

## USA College of Arts and Sciences

### Statement of Tenure and Promotion Criteria and Procedures (2023-24)

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 Faculty Handbook, and include additional guidelines:

<http://www.southalabama.edu/departments/academicaffairs/facultyhandbooks.html>

In the event of an inconsistency between this Statement and the current Faculty Handbook policy, the

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department, college, and university goals, and the assumption of responsibilities for the good of the whole. Hallmarks of collegiality include, but are not limited to, cooperative interaction, open and honest communication, mutual support, respect, and trust of others, and collaborative efforts toward the common mission.

Candidates recommended for tenure must meet rank and minimum qualification requirements (see 3.11.4.2 of the USA Faculty Handbook)

#### ii. Promotion Criteria

All promotion decisions will be based solely on demonstrated professional merit, the quality of contributions to the University, and the competent and regular performance of duties. In making promotion decisions, the general policy of the University shall be to use faculty consultation with appropriate approval and recommendation by the department Chair, academic deans/directors, Executive Vice President and Provost, with a final decision to be made by the President and the Board of Trustees.

Participation in university management by persons who, also, are faculty members – either through holding administrative positions at the University or through committee work of a purely administrative nature -- may not be the sole basis for promotion in academic rank. Promotions are always based on merit and achievement, rather than upon length of service only. Promotions will not be denied solely on the basis of budgetary limitations; as a practical matter, however, budgetary limitations may not always permit an immediate salary increase commensurate with the new rank at the time the promotion is granted.

As a matter of policy, the University has no quota system as to the number or percentage of persons who can hold any particular rank. In addition, full-time academic service is defined as full-time employment as a faculty member for the entire academic year. An “academic year” is nine months (August-May) normally covering Fall and Spring semesters. For faculty appointed on a twelve-month basis, an “academic year” is twelve months covering Fall, Spring, and Summer terms.

Promotion in academic rank constitutes recognition of an individual’s professionalism and professional achievement. The pertinent attributes of professionalism are identified in the “AAUP Statement on Professional Ethics” (see section 4.5 of the USA Faculty Handbook). The degree of professional achievement is evaluated in several broad areas including: teaching effectiveness, research, scholarship and creative activity, and professional service (to the department, the college/school, the University, and, where appropriate, the community). While not exhaustive, the following descriptions provide broad definitions of the three areas. The area of teaching effectiveness includes classroom and laboratory performance, academic advising and counseling, availability to students, supervision of students’ independent research or study, course and curriculum development, and guest lectures to classes.

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The areas of research, scholarship and creative activity involve all forms of scholarly activity including: publications, exhibitions, performances, professional awards, grants and fellowships, inventions and patents, presentations to professional organizations, service on editorial and advisory boards, offices held in professional organizations, participation in professional institutes and workshops, and lecture appointments.

The area of university-related service includes committee and administrative work at any level of the University, assisting in student activities and university-related community, and clinical services rendered in a professional capacity.

Candidates recommended for promotion must meet rank requirements and the minimum qualifications specified in the USA Faculty Handbook section 3.10.2 as well as the highest standards of the discipline according to the general criteria found above, and must display evidence of substantial research, scholarship, and creative activity since attaining their present rank.

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3. The Department Promotion Committee reviews the candidate's materials, inrimommittgk-1 (.54)5.5 (r)-1. 34 T87

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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.

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

### III. Responsibilities

#### i. Candidate Responsibilities:

In addition to this Statement, candidates should review the current Faculty Handbook policies governing promotion (3.10) and/or tenure (3.11).

1. Materials for External Review

- a. Not later than the date specified below in section V (normally around August 21) of the academic year during which a candidate M5 2-7 3 (a)-2ifuB6 1.3 769e-2ifuB6 1.3 769d8( )].74-8.3 beaien



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V, below. The secure Google drive folders are created and maintained by Academic Affairs; candidates will receive an email with notification of access to their drive folder from Academic Affairs via Google Drive.

*All uploaded files must follow the naming conventions indicated in section IV below. All items must be uploaded as Adobe PDF files, except for supplementary digital recordings or images,*

which may be uploaded in standard audio or image formats in Watermark or in the Supplementary Materials folder: see section IV, below.

Note that candidates cannot access their secure Google drive folder after the submission deadline published in section V.

The candidate is also responsible for entering the relevant information into Watermark for the Promotion and/or Tenure Report. The College of Arts and Sciences has created a guide for using

Watermark at: <http://www.southalabama.edu/colleges/artsandsci/digitalmeasures.html>

In preparing their electronic portfolio, candidates for tenure and candidates for promotion may list materials produced throughout an academic career.

3.

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professionally competent to evaluate the academic credentials of a candidate; thus, reviewers must be external to the university and should normally be at or above the rank for which the candidate is being considered. Exceptions are discouraged, and must be justified in the chair's report.

2. The Chair of the Department Tenure Committee will select at least one name from each of the three lists; at least three external reviewers must be selected. The names of the external reviewers must be disclosed to the candidate after the tenure and promotion process is compl.







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candidate meets them. It should be added by the Chair to the "Reviews.pdf" file, in front of the Department Committee(s) report.

5. Meet with the candidate and inform the candidate of the recommendation, giving the candidate a copy of the Chair's written recommendation and justification (which should omit the names of external reviewers). If the candidate wishes to include additional materials supporting his/her candidacy for promotion, he/she will have one week to submit the materials via email to the Dean. Notify the candidate that any additional materials should be in PDF format and submitted by the candidate to the Dean for inclusion in the candidate's portfolio within one week of the candidate's meeting with the Chair.
6. Complete the top portion of the Departmental Review Notification form, initial it, and share it with the candidate. Notify the candidate that he/she has one week to sign and submit the completed form to the Dean.



## **IV. The Candidate's Portfolio**

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7. Promotion and/or Tenure Criteria.

These are printed above, pp. 2-4.

8. A copy of the promotion and/or tenure criteria of the Department, if any.

If the candidate's department has additional criteria, include these in the file.

9. Supplementary Materials that cannot be uploaded into Watermark. 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 Watermarks' 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 9. 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:*

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iii. Summary of Portfolio Files

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

<b>File Item Name and Extension</b>	<b>File Creator and Source</b>	<b>Contributors</b>
T&PReport.pdf	Candidate, from Watermark Promotion and/or Tenure Report	Candidate
Reviews.pdf	Department Chair, starting with scanned copies of external reviewer letters	i. External Reviewers (scans added by Department Chair) ii. Department Tenure or Promotion Committee Chair iii. Department Chair iv. College Tenure or Promotion Committee Chair v. College Dean vi. Provost
Departmental Review Notification.pdf	College Dean's Office, from paper Departmental Review Notification form initialed by Department Chair and signed by Candidate and Dean	College Dean's Office from paper form copy, and from candidate's electronic additional supplemental materials submitted after meeting with the Chair, if any.
Portflio.pdf	Candidate, from various sources (CV, letter of application, lists, scanned eligibility letter, criteria)	Candidate
Additional Supplemental Materials Folder (Optional)	College Dean's Office, at candidate's request. This folder is to be created only if required for supplemental materials files that exceed Watermarks' file size limits.	Candidate



Feb. 23, Deadline for a candidate for tenure and/or promotion to submit a written request to the Chair and Dean withdrawing their application for tenure and/or promotion.