
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. This document describes the

The Candidate will submit via email a list of at least three names and contact information of external reviewers who have agreed to serve to the Chair of the Department Tenure and Promotion Committee (Note: The Candidate is responsible for verifying the external reviewers on their list prior to submitting names to the Chair of the Department Tenure and Promotion Committee). The Candidate will meet with and

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8. Item 3. Select the _____ for your report from the drop-down list. Select Microsoft Word (.doc) and page size as “Letter”. However, if you are using a MAC you may have

The College Tenure and Promotion Committee must consist of at least five (5) faculty appointed each year by the Dean with respect to achieving a balance of disciplines. Membership on this Committee shall be limited to tenured faculty at the Associate and Professor ranks. The Committee reviews all applications for tenure and promotion.

The review process begins with email notification to committee members from Academic Affairs of Google Drive access to review the Candidate's materials. The committee reviews all materials with the realization that evidence of continuing schj0 Tc 0 Two 0 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

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6. Provides a written summary of both the Department Chair's report and the Department Tenure and Promotion Committee report to the Candidate. At this meeting, the Candidate is presented with the Department Review Notification Form for signature. They have the opportunity to add additional materials within one week of receiving the Department Review Notification Form. Supplemental materials need to be emailed to the dean to be included with the form. Go to the following link:

<https://www.southalabama.edu/departments/eforms/academicaffairs/deptrevnotificationrev080819.pdf>

7. Forwards to the Dean the signed original external reviewer letters (include envelope if received by mail or a copy of email message if received electronically), Department Tenure and Promotion Committee report, the Department Chair report, the Department Review Notification Form and a copy of the summary report of the Department Chair's and the Department Tenure and Promotion Committee's reports.

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- Appoints and charges the College Tenure and/or Promotion Committee.
 - Reviews the recommendations of the external reviewers, Department Tenure and Promotion Committee, the Department Chair, and the College Tenure and Promotion Committee.
 - Uploads via Google Drive the signed Department Review Notification Form, supplemental materials (if applicable) submitted by the Candidate, and the Dean's report.
 - Maintains in the college the original signed external reviewer letters, Department Tenure and Promotion Committee report, Department Chair report, Department Review Notification Form and summary report, College Tenure and Promotion Committee report, and the Dean's report.

June 2023

- 1 College of Education & Professional Studies Tenure and Promotion Guidelines are published on the College Faculty Resources webpage.

August 2023

- 1 Dean informs Candidate of eligibility for tenure and/or promotion.

Department Chair appoints the Chair of the Department Tenure and Promotion Committee and reviews tenure and promotion guidelines with the Dean. Potential external reviewers are identified/verified/contacted.
- 15 The Candidate and the Chair of the Department Tenure and Promotion Committee meet with the Department Chair to review tenure and/or promotion procedures.

The Candidate, via email, digitally (in PDF format) provides a letter of application, vita generated from Watermark Faculty Success, and sample materials as evidence of the Candidate's scholarship to the Department Chair.
- 28 The Chair of the Department Tenure and Promotion Committee receives the external reviewer lists of verified names and contact information and selects one name from each list and forwards the names to the Department Chair.

September 2023

- 1 Department Chair submits via email to the external reviewers participating in the review a letter requesting a written review of the Candidate's scholarship and attaches PDF files containing the Candidate's letter of application, vita, and samples of published works or similar evidence of scholarship.

The Dean appoints the College Tenure and Promotion Committee and appoints the committee chair.

- 29 List of candidates and their tenure/promotion committees due to Academic Affairs.
College Electronic Tenure and Promotion Timeline due to Academic Affairs.

October 2023

- 16 External review letters to the Department Chair are due.

The Department Chair schedules a meeting of the members of the Department Tenure and Promotion Committee.

- 16 Candidate given access to Google Drive folder to upload T&PReport.pdf and Portfolio.pdf.

- 20 Candidate's access to Google Drive folder removed.

- 23 Department Chair given access to Candidate's Gog1 0.001 Te9j0.0 BDC -0.004 Tc 0.004 Tw 1.186 -1.1

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- 5 Dean given access to Candidate's Google Drive folder to upload Department Review Notification Form and the summary report letter as DepartmentalReviewNotification.pdf along with any supplemental materials and the originating email (if applicable).
 - 7 College Tenure and Promotion Committee given access to Candidate's Google Drive folder.

January 2024

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