

## **College of Allied Health Professions Guidelines and Procedures Pertaining to Promotion and Tenure**

Faculty appointed to Tenure Track appointments will be subject to the same promotion and tenure policies as specified in Sections 3.10 and 3.11 of the Faculty Handbook. Traditional ranks of tenure-track faculty are Assistant Professor, Associate Professor, and Professor.

Faculty appointed to Non-Tenure Track appointments will be subject to the promotion policies as specified in Section 3.10 of the Faculty Handbook. All Non-Tenure Track appointments are made per 3.15 of the Faculty Handbook.

Depending upon credentials and qualifications, a faculty member who earned a terminal degree in their field (or related field) could be appointed as Assistant Professor of Instruction, Assistant Professor, Associate Professor, or Professor. For those individuals without a terminal degree in their field (or related field), the rank of the Appointment Evaluation Form, tenure-track faculty members are reviewed annually for progress toward tenure during their probationary period by the departmental committee and Department Chair. The annual pre-tenure reviews should address all aspects of the faculty member's performance relevant to tenure. As part of this annual review, the faculty member has the responsibility of providing timely and accurate documentation to ensure adequate consideration. The chair will meet with the faculty member to discuss the results of the review and will provide the faculty member with a written evaluation that addresses all aspects of the faculty member's performance relevant to tenure, including scholarship, teaching, service and collegiality. The college dean will review all annual reviews for compliance with University policy and procedures.

A mid-probationary review is conducted at the department level or comparable academic unit for all untenured tenure-track faculty no later than the completion of the third year of probationary service (or near the mid-point of the probationary term for those faculty whose probationary term includes the credit for pre-tenure review for that year). The mid-probationary review should address all aspects of the faculty member's performance relevant to tenure. As part of this review, the faculty member has the responsibility of providing timely and accurate documentation to ensure adequate consideration. The Departmental Chair will conduct the mid-probationary review in consultation with the tenured faculty of the department or comparable unit.

The departmental mid-probationary tenure committee shall be notified by the Department Chair to review a faculty member who is in the mid-probationary review year of service, as defined abp04 Tc (n)94 Tcpp04 Ta ( d)--10 (etas)-1m a04 Ttas-prtionary

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submitted as one pdf document entitled “Portfolio”.

In the absence of faculty initiative, no consideration of promotion or tenure will occur. A faculty member may elect to withdraw the application at any time during the process by notifying the Department Chair and Dean. However, in the absence of written notification of voluntary withdrawal, the application will be considered at each level in the process. After the first three levels of review (External Reviews, Departmental Committee Review, and Departmental Chair Review), the Department Chair will meet with the candidate and will inform the candidate of the recommendation of promotion, tenure, or both. If a faculty member does not complete the application for **tenure (submission of a completed electronic dossier and portfolio to the Google Drive)** by the stated deadline, a letter of non- reappointment will be issued.

## **II. Role of the Department Chair in the Faculty Application Process:**

It is the responsibility of the Departmental Chair to remind the faculty member in writing when eligibility occurs with sufficient time for the application to be completed. The faculty member must ensure that their application is complete by the assigned deadline. The Department Chair will facilitate and communicate with External Reviewers. After the review by the departmental promotion and tenure committee (where applicable), the Department Chair will review the electronic dossier and all accompanying documents for professional accomplishments in areas of teaching, scholarship, service, and professional collegiality. After the first three levels of review (External Reviews, Departmental Committee Review, and Departmental Chair Review), the Department Chair will meet with the candidate and will inform the candidate of the recommendation of promotion, tenure, or both.

## **III. Description of the process:**

Considering that the evaluation of an individual for promotion or tenure must be as impartial as possible, the review process requires that the candidate’s record be reviewed at the following levels:

### 1. The Departmental Level

#### **IV. Description of steps in the review process:**

##### **A. External Review of Candidates for Tenure**

An external review of the candidate's scholarship will be included in all tenure applications. External reviewers must be 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. The candidate may submit the name(s) of individuals that could have a conflict of interest in serving as an external reviewer. The list should be accompanied by a description of the potential conflict. External reviewers who have a conflict of interest or the appearance of one or whose objectivity may be questioned may not serve in this role.

Obtaining the reviews will be the responsibility of the Department Chair in accordance with the following procedures:

- The candidate, the Chair of the Departmental Tenure Committee, and tenured faculty of the department each will submit a list of names of external referees who are recognized scholars in the candidate's field of scholarship.
- The Chair of the Departmental Tenure Committee will select name(s) from each of the three lists and will request that the Department Chair contact reviewers. The Department Chair will request that these external reviewers provide a written review of the candidate's scholarship. The candidate will be notified of the names of those selected to serve as referees. The external review will then be included in the candidate's tenure portfolio and will be a component of all levels of the tenure review process.

Excerpt from the 2021 USA Faculty Handbook (3.11.3.4)

The Department Chair will submit the external reviews saved as one pdf file titled "Reviews" in the Google Drive folder.

##### **B. External Review of Candidates for Promotion**

An external review of the candidate's scholarship will be included in all applications for Promotion to Associate Professor or Professor. In cases where the candidate is simultaneously under review for tenure, the external review for tenure will suffice for promotion as well. External reviewers must be professionally competent to evaluate the academic credentials of a candidate; thus, reviewers must

could have a conflict of interest in serving as an external reviewer. The list should be accompanied by a description of the potential conflict. External reviewers who have a conflict of interest or the appearance of one or whose objectivity may be questioned may not serve in this role.

Obtaining the reviews will be the responsibility of the Department Chair in accordance with the following procedures:

- The candidate, the Chair of the Departmental Promotion Committee, and tenured faculty of the department each will submit a list of names of external referees who are recognized scholars in the candidate's field of scholarship.
- The Chair of the Departmental Promotion Committee will select name(s) from each of the three lists and will request that the Department Chair contact reviewers. The Department Chair will request that these external reviewers provide a written

review of the candidate's scholarship. The candidate will be notified of the name(s) of the reviewers.



The Dean shares the signed written review in the Google Drive folder as the top document of the Reviews pdf with all previous review documents on the subsequent pages. The Google Drive folder will then be forwarded to the Executive Vice President and Provost and all materials within will be available for review by the Executive Vice President and Provost.

#### **E. University Level review**

- i. Executive Vice President and Provost :** The Executive Vice President and Provost shall review all the previous materials received from the Dean of the College and make a recommendation to the President per general university guidelines in this regard.
- ii. President:** The President shall review the evaluations received from the Executive Vice President and Provost Affairs and make recommendations to the Board of Trustees per general university guidelines.
- iii. Board of Trustees:** Recommendations for promotion and/or tenure are not official until approved by the Board of Trustees.

#### **V. Evaluation Criteria Weighting**

- A.** It is recognized that the workload assignments of faculty will vary as a function of individual strengths, professional areas of expertise and as a function of the educational needs of the department. The assignment of faculty Full Time Equivalent (FTE) workload is a negotiated collegial process between the Department Chair, the Dean, and the faculty person. While the assignments may vary as the circumstances and demands of the department

**Summary of Tenure and Promotion Deadline Dates**

July/August            Dean's office informs first time eligible candidate and Department Chair of candidacy

September 1         Faculty member initiates application by providing a letter to their Department Chair. Chair then notifies the Dean's office.

Fall Semester        Candidate prepares dossier via Watermark Faculty Success (aka Digital Measures). Note: All materials supplied by the candidate must be submitted via Watermark Faculty Success. The candidate additionally prepares a cover letter.

October 1-15         Deadline for candidate to submit their updated CV for external review to the Department Chair.

Departmental T&P Committee convenes.

Candidate, Chair of Departmental T&P Committee, tenured faculty, and/or faculty senior in rank to candidate (except Assistant Professors) in the department submit list of names of external referees (see USA faculty handbook Ch. 3, pg. 95). Chair of Department T&P Committee selects referees. Department Chair contacts external reviewers.

October 16-  
November 1         Department Chair communicates with external referees by this date and provides relevant candidate information to the Department Chair.



January 8

Deadline for the Department Chair to meet with the candidate and inform

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## CAHP Tenure and Promotion Information

Formerly Appendix 2 of CAHP Manual

### Dossier

The dossier should be submitted via Watermark Faculty Success (formerly known as Digital Measures) software to include the following information:

### Curriculum Vita/Biographical Data

- A) Name
- B) Academic Rank
- C) Dates of Appointment to the University of South Alabama to Current Rank
- D) Educational Credentials
  1. Baccalaureate degree earned, date conferred, granting institution and discipline
  2. Master's degree earned, date conferred, granting institution and discipline
  3. Doctorate degree earned, date conferred, granting institution and discipline
- E) Professional designations/licenses
- F) Other credit-earning higher education courses completed
- G) Other courses attended for professional development, including course title, date completed, organization/institution conducting course

### Teaching

#### A) Teaching Experience

1. Undergraduate and Graduate courses taught at U.S.A.
2. Courses taught (both credit and non-credit) at other institutions indicating title, academic level, and dates
3. Chronology of academic appointment at all institutions of higher learning beginning with current academic appointment

#### B) Teaching Effectiveness

Use any appropriate indicators applicable to your field such as:

1. Short statement of your teaching philosophy and goals
2. A list of any course syllabi developed by the candidate
3. A list of representative supplementary materials prepared by the candidate
4. Innovative teaching methods
5. A list of audiovisual materials developed by the candidate
6. New courses or new academic programs developed in the past five years
7. Any laboratory experience/experiments devised, revised, or utilized
8. Academic Advising

## **Research/Professional Development**

1. Publications and manuscripts accepted for publication (upload pdfs).
2. Manuscripts submitted for publication (upload pdfs)
3. Grant and Contract Awards; Grant and Contract Submission
4. Research activities
5. Paper presentations
6. Participation in professional organizations (offices held, sessions chaired, etc.) - indicate national, regional, state, or local organizations and dates of service
7. Activities as professional advisor, consultant, clinician, workshop leaders, editor, etc.
8. Honors and awards earned for professional publications, performances, etc.
9. Participation in short courses, workshops, etc.

Other supporting documentation, (books, photographs, etc.), should not be included with the portfolio, but should be made available if requested by any of the reviewers.

## **University Service**

1. University-level committees, including Faculty Senate
2. College-level and departmental-level committees

## **Procedures/Policy & General Guidelines for Review of Faculty Candidates for Tenure and Promotion**

The Faculty Handbook addresses the University Policy for Promotion and Tenure  
<https://www.southalabama.edu/departments/academicaffairs/resources/faculty-handbook.pdf>

Reviewers are reminded that the applicant's file is available for the purpose of this review and is otherwise a confidential document that may not be reproduced in any form. The contents of the applicant's file and any other aspect of the review may be discussed only during convened meetings of the committee.

### **CRITERIA FOR EVALUATING TENURE**

The criteria for tenure include **four** areas of consideration: **scholarship, teaching, service and collegiality**. There must be evidence of respectable strength by national standards in all areas while in service at the University of South Alabama.

The award of tenure demonstrates a belief in a faculty member's future promise and constitutes a long-term investment and commitment to the future career and success of this faculty member. Therefore, the decision to tenure must be based on evidence of sustained past performance in teaching, services, research and collegiality and the potential for continued achievement. The following questions should serve as a guide in reviewing the candidates:

#### **I. SCHOLARSHIP:**

1. Is there evidence of a **national** standard of quality?
2. Is there evidence of a **sustained** output of quality?
3. Is there evidence of sufficient **quantity** of output?

Scholarship includes various professional activities pertinent to the advancement of a particular discipline and the generation of new knowledge. The USA Faculty Handbook defines three different forms of scholarship: basic, applied and instructional. Measurements of scholarship include publications, books, reports, grants, presentations, offices held in professional organizations, editorships, participation in study sections for grant evaluation and other significant contributions. The committee members are expected to distinguish between research for scholarly purposes and activities that are essentially service oriented. The evaluation should include an assessment of the quality of the journals in which papers have been published and distinction between refereed and non-refereed journals. Co-authored articles should be evaluated taking into consideration the relative contribution of the candidate. The evaluation of the candidate must also be supported by the opinions of other experts in the field.

#### **II. TEACHING/ADVISING:**

Is there evidence of effective teaching and advising including classroom and laboratory performance, academic advising and counseling, availability to students, supervision of students, independent research, course and curriculum

**III. SERVICE:**

Is there evidence of a commitment to high quality service in committee and other administrative service work at the Department, College and University levels?

**IV. COLLEGIALITY:**

Is the applicant compatible with colleagues in the Department?

**CRITERIA FOR EVALUATING PROMOTION**

The criteria for **promotion** include three areas: **teaching, scholarship and service**. Promotion constitutes an award/distinction for past accomplishments and performance.

The following questions should serve as a guide in reviewing the candidate. Each question is derived from the criteria and should be defined in accordance with standards appropriate to the discipline/department.

**I. SCHOLARSHIP:**

In addition to the criteria for scholarship described above, under **criteria for evaluating tenure**, the committee addresses the following questions:

1. Is there evidence of **outstanding** quality based on a nationally accepted standard?
2. Is there evidence of a **sustained** output of quality in accordance with the rank sought?
3. Is there evidence of **sufficiency of work** to justify the rank sought?

**SAMPLE LETTER FOR EXTERNAL REVIEWERS**

*(Date)*

*(Address)*

Dear Dr. \_\_\_\_\_:

We are requesting that you serve as an external reviewer for Dr. \_\_\_\_\_'s application for \_\_\_\_\_ of \_\_\_\_\_ at the University of South Alabama. I am enclosing a copy of *(his/her)* curriculum vita for your review. Also, if you require additional information, please