

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

Achieving tenure and promotion at the University of South Alabama is a multi-step process 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) (<https://www.southalabama.edu/departments/academicaffairs/resources/facultyhandbook.pdf>).

The present document describes the tenure and promotion policies of the SoC and documents the 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 Statement and the current Faculty Handbook policy, the policy of the Faculty Handbook prevails.

A. Eligibility List

- x The Executive Vice President and Provost will provide a list of candidates eligible for promotion and/or tenure to the Dean of SoC during the summer semester.
- x The Dean will notify first-time candidates of eligibility to apply for promotion and/or tenure in writing no later than September 1, 2023.
- x The Dean will provide a list of candidates applying, their tenure/promotion committee (using the Tenure and Promotion Committee Form), and the SoC's electronic Promotion and Tenure Form to the department, except assistant professors, senior in rank to the candidate.
 - i. If the SoC cannot constitute a committee based on the requirements, the Chair will appoint an appropriate committee, following the spirit of the review process.
 - b. Tenure Committee: The tenure committee is normally comprised of all tenured faculty members in the department, except the Chair.
 - c. Faculty members who serve on both the Departmental Promotion and/or Tenure Committees and the Collegiate Promotion and/or Tenure Committees shall vote concerning the candidate at the departmental committee only and must abstain from voting at the Collegiate Promotion and/or Tenure Committees.
- x Collegiate Tenure and Promotion Committees:
 - a. Promotion Committee: The Collegiate Promotion Committee shall consist of at least five (5) members. Membership is limited to tenured associate and full professors. However, non-tenure track associate or full professors senior in rank to the candidate, may serve on committees to review non-tenure track applications for promotion.
 - i. Normally, Chairs of Departments will not serve as members.

- ii. If the SoC cannot constitute such a committee, the Dean will appoint an appropriate committee, following the spirit of the review process.
- b. Tenure Committee: The Collegiate Tenure Committee shall consist of at least five (5) members. Membership is limited to tenured associate and full professors.
 - i. Normally, Chairs of Departments do not serve as members.
 - ii. If the SoC cannot constitute such a committee, the Dean will appoint an appropriate committee, following the spirit of the review process.

C. Tenure and Promotion Procedures

The SoC is required to indicate explicitly how recommendations evolved during the review process and communicate these procedures to the candidates and to the administration. Aonally (A) 4/15/10/10 037]TJ 0 Tc

Chair will then send these lists to the Chair of the Department Tenure Committee for selection of the reviewers by October 6, 2023

- e. The Chair of the Department Tenure Committee will select up to at least one name from

candidate must check the appropriate box on the form, indicating the inclusion of additional supplemental materials. This document is added by the Dean's Office to the candidate's Google Drive folder. If additional evidence is submitted, the Collegiate Tenure Committee may, at its discretion, consult with the Departmental Tenure Committee to clarify questions related to the additional materials.

- f. The Departmental Committee's access to the candidate's Google Drive will be removed on February 2, 2024 and the Department Chair's access will be removed on February 9, 2024.
 - g. The candidate may choose to withdraw the application for tenure by submitting a written request to the Chair and Dean at any point prior to the submission by the Dean of the materials to the Executive Vice President and Provost.
6. Collegiate Committee Review: The Collegiate Tenure Committee will review the candidate's portfolio in the Google Drive folder.

x Promotion Procedures:

1. A candidate is required to upload all materials relevant to the review for promotion to a provided Google Drive folder. Candidates will be given access to this drive on September 29, 2023. The candidate must upload:
 - a. "Promotion and Tenure Report" (including confirmation and submission) from Digital Measures. This file must be named "T&P Report.pdf". It is the candidate's responsibility to ensure that this document contains all the materials relevant to the tenure decision including materials produced throughout her/his academic career.
 - b. A document named "Portfolio.pdf". The portfolio file is intended to contain any additional documents and/or materials required by the SoC at the time of submission. The SoC does not currently require any additional documents or materials. If nothing is included in this document, it should contain the statement "No Other Materials Being Submitted for Review".
2. The candidate's access to the Google Drive will end on January 16, 2024.
3. External Reviews:
 - a. Will be included in all applications for promotion to Associate Professor or Professor (not included for promotion to Senior Instructor).
 - b. In cases where the candidate is simultaneously under review for promotion and tenure, the external review for tenure will suffice for promotion as well.
 - c. Obtaining external review will be the responsibility of the Department Chair.
 - d. Materials for External Review:
 - i. No later than September 29, 2023, the candidate must submit three items to the Department Chair.

- 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 receive reviews from external reviewers is January 16, 2024.
- g. Upon receipt of the external reviews, the Department Chair will upload the reviews to the candidate's Google Drive, as a file named Reviews.pdf. All reviews received by the deadline must be included in the file. The Departmental Promotion Committee and the Chair of the Department will be given access to the candidate's Google Drive on January 17, 2024.

4. Departmental Review: Departmental Promotion Committee reviews the candidate's materials, including the external reviews (except for candidates for Senior Instructor), in the Google Drive, and makes a recommendation.

a. The Departmental Promotion Committee will form its recommendation.

1. The committee is required to give a rationale for the committee's

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