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 Assistant Professor. In addition 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 review will also function as the annual 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.

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The departmental mid-probationary tenure committee shall be notified by the
Department Chair to review a faculty member who is in the mid-probationary
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submitted as one pdf document entitled "Portfolio".

In the absence of faculty initiative, <u>no consideration</u> 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 <u>complete</u> 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:

<u>1.</u> <u>The Departmental Level</u>

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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 werl6est that the

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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 change over time, the general emphasis of the workload across teaching, scholarly activity, service, or administration is set forth at the time of employment and specifically allocated annually by the department chair with approval of the Dean.

B.   Regardless of the effort assignment, promotion to successive ranks and/or tenure in the Pat Capps Covey College of Allied Health Professions is based on the expectation of a demonstrated commitment to excellence in teaching and quality scholarly productivity. Promotion is never automatic, regardless of the number of years of service.

C.   Evaluation for promotion is based on assessment of scholarship, teaching, and service. The percentage of FTE previously assigned to each of these areas shall be reported in the promotion/tenure dossier and provided at all levels of evaluation.

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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 (i.e. letter and CV) as well as due date for review (November 15).
November 15-December 1	External reviews received by the Department Chair. Department Chair adds these letters to the portfolio for review at all levels.
December 1	Deadline for the candidate to complete their dossier and submit it to the Google Drive (saved as T&PReport).
	Deadlines for candidate to complete their cover letter and optional inclusion of traditional curriculum vitae. The cover letter and CV should be saved as one pdf file titled "Portfolio"
December 15	Deadline for the Departmental T&P 15

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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 Assignments/Activities
9. Supervision of Independent Research
10. Guest Lecturer Presentations
11. Student Evaluations; graphic summary of teaching evaluations
12. If appropriate, evidence of continued development as a clinical practitioner

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
3. Extracurricular activities, i.e., student organization advisor, counseling, etc.
4. University-related community services which involves field of expertise, i.e., clinical service, public/community health activities

**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 four 4.0 available

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SAMPLE LETTER FOR EXTERNAL REVIEWERS

(Date