

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>).

In addition to the policies set forth in the *Faculty Handbook*, MCOB faculty members hired in the 2017-2018 academic year or later are subject to the supplemental guidelines approved in March 2017. Under those supplemental guidelines, to qualify and be able to submit a tenure package, a faculty member must have a minimum of 5 points and 4 intellectual contributions over the six year tenure period based on the Annual Research Component Map copied below.

Annual Review Research Component Point Map

A*	A	B	C
6	4	2.5	1

Meeting the minimum requirement to submit a tenure package does not guarantee the package is sufficient to earn the submitting faculty member tenure. For tenure track faculty who have previous experience at another institution and may have a shortened period for the tenure window, these faculty will negotiate on a case by case basis the minimum number of points and publications accrued at the MCOB in order to be able to submit their tenure and/or promotion package. The supplemental guidelines do not impact the promotion process.

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

Candidates are responsible for running the “Promotion and/or Tenure Report” in Digital Measures, saving that report as “DMReport.pdf” and uploading the report and any other required information to Google Drive per the instructions from Academic Affairs. Information regarding the P&T process and Google Drive are available on the academic affairs webpage. The current link for the academic affairs Electronic Tenure and Promotion instructions is:
<https://www.southalabama.edu/departments/academicaffairs/resources/google.tp.powerpoint.pdf>

The College does not have any additional requirements for materials that must be submitted. Materials commonly submitted as part of the “portfolio” include a cover letter summarizing the reasons tenure/promotion should be granted and a curriculum vitae. Candidates are free to

include other materials they believe are relevant but the only *required* information is the information found in the Digital Measures T&P report.

Portfolio for External Review for Promotion & 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.

For additional information regarding External Review for Promotion & Tenure, please see Sections 3.10.3 and 3.11.4.3 of the University of South Alabama Faculty Handbook as periodically updated on the academic affairs website:

[https://www.southalabama.edu/departments/academicaffairs/resources/policies/p t externalreview guidelines 03 22 19r.pdf](https://www.southalabama.edu/departments/academicaffairs/resources/policies/p_t_externalreview_guidelines_03_22_19r.pdf) .

Timeline

Important dates associated with the tenure and/or promotion process are summarized below. For detailed information on promotion and tenure procedures, candidates should consult Sections 3.10 and 3.11 of the Faculty Handbook. For information regarding Electronic Tenure & Promotion documentation, candidates should review the resources available from Academic Affairs:

<https://www.southalabama.edu/departments/academicaffairs/resources/google.tp.powerpoint.pdf>

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Electronic Tenure and Promotion Google Timeline

September 13, 2019	List of candidates and their tenure/promotion committees due to Academic Affairs
October 1, 2019	Candidate given access to google drive to upload <u>DMreport.pdf</u> (required) and <u>Portfoilo.pdf</u> (optional)
November 27, 2019	Candidate's access removed
December 2, 2019	Department Committee/Department Chair given access to google drive to upload external reviews, department committee reviews, and department chair reviews. All reviews will be saved as <u>Reviews.pdf</u>
January 31, 2020	Department Committee/Department Chair's access removed
February 3, 2020	Dean given access to google drive to upload <u>Departmental Review Notification.pdf</u> and supplemental materials (if applicable); After College Committee adds reviews to the <u>Reviews.pdf</u> , the Dean will need to add their reviews and table summary to the general college folder using naming protocols Promotion Recommendation Summary.pdf and Tenure Recommendation Summary.pdf
February 7, 2020	College Committee given access to google drive to upload reviews in the <u>Reviews.pdf</u> document
February 28, 2020	College Committee's access removed
March 2, 2020	Dean's access removed