College of Engineering
University of South Alabama
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* and   http9.96   C2_0

(https://www.southalabama.edu/departments/academicaffairs/promotiontenure.html).

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 as specified by Academic Affairs.

<u>**Supplementary Materials**</u>

1. A candidate must submit materials in support of <u>teaching</u>, <u>research</u> and <u>service</u>, 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

Each of these lists of external reviewers will be submitted to the Committee Chair.

Selection of External Reviewers

1. It is the Department & K D Lesponsibility to ensure that these lists are submitted to G H S D U W P H Q W ¶ V   FinRaPimelyWmanneln F K D L U

2. The Chair of the Department Promotion and/or Tenure Committee compiles a list of potential reviewers containing at least six names with one or more names from each of the three lists. This list of potential reviewers is provided to the Department Chair.

Contacting External Reviewers

1. The Department Chair should contact the reviewers by telephone, email, or in person to ascertain their willingness to perform the external review.

2. The Department Chair will then send

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