



2023-2024

Tenure and Promotion Guidelines



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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 tenure and promotion policies, procedures, and criteria of The College of Education and Professional Studies (CEPS). The Guidelines are maintained on the CEPS Faculty Resources

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 provide the following three items in PDF format to the Department Chair: (1) a letter of application; (2) a Curriculum Vita generated from Watermark Faculty Success; and three three

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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 to select Letter (8.5" x 11") instead of Letter (10.5" x 11").

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1. The Candidate may submit a hard copy of a book separately.

The Candidate is responsible for reviewing the Portfolio for accuracy and ensuring all electronic links are active. Once the Candidate is satisfied that the Portfolio accurately reflects his or her activities and accomplishments, the Portfolio should be electronically submitted to the Candidate's Portfolio Reviewer.



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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 ne (ent) 9 (i)-0480.361 01.7 a/wtaladd esiv4ywo als

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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.
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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

- 26 College Tenure and Promotion Committee completes their evaluation. The Committee Chair uploads via Google Drive the committee report as Reviews.pdf and forwards the signed original of the Committee's review to the Dean.

College Committee Google Drive access removed.

February 2024

- 29 Dean completes the candidate's review and uploads the review in Reviews.pdf. All original letters are maintained in the Dean's office.

Dean uploads to the College folder the Dean's Promotion Recommendation Summary table as PromotionRecommendationSummary.pdf and/or the Dean's Tenure Recommendation Summary table as TenureRecommendationSummary.pdf.

March 2024

- 1 Dean's Google Drive access removed.

Department Chair informs the Candidate of the names of the selected external reviewers.

March/April/May 2024

University Provost and President review materials and forward recommendations to the University Board of Trustees.

June 2024

University Board of Trustees formally approve Candidates recommended for tenure and/or promotion.

August 2024

- 15 Promotion and/or tenure becomes effective.

Timeline dates indicate the action or task is performed prior to or no later than 5:00 PM on the specified date.

