materials in support of promotion and tenure will be submitted through the Digital Measures system maintained by the University. All supporting materials a candidate wishes to have considered – e.g., published articles, sample teaching materials -- should be uploaded into Digital Measures. The following is a list of the type of information that should be included in the portfolio if the information is relevant to the individual candidate:

- I. Biographical Data
  - Name
  - Academic Rank
  - Date of Appointment to Current Rank
  - Reverse Chronology of academic appointments at all institutions of higher learning beginning with current academic appointment.
  - Education Credentials
  - Professional Designations/Licenses
  - Other For-Credit Higher Education Courses Completed
  - Other Courses attended for professional development
- II. Narratives
  - Teaching Narrative
  - Professional Development Narrative
  - Service Self-Evaluation Statement
- III. Teaching
  - Teaching Schedule
  - Academic Advising Assignments
  - Supervision of Student Research
  - Guest Lecturer/Presentations
  - Indicators of teaching effectiveness such as new courses or academic programs development, a list of course syllabi developed, new course materials, innovative teaching methods
  - Summary of student evaluations
- IV. Research/Professional Development
  - Publications/Manuscripts with copies attached in Digital Measures
  - Manuscripts submitted for publication with copies attached in Digital Measures
  - Grants and Contract Awards/Submissions

Other Research Activities  
Refereed Presentations  
Non-refereed presentations  
Participation in professional organizations  
Consulting  
Professional honors/awards  
Professional development workshops attended

- V. Service  
University committees  
College committees  
Department committees  
Other service activities  
Community service

### *Portfolio for External Review for Tenure*

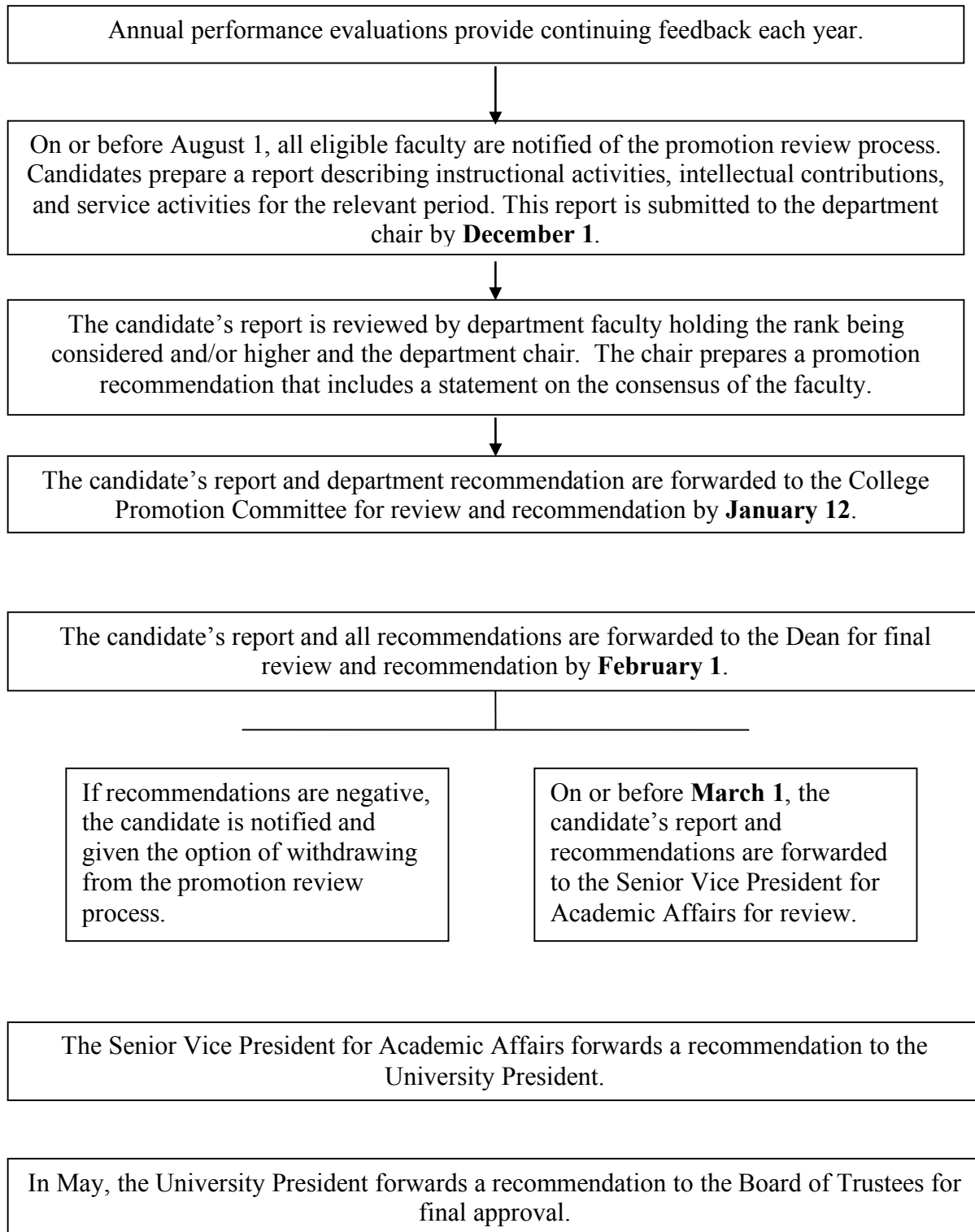
Candidates will work with their Department Chairs to select external reviewers. Candidates must prepare a portfolio for external reviewers. The portfolio should be in a format that may be easily reviewed by an external reviewer and must include:

1. A curriculum vitae
2. Copies of publications, presentations, and research activities.

### *Timeline*

Important dates associated with the tenure and/or promotion process are summarized below.

## MCOB Promotion Process with Dates



## MCOB Tenure Process with Dates

Annual Performance Evaluations provide continuing feedback each year.

### Third-Year Pre-Tenure Review

The faculty member prepares a formal report that is reviewed by the department's tenured faculty, department chair, and College Tenure Committee. Feedback from this process is given to the candidate.

If annual evaluations and third-year review continue to be negative, the department will recommend non-reappointment.

### Sixth-Year Tenure Review

In the fall of the sixth year, the candidate prepares a report describing activities for the six-year period. This report is submitted to the department chair by **December 1**.

### Department's Recommendation

The candidate's report is reviewed by the department's tenured faculty and the chair, who prepares a tenure recommendation including a statement on the consensus of the department faculty.

### College Tenure Committee's Recommendation

The candidate's report and department recommendations are forwarded to the College Tenure committee for review and recommendation by **January 12**.

### Dean's Recommendation

The candidate's report and all recommendations are forwarded to the Dean for the final College review and recommendation by **February 1**.

### Senior Vice President for Academic Affairs' Recommendation

The candidate's report and all recommendations are forwarded on or before **March 1** to the Senior Vice President for Academic Affairs for review and recommendation.

### President's Recommendation

The Senior Vice President for Academic Affairs forwards the candidate's recommendation to the University President for final recommendation to the Board of Trustees

### Board of Trustees' Approval

The President's recommendation is forwarded to the Board of Trustees for final approval in May.

