College of Nursing Promotion to Senior Instructor
Statement of Procedures and Criteria

Achieving promotion to Senior Instructor 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 the promotion are set forth in the *Faculty Hand*

Instructor and outlining the criteria for promotion to Senior Instructor. The letter should also include a list of the materials submitted to the Department Chair. The candidate should indicate whether or not he/she was assigned any advising duties.

Curriculum Vitae.

The candidate must supply a copy of her/his curriculum vitae using a style appropriate to her/his academic field.

A list of Supplementary Materials that have been uploaded to Watermark Faculty Success (formerly Digital Measures).

Section 2: Promotion Report

This section is generated from a Watermark Faculty Success (formerly Digital Measures) “Promotion to Senior Instructor” Report. The candidate should submit an electronic copy of the report to his or her Chair.

Biographical Information
Name
Academic Rank
Date of Appointment to Current Rank at the University of South Alabama
Reverse Chronology of Academic Appointments at all institutions of higher learning beginning with current academic appointment.
Educational Credentials
Baccalaureate degree earned, date conferred, granting institution, and area of specialization
Master’s degree earned, date conferred, granting institution, and area of specialization Doctorate earned, date co

service is professional or non- professional, and if any offices are held.

Teaching

A. List of Undergraduate and Graduate Courses taught at USA, number of students enrolled in each course, and student evaluations for each course.

B. Academic Advising Assignments/Activities.

C. Supervision of Student Research, including theses, dissertations, and independent Research.

D. Guest Lecturer/Presentations.

Other appropriate indicators of teaching effectiveness applicable to your field, such as: new courses or academic programs developed since last review; a list of course syllabi developed or substantially revised; a list of representative handouts, audio- visual materials, laboratory experiences/experiments, and/or curricular materials developed; innovative teaching methods devised, and a summary of student evaluations for all courses taught at USA, using both a narrative and graphs.

Research/Professional Development

A. Publications and Manuscripts Accepted for Publication (include full bibliographic citations, and identify if invited or refereed).

B. Manuscripts Submitted for Publication (include full bibliographic citations, and identify if invited or refereed).

C. Grant and Contract Awards/Grant and Contract Submission, including role (e.g., PI, Co-PI, participant, consultant etc.) project title, organization making the award, amount of any award, and inclusive dates of grant or contract.

D. Research Activities.

E. Presentations (include full bibliographic citation).

F. Participation in Professional Organizations (e.g., offices held, sessions chaired, etc.), indicating national, regional, state, or local organization and dates of service.

G. Professional Activities as advisor, consultant, clinician, workshop leaders, editor, etc.

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Section 4. Recommendations

Recommendation reports signed by the Departmental Review Committee, Department Chair, College Review Committee, and the Dean are added at appropriate stages after the portfolio is submitted.

Section 5. Promotion Criteria

A copy of the Promotion to Senior Instructor criteria of the Department and/or College should be included.

Supplementary Materials

Candidates must upload copies to Watermark Faculty Success (formerly Digital Measures) of all scholarly presentations, publications and documentation of exhibits, productions, and performances as well as other documents evidencing teaching, research/creative activities, and service during Succipr18 0 Td[pr18 0 TDC /TT1 1Tc 0.004 Tw 0.8uD-0.6 (n)]TJ 0 Tc 0 Tw [(g)-1.1-1.7 18 0 Td)5(ur)

teaching and student advising, professional development, and service.

In the case of split decisions, the Department Promotion Committee recommendation must clearly represent both the majority and minority viewpoints.

Each member of the Department Promotion Committee must personally sign the Committee's recommendation.

Reporting Committee Recommendation

The Chair of the Department Promotion Committee must upload a recommendation to the [illegible]

Summary for Promotion to Senior Instructor

Candidate must submit c