



## I. Eligibility and Criteria

### Eligibility

The rank of senior instructor is open to faculty holding a minimum of a Master's 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.

### Criteria

The following requirements must be met for promotion from Instructor to Senior Instructor.

- The candidate must have at least seven years of full-time professional experience at the University of South Alabama as an Instructor. For prior experience or other professional experience to count toward promotion eligibility, the individual's initial letter of appointment must so specify and indicate the extent to which it will be counted. Lacking this specification, no prior experience can be used to establish eligibility to be considered for promotion. The prior experience must have been at an institution of higher education approved by the University and must have been fulltime. A maximum of three years credit for the prior experience may be applied toward the probationary service period for promotion eligibility. The granting of prior service credit is never automatic. The decision to grant credit and the amount of credit to be granted is based on the recommendation of the departmental chairperson and the dean and approved by the

## **II. Senior Instructor Promotion Procedures**

Peer review is required in arriving at promotion decisions; departments and the College are required to indicate explicitly how recommendations evolved during the review process us32/Artif10.98 1Ey12 Tc TJ-04 0

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### Promotion to Senior Instructor Statement of Criteria and Procedures ( )

6. The candidate may choose to withdraw the application for promotion by submitting a written request to both the Chair and Dean at any point prior to the submission by the Dean of the materials to the Executive Vice President and Provost.
7. The College Promotion Committee reviews the candidate's portfolio in the Google Drive folder. It forms its recommendation and the committee chair appends its signed recommendation and the completed committee recommendation form to the front of the "Reviews.pdf" file.
8. The Dean reviews all materials relevant to the promotion decision and appends her/his recommendation to the "Reviews.pdf" file in the candidate's Google Drive folder. The portfolio is then reviewed by the Executive Vice President and Provost, who appends her/his recommendation to the "Reviews.pdf" file for the President to review.
9. All submitted materials relevant to promotion will be held until the Board of Trustees takes action on the promotion application.



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The members of the Department Promotion Committees are responsible for the strictest professionalism and confidentiality during and after the review process. In addition to these procedures, Department Committee members should also review the Faculty Handbook departmental instructions for Promotion (3.10.3.1). The departmental Committee review(s) should be completed by the deadline published in section V, below.

1. Department Committee Review Standards

The Department Promotion Committee should review all material with the realization that evidence of continuing scholarly/creative productivity as well as teaching effectiveness are typically the essence of all promotion recommendations.

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 faculty member's assigned academic role,
- significant and sustained work in departmental, college, and/or university-related services.

2. Department Committee Review Process

The Department Promotion Committee should meet to discuss the candidate. A secret ballot vote concerning the candidate is taken after the discussion. Proxy voting is not allowed.

Faculty members who serve on both the departmental promotion committee, and on the collegiate promotion committee, shall vote concerning the candidate at the departmental promotion committee only, and must recuse themselves from participating in the review of the candidate and from voting at the College Promotion Committee when department colleagues are considered. Department Chairs should not participate in Committee deliberations or voting.

The Department Promotion Committee recommendations, which are written in narrative form, must communicate the sense of their deliberations and decisions and

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After Committee deliberation and voting is complete, the Chair of the Department Promotion Committees must prepare the following as PDF documents:

- i. a recommendation, in the form of a narrative, for each candidate, and;
- ii. the appropriate Promotion Recommendation Form. Forms are found at: <http://www.southalabama.edu/colleges/artsandsci/facultypolicies.html>

Each member of the Department Promotion Committee, including the Committee Chairs, must personally sign the Department Promotion Recommendation Form. In the case of split decisions, the Department Promotion Committee recommendations must clearly represent both the majority and minority viewpoints.

The Chair of the Department Promotion Committee should create a PDF document entitled "Reviews.pdf" in the Candidate's Google Drive folder. Both the recommendation narrative and the Promotion Recommendation Form must be added by the Committee Chair to the "Reviews.pdf" file by the deadline for the Committee; see section V for deadlines.

### iii. Department Chair's Responsibilities

In addition to these procedures, Department Chairs should review the Faculty Handbook for departmental procedures for promotion (3.10.3.1). Department Chairs should maintain a hard copy of all materials received that are related to the candidate's application, such as de





promotion. Signing will indicate participation in the voting process and attest to the accuracy of the outcome of the vote tally, including abstentions. Proxy votes are not permitted.

## IV. The Candidate's Portfolio

The candidate's portfolio must be uploaded to the Google Drive folder by the deadline indicated in section V, below.

A candidate applying for promotion to senior instructor should clearly distinguish materials produced before and after the last promotion. This can be done by adding **boldface** to those Teaching, Research and Professional Development, and Service items produced since the last promotion into the Watermark Faculty Success Promotion to Senior Instructor report.

### i. Candidate Portfolio Contents

1. Letter of Application.

Candidates must include a letter specifying what they are applying for, as well as a list of the materials submitted to the Department Chair and the Department Promotion Committee.

2. A current CV.

The CV should be in a style appropriate to the candidate's academic field.

3. A list of all Supplementary Materials that have been uploaded to Watermark Faculty Success or placed in the Supplementary Materials folder.

If a candidate has uploaded materials to a Supplementary Materials folder (item 8, below), these must be indicated separately.

4. The Candidate's Watermark Faculty Success Promotion to Senior Instructor Report.

The College of Arts and Sciences has created a guide for using Watermark Faculty Success at:

<https://login.watermarkinsights.com/connect/universityofsouthalabama>

Immediately prior to running the final report, candidates should complete the "Confirmation and Submission" screen, accessible from the "Manage Activities" page in Watermark Faculty Success.

5. Letter of Eligibility from the College Dean.

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6. Promotion to Senior Instructor Criteria.  
These are printed above, p. 2.
7. A copy of the promotion criteria of the Department, if any.  
If the candidate's department has additional criteria, include these in the file.
8. Supplementary Materials that cannot be uploaded into Watermark Faculty Success.  
This may include copies of books scanned and uploaded as pdf files (do not submit hard copies), as well as digital recordings or images that exceed Watermark Faculty Success' file size limits.

### ii. Format of Portfolio Contents

All submitted items must be Adobe PDF documents, with the exception of some of the supplementary materials files indicated in item 8. Candidates are responsible for uploading all electronic items to their assigned Google drive folder. *All uploaded files must be arranged as follows and use the following naming conventions:*

**Items 1-3 and 5:** Create a single PDF document entitled "Portfolio.pdf".

Place items 1-3 and 5-7 above in order within this PDF, with item 1 starting the first page, and item 7 appearing last.

**Item 4:** Create a single PDF document entitled "T&PReport.pdf".

This document should include the candidate's Watermark Faculty Success report as a PDF with the cover sheet. The report must be saved as a PDF and uploaded. *Do not print the report, scan it, and upload it* – doing so will break the links to supporting materials.

**Item 8:** Candidates must upload to Watermark Faculty Success copies of all scholarly

iii. Summary of Portfolio Files

Below is a summary of the files that should be added to the candidate's Google Drive folder.

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File Item Name and Extension	File Creator and Source	Contributors
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