

## **College of Nursing Promotion to Senior Instructor Statement of Procedures and Criteria**

Achieving promotion to Senior Instructor 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 the promotion are set forth in the *Faculty Handbook*: <http://www.southalabama.edu/departments/academicaffairs/facultyhandbooks.html>

### **Promotion to Senior Instructor**

#### **Eligibility and Criteria**

The rank of senior instructor is open to faculty holding a minimum of a Masters' Degree appropriate to the field in which they are teaching. Their primary duties include teaching in their field, academic advising, active involvement in departmental and university governance, research, scholarship, creative activity and public service, or equivalent academic activity. Senior instructor is a non-tenure track rank.

The requirements for promotion from instructor to senior instructor are given in Section 3.14.2 of the Faculty Handbook.

#### **Procedures**

A candidate must submit all materials relevant to the promotion decision using the Google Drive folder to the Department Chair, as described below. Some of these materials will be constructed from a report generated using Digital Measures. The candidate is responsible for entering the relevant information into Digital Measures.

Academic Affairs, in turn, uses the Google Drive folder to give access to the candidate's portfolio to the Department Promotion Committee. The membership of the Department Promotion Committee considering a promotion to Senior Instructor must include all members of the department senior in rank to the candidate including Senior Instructors, Associate Professors, and Professors. Assistant Professors are not eligible to serve on this committee. The Department Promotion Committee reviews the candidate's material, makes a recommendation, and completes the Department Senior Instructor Promotion Committee Recommendation Form.

The Department Promotion Committee reviews all materials relevant to the promotion decision, makes a recommendation and completes a narrative report. All members of the Committee sign this narrative report. The Chair of the Committee uploads the Committee recommendation to the Google Drive folder, appending them to the front of the "Reviews.pdf" file.

The Department Chair reviews all materials in the Google Drive received from the candidate and the Departmental Promotion Committee. The Chair develops a written recommendation for or against promotion along with a justification of the recommended action. The chair then meets with the candidate and informs the candidate of the recommendations, giving the candidate a copy of the chair's written recommendation and justification and Departmental Review Notification.

If the candidate wishes to include additional materials supporting his/her candidacy for promotion, the candidate has one week to submit them to the dean for inclusion in his/her portfolio in the Google Drive folder. These materials will be added to the promotion portfolio for review at the college/school level where they must be clearly indicated in an extra section of the candidate's portfolio in the Google Drive. If additional evidence is submitted, the College Promotion Committee may, at its discretion, consult with the Departmental Promotion Committee to clarify questions related to the additional materials.

The candidate may choose to withdraw the application for promotion by submitting a written request to the dean at any point prior to the submission of materials to the Provost/Senior Vice President for Academic Affairs.

The Department Chair uploads all materials relevant to the promotion in the Google Drive folder in the "reviews.pdf" file, as well as her/his recommendation to the Dean.

The College Promotion Committee uploads all materials relevant to promotion in the Google Drive folder in the "reviews.pdf" including their recommendation to the Dean.

The Dean reviews all materials relevant to the tenure decision and appends her/his recommendation to the front of the "Reviews.pdf" file in the candidate's Google Drive folder for

the Provost and Senior Vice President for Academic Affairs, who will forward her/his recommendation to the President for review.

All submitted materials relevant to promotion will be held until the Board of Trustees takes action on the promotion application.

### **Presentation of Material**

The candidate bears the primary responsibility for the presentation of material in support of her/his promotion application. The Department Promotion Committee, the Department Chair, the College Promotion Committee, 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. Important dates associated with the promotion process are summarized at the end of this document.

### **Candidate's Responsibilities**

A candidate for promotion to Senior Instructor is required to submit a digital portfolio on a Google drive and any required Supplementary Materials into Digital Measures. The Supplementary Materials are used in support of teaching and student advising, professional development, and service.

### **Portfolio**

The candidate will prepare a Digital portfolio and a *copy of their Digital Measures "Promotion to Senior Instructor Report" to their Chair electronically.*

### **Materials to be Included in the Google Drive/Digital**

#### **Measures Report Section 1: Application**

##### **Letter of Application.**

The candidate must include a letter stating that he/she is applying for promotion to Senior Instructor and outlining the criteria for promotion to Senior Instructor. The letter should also include a list of the materials submitted to the Department Chair. The candidate should indicate whether or not he/she was assigned any advising duties.

##### **Curriculum Vitae.**

The candidate must supply a copy of her/his curriculum vitae using a style appropriate to her/his academic field.

A list of Supplementary Materials that have been uploaded to Digital Measures.

#### **Section 2: Promotion Report**

This section is generated from a Digital Measures "Promotion to Senior Instructor" Report. The candidate should submit an electronic copy of the report to his or her Chair.

#### **Biographical Information**

Name

Academic Rank

Date of Appointment to Current Rank at the University of South Alabama

Reverse Chronology of Academic Appointments at all institutions of higher learning beginning with current academic appointment.

Educational Credentials

Baccalaureate degree earned, date conferred, granting institution, and area of specialization

Master's degree earned, date conferred, granting institution, and area of specialization

Doctorate earned, date conferred, granting institution, with area of specialization

Professional designations/licenses

Other credit-earning higher education courses completed

Other courses attended for professional development, including course title,

date completed, organization/institution conducting course.

#### **Self-Evaluation Statement**

Include a formal statement of the Candidate's professional interests and achievements in:

## **Teaching**

The statement on teaching effectiveness should include what the candidate perceives as her/his strengths and weaknesses in the classroom and in working with students. The candidate should also evaluate the effectiveness of their student advising (if applicable).

## **Professional Development**

Professional Development Statement

The professional development self-evaluation statement should include a summary of professional activities undertaken to enhance the candidate's teaching and student advising, professional development, and service.

## **Service**

The self-evaluation of service activity should include a summary of the candidate's service to the department, college, university, and the community. The candidate should indicate if the service is professional or non-professional, and if any offices are held.

## **Teaching**

- A. List of Undergraduate and Graduate Courses taught at USA, number of students enrolled in each course, and student evaluations for each course.
- B. Academic Advising Assignments/Activities.
- C. Supervision of Student Research, including theses, dissertations, and independent Research.
- D. Guest Lecturer/Presentations.  
Other appropriate indicators of teaching effectiveness applicable to your field, such as: new courses or academic programs developed since last review; a list of course syllabi developed or substantially revised; a list of representative handouts, audio-visual materials, laboratory experiences/experiments, and/or curricular materials developed; innovative teaching methods devised, and a summary of student evaluations for all courses taught at USA, using both a narrative and graphs.

## **Research/Professional Development**

- A. Publications and Manuscripts Accepted for Publication (include full bibliographic citations, and identify if invited or refereed).
- B. Manuscripts Submitted for Publication (include full bibliographic citations, and identify if invited or refereed).
- C. Grant and Contract Awards/Grant and Contract Submission, including role (e.g., PI, Co-PI, participant, consultant etc.) project title, organization making the award, amount of any award, and inclusive dates of grant or contract.
- D. Research Activities.
- E. Presentations (include full bibliographic citation).
- F. Participation in Professional Organizations (e.g., offices held, sessions chaired, etc.), indicating national, regional, state, or local organization and dates of service.
- G. Professional Activities as advisor, consultant, clinician, workshop leaders, editor, etc.
- H. Honors and Awards earned for professional publications, performances, etc.
- I. Participation in short courses, workshops, etc.

## **Service**

- A. University committees (e.g., Faculty Senate), including committee name, offices held/role, and dates of service
- B. College, including committee name, offices held/role, and dates of service
- C. Department (e.g., Academic Program), including committee name, offices held/role, and dates of service
- D. Extracurricular Activities (e.g. Student Organization), including organization name, offices held/role, and dates of service
- E. University-related community services that involve field of expertise (e.g., advisory board, expert testimony, career, guidance, consultation).

## **Section 3. Letter of Eligibility from the Department Chair and Dean**

Include a copy of the letter that specifies whether the Candidate is eligible for promotion to senior instructor. Candidates should include the letter of eligibility for promotion from the Dean's Office, if available.

#### **Section 4. Recommendations**

Recommendation reports signed by the Departmental Review Committee, Department Chair, College Review Committee, and the Dean are added at appropriate stages after the portfolio is submitted.

#### **Section 5. Promotion Criteria**

A copy of the Promotion to Senior Instructor criteria of the Department and/or College should be included.

#### **Supplementary Materials.**

Candidates must upload copies to Digital Measures of all scholarly presentations, publications and documentation of exhibits, productions, and performances as well as other documents evidencing teaching, research/creative activities, and service during the years in rank or the probationary period.

Digital Measures file sizes are limited to 50 MB per uploaded file. In the event that a candidate's supplementary materials exceed this file size, the candidate may make a request to the dean that a supplementary file is needed in the google drive.

#### **The Department Promotion Committee Responsibilities**

All members of the Department Promotion Committee are responsible for the strictest professionalism and confidentiality during and after the review process. Membership on a Promotion Committee to Senior Instructor includes: senior instructors, associate professors, and full professors.

#### **Committee Deliberation**

The Department Promotion Committee is expected to determine if the candidate for promotion to Senior Instructor exhibits: evidence of excellence in teaching and in student advising or equivalent academic activity, evidence of professional development appropriate to the candidate's assigned academic role, significant and sustained work in departmental, college, and/or university-related services.

A secret vote concerning the candidate is taken after the Department Promotion Committee has discussed the candidate's application.

Faculty members who participate in the peer review process at the Department level must abstain from voting at the College Promotion Committee when department colleagues are considered.

#### **Committee Recommendation**

The Department Promotion Committee recommendation, which is written in narrative form, must communicate the sense of their deliberations and decisions and should address teaching and student advising, professional development, and service.

In the case of split decisions, the Department Promotion Committee recommendation must clearly represent both the majority and minority viewpoints.

Each member of the Department Promotion Committee must personally sign the Committee's recommendation.

#### **Reporting Committee Recommendation**

The Chair of the Department Promotion Committee must upload a recommendation to the Google Drive folder "reviews.pdf" file in the form of a narrative, for the candidate.

Each member of the Department Promotion Committee, including the Committee Chair, must personally sign the Department Promotion Committee (Senior Instructor) Recommendation.

#### **The Department Chair's Responsibilities**

The Department Chair must provide the following materials for the candidate:  
The Chair's recommendation and justification for the recommendation. This should be a carefully documented and considered statement assessing the candidate's strengths and

weaknesses in teaching and student advising, professional development, and service. The statement, which takes into account the Departmental Committee's report should address all relevant criteria and assess the extent to which the candidate meets them.

Academic Affairs provides access to the candidate's portfolio to each of the members of the Department Promotion Committee, as well as an electronic copy of the Candidate's Digital Measure "Promotion to Senior Instructor Report". Members of the Department Promotion Committee will be granted access to the candidate's supplementary materials in Digital Measures by Academic Affairs.

The Chair of the Department Promotion Committee uploads the recommendation relevant to the promotion decision to the Google Drive folder "reviews.pdf" file. The department chair reviews all materials received from the candidate and the recommendation from the Departmental Promotion Committee. The chair develops a written recommendation for or against promotion along with a justification for the recommended action. The chair then meets with the candidate and informs the candidate of the recommendations, giving the candidate a copy of the chair's written recommendation and justification.

If the candidate wishes to include additional materials supporting his/her candidacy for promotion, the candidate has one week to submit them to the chair for inclusion in his/her portfolio. These materials will be added to the promotion portfolio for review at the college level where they must be clearly indicated in a supplementary file in the Google Drive folder. If additional evidence is submitted, the College Promotion Committee may, at its discretion, consult with the Departmental Promotion Committee to clarify questions related to the additional materials.

Academic Affairs is responsible for sharing the digital portfolio with the Dean of the College of Nursing for further consideration at the College level.

### **Summary for Promotion to Senior Instructor**

Candidate must submit complete Portfolio and Supplementary Materials to the Google Drive folder.

Department Promotion Committee makes a recommendation to Department Chair and uploads the recommendation in the Google Drive folder in the "Reviews.pdf" file.

There is a deadline for the Department chair to meet with the candidate and inform the candidate of the recommendation for promotion. The chair shares with the candidate his or her written recommendation for or against promotion and gives the candidate a copy of this written recommendation and justification.

Department Chair's recommendation and all materials are uploaded in the "reviews.pdf" file in the Google Drive.

There is a deadline for the candidate for promotion to include any additional materials supporting his/her candidacy.

Dean's recommendation and all materials are submitted to the Google Drive folder for the Provost and Senior Vice President of Academic Affairs.

### **Appeal Procedures**

Any challenge of the promotion decision must precede according to the University's Grievance Procedure, which is found in the *Faculty Handbook*, Section 4.2, Faculty Grievance Procedures.

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