Schoolof Computing(SoC) Tenure and Promotic Statement of Department and School Procedures and Criteria

Achievingtenure and promotion at the University of SouthAlabama's a multi-stepprocess that begins in the School and ends with the Board of Trustees.

University policies pertaining to tenure and promotion are set forth in the Faculty Handbook (FHB) (<u>https://www.southalabama.edu/departments/academicaffairs/resources/facultandbook.pdf</u>).

The present document describes the tenure and promotion policies of the SoC and doc**oritients** steps and deadlines/Where not specified, SoC guidelines are assumed to be the policy as described in the FHB, specifically in sections 3.10 (Promotion Policies and Procedures) and 3.11 (Tenure Policies and Procedures)In the event of an inconsistency between this tatement the current Faculty/Handbook policy, the policy of the Faculty Handbook prevails.

- A. Eligibility List
 - x TheExecutive Vice President and Postwill provide a list of candidates eligible for promotion and/or tenure to the Dean of SoC during the summer semester.
 - x TheDeanwill notify first-time candidatesof eligibility to apply for promotion and/or tenure in writing no later than <u>September 1, 20</u>23.
 - x TheDeanwill provide a list of candidate sapplying, their tenure/promotion committee (using the Tenure and PromotionCommitteeForm), and the SoC'selectronicPromotion and Tenure

- ii. If the SoCcannotconstitute such a committee, the Deanwill appoint an appropriate committee, following the spirit of the review process.
- b. TenureCommittee TheCollegiateTenureCommitteeshallconsistof at leastfive (5) membe :M()42.87(e,)]T1.4 ()] ()-1sae

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x Promotion Procedures:

- 1. A candidate is required to upload all materials relevtant the review for promotion to a providedGoogleDrivefolder. Candidates will be givenacces to this drive on <u>September 29</u>, <u>2023</u>. The candidate must upload:
 - a. "Promotion and Tenure Report" (du85 0 T-0.001 Tc 0.Dlw 0.125 78.3504 763.339]/mar(")-6164

- f. The Department Chair will request a written review of the candidate's scholarship from the external reviewers no later than October 31, 2023. The deadline to receiver eviews from external reviewers is January 16, 2024.
- Upon receipt of the external reviews, the Department Chair will upload the reviews to g. the candidate's Google Drive, as a file nam Red views.pdf. All reviews received by the deadlinemust be included in the file. The Departmenta Promotion Committees and the Chair of the Department will be given access to the candidate's Google Drive on January 17, 2024
- 4. DepartmentalReview: DepartmentalPromotionCommitteereviewsthe candidate'smaterials, including the external reviews except for candidates for SeniorInstructor), in the GoogleDrive, and makes a recommendation.

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