

College of Arts and Sciences Chairs Meeting
February 16, 2023
2:00 PM

Agenda

- 1) Approve the Minutes of the November 17, 2022, Chairs Meeting
- 2) Introduction of Ms. Lori Harris, A&S Development Officer
- 3) Introduction of Mr. Jay Jenkins, A&S Management Systems Specialist I
- 4) General Education Curriculum Reform (Dr. Phil Carr and Dr. Christine Rinne)
- 5) Budget Update
- 6) Spring 2023 Enrollments
- 7) Sponsored Activity Update
- 8) Reminder to Disseminate Information from Meetings to Faculty
- 9) Faculty Contracts
- 10) One-Year-Only Contract Renewals
- 11) FAR 2022-2023 Submission Deadlines
- 12) Maymester and 2023 Summer School Contracts and Scheduling (March 17, 2023)
- 13) A&S Townhall meeting with the President and Provost (April 5, 2023, at 3 p.m., Laidlaw)
- 14) Promotion of Non-Tenure Instructional Track Professorial Level Positions
- 15) Program Review Reminder (Dr. Coleman)
- 16) Assessment Update (Dr. Coleman)
- 17) 2023 Employee Campaign (Dr. Coleman)
- 18) SACSCOC Campus Visit Update (Dr. Coleman, Dr. Loomis)
- 19) Faculty Activity Report Information (Dr. Coleman)
- 20) Start South Student Data (Dr. Loomis)
- 21) Upcoming Recruitment Event – Chat with a Professor (Dr. Loomis)
- 22) Annual/Mid-Probationary Reviews Reminder (Dr. Loomis)
- 23) Spring 2023 Commencement (A&S: Saturday, May 6, at 10 a.m., Mitchell Center)
- 24) Other Business

Chairs' Meeting

Thursday, November 17, 2022

In Attendance: Dr. Kimball, Dr. Powers, Dr. Sherman, Ms. Fitzsimmons, Dr. Tatom, Dr. Laura Moore, Dr. Harrington, Dr. McCready, Dr. Coym, Dr. Meeker, Dr. Sanders, Dr. Shelley-Tremblay, Dr. Hanks, Dr. Loomis, Dr. Coleman, Dr. Wierzbicki

Guests: Dr. Julie Estis, Ms. Terri Lefeaux, Dr. Cornelius Pillen (Sitting in for Dr. Madhuri Mulekar), Dr. David Meola (Sitting in for Dr. David Messenger, Maj. Aaron Gordon (Sitting in for LTC. Ruth Randolph)

Absent: Dr. Madhuri Mulekar, Dr. David Messenger, Dr. Pavica Sheldon, LTC. Ruth Randolph, LTC. Jared Sundahl

1. The minutes of the September 15, 2022, Chairs' Meeting were approved.
2. Dr. Julie Estis updated everyone regarding the Quality Enhancement Plan. The topic is titled: Uniquely Prepared for What Comes Next. The assessment and implementation plans are being finalized and will be sent to SACSCOC on January 31, 2023, along with the focus report. A site team will be on campus to verify our compliance and learn about our Q.E. P. in March of 2023. She stated that the Q.E.P. Advisory Development Team for 2023 was formed as a subset of the Student Success Team. The Advisory Development Team has invited campus input to develop a set of guiding principles for topic selection. Dr. Estis provided handouts to show some of the inputs, activities, outputs, and outcomes that are in the works.
3. Dr. Wierzbicki introduced Ms. Terri Lefeaux as the new A&S Research Administration Manager II. Ms. Lefeaux comes from Ms. Lynne Chronister's office. Ms. Lefeaux stated that she would like to get familiarized with who handles grants in each department. She asked the Chairs to allow Mr. Bryant Smilie and her to enter information into Cayuse for them and that she would be happy to assist with explaining grant statements. She also stated that she will be contacting everyone regarding PAR forms.
4. The budget update, as of October 31, 2022, was reviewed (handouts). The Dean discussed the rolling deficit from 2008-2009 that still affects the budget. According to the Dean, the Departments have \$3,296,502 in total holdings. Departments have received the summer revenue, which includes funds of \$1,000 for full-time faculty members, including OYOs. Departments also received \$194 in travel funds for each full-time faculty member, excluding OYOs. The College has \$1.195 million in start-up funds. There are \$660,071 in student fees, which is down from last year's \$842,000. Chairs were asked to spend this money on student related expenses. Overhead funds are stable at \$464,234.
5. Dr. Wierzbicki discussed the external funding update (handouts). A&S has \$15,649,211 in new funding. The College has submitted 89 proposals compared to 101 submitted last year and received 63 awards compared to 46 awards last year. Currently, the College has approximately \$36,724,000 in externally-funded research awards.
6. Dr. Wierzbicki reminded the Chairs about the Annual Part-Time Faculty Evaluations. He stated that there is a form on the Academic Affairs webpage that can be utilized for the evaluations. Chairs are to complete the forms—they are not to be submitted to the Dean's Office.
7. Dr. Wierzbicki discussed the comprehensive review of Chairs. The three Chairs being reviewed have already been notified.
8. Dr. Coleman discussed program reviews. The following programs will begin review in spring 2023: Art B.F.A., Criminal Justice B.A., Dramatic Arts B.F.A., Environmental Toxicology M.S., Philosophy B.A., and Physics B.S. The reviews of

these programs will last through December 2023 or early January 2024. The programs currently being reviewed are the B.A. in Anthropology, the B.A. and M.A. in English, the B.S. in Meteorology, and the B.A. in Modern and Classical Languages and Literature.

9. Dr. Coleman spoke about the annual assessment and SACSCOC review. Ms. Dana Abrams has been reviewing all of the assessments. So far, everything looks good with minimal changes needed. She will contact Chairs if anything else is needed. Follow-up assessment information is to be entered in the Spring by Friday, March 31, 2023.
10. Dr. Coleman reminded the Chairs to submit their reassigned time requests for 2023-2024 by December 2, 2022. Review of the requests will begin on December 9, 2022.
11. The SACSCOC review timeline was discussed. Dr. Coleman announced that the compliance report has already been submitted and that the off-site review is underway. He stated that the site visit will start on March 20, 2023, and that anyone could be asked to be a peer-group member during the SACS on-site visit. Dr. Loomis suggested that having a general sense of the University mission statement, knowledge of the Q.E.P., and the strategic plan would be useful during the site visit.
12. Dr. Coleman discussed the proposed Diversity, Equity, and Inclusion statement for Departments to include on websites, promotional materials, and syllabi (handouts). The proposal includes the opportunity for Departments to add a paragraph specific to their respective Departments. A request for a two-week deadline extension for submitting proposed statements was granted.
13. Dr. Loomis discussed integrating freshman and transfer students into their respective major Departments (handouts). AATS proposes transfer advising to 45 hours for students involved in partnership programs like Pathway. Dr. Loomis suggested that Chairs continue looking for ways to better integrate freshmen into their departments.
14. Dr. Loomis discussed the early spring outreach to enrolled students (handouts). The College sent out 22,000 postcards to perspective students last year. Amber Day will contact Chairs regarding postcards for their departments. Pre-Health Preview Day will be held on Monday, February 6, 2023. Dr. Loomis would like A&S to host another College Preview Day. He asked if the Chairs would prefer it to be held on campus only, via Zoom only, or a combination of the two. Chairs expressed a preference for on-campus meetings in their departments.
15. Dr. Loomis spoke about the 2022-2023 tenure, promotion, and mid-probationary deadlines (handouts). He mentioned that Academic Affairs did not give edit access for the Google drive to Department Committee Chairs. However, Department Chairs will have edit access. The Department Committees' reviews are due on December 2, 2022. January 6, 2023, is the deadline for Chairs to meet with the candidates and inform them of the recommendation for tenure, promotion, or both. All review materials are to be submitted by January 13, 2023. The mid-probationary review deadline with Chair evaluations will be Friday, March 10, 2023. He reminded the Chairs that they set the timeline for the candidates and their departmental mid-probationary review committee.
16. Dr. Loomis discussed the 2022-2023 early grant deadlines (handouts). Support and Development Awards proposals are due on Friday, November 25, 2022. Summer Professional Development Awards proposals are due on Tuesday, January 10, 2023.
17. Dr. Loomis discussed the Arts and Sciences Award timeline (handouts). He reminded the Chairs about the Excellence in Directed Studies Award, which was not given last year. Dr. Ellen Harrington asked if graduate instructors would be considered for this award. After the Chairs voted, Dr. Wierzbicki stated that there will now be a separate award for Graduate Mentoring. Dr. Wierzbicki then asked Chairs to remind their faculty that self-nomination is allowed for awards.
18. Dr. Loomis spoke about the new student online orientation (handouts). He asked the Chairs to notify him if they have any feedback or issues regarding the process. Ms. Kelly Taylor is organizing the emailing process for Chairs and students.

19. Dr. Wierzbicki announced that the Fall Commencement will be held on Saturday, December 10, 2022, at 10:00 a.m. He asked the Chairs to encourage their faculty members to attend.

20. Other business:

- a. Dr. Sean Powers mentioned summer salaries to Ms. Terri Lefeaux. He asked if she would schedule time for faculty to contact her about their summer salaries. She stated that she would also get Ms. Krista McCreery involved in that process.
- b. Dr. Jack Shelley-Tremblay mentioned proposed changes by The University of Alabama to restructure their general education that may affect The University of South Alabama. Dr. Susan McCreedy stated that Dr. Angela Coleman has already formed a team to take-on this matter.
- c. Dr. Ellen Harrington asked if there will be space made to replace Alpha Hall South. Dr. Wierzbicki said that there have been proposals made for re-location.

| Dept. | Org. Budget Operating Fund As of 10/31/21 | FY '2020-21 Operating Supplemental Carryover | FY '2020-21 Dean's Office Supplemental Transfer | Total Operating & Supplemental Revenue | Present 110000 Operating Balance* | Present Operating Supplemental Balance* | Present Balance Combined Operating Accts* |
|-------------------|---|---|--|---|--|--|---|
| Air Force | 6,594.00 | 429.58 | - | 7,023.58 | 4,135.12 | 429.58 | 4,564.70 |
| BLY | 33,390.00 | 32,380.69 | 13,953.00 | 65,770.69 | 26,554.28 | 40,281.46 | 66,835.74 |
| CH | 30,122.00 | 15,939.64 | 14,000.00 | 46,061.64 | 16,252.83 | 26,077.87 | 42,330.70 |
| CA | 13,965.00 | (12,261.97) | 10,826.00 | 1,703.03 | 9,652.05 | (741.56) | 8,910.49 |
| DR | 2,561.00 | (480.95) | 1,396.00 | 2,080.05 | (5,443.41) | 1,396.00 | (4,047.41) |
| DR Theatre | 20,691.00 | - | - | - | 10,889.93 | - | 10,889.93 |
| ES | 14,054.00 | 978.65 | 13,000.00 | 15,032.65 | 12,460.88 | 6,683.23 | 19,144.11 |
| EH | 7,960.00 | 63,985.75 | 25,924.00 | 71,945.75 | 7,329.16 | 76,469.17 | 83,798.33 |
| MCLL | 17,247.00 | 13,731.57 | 13,000.00 | 30,978.57 | 14,793.77 | 15,398.39 | 30,192.16 |
| HY | 8,323.00 | 10,668.52 | 12,000.00 | 18,991.52 | 6,834.14 | 9,608.40 | 16,442.54 |
| Afr Am St | 5,000.00 | 7,805.00 | 1,047.00 | 12,805.00 | 1,959.17 | 8,852.00 | 10,811.17 |
| Intl Studies | 380.00 | 11,369.06 | 2,000.00 | 11,749.06 | 380.00 | 13,154.07 | 13,534.07 |
| MAS | 109,680.00 | - | 3,204.00 | 109,680.00 | 86,756.33 | - | 86,756.33 |
| MA | 1,107.00 | 209,663.50 | 34,000.00 | 210,770.50 | (12,748.20) | 242,956.58 | 230,208.38 |
| MD | 143,675.00 | - | - | 143,675.00 | 125,886.48 | - | 125,886.48 |
| Mil Sc | 5,196.00 | 1,072.03 | - | 6,268.03 | 6,670.89 | 1,137.38 | 7,808.27 |
| MU | 229,627.00 | 29,298.51 | 12,000.00 | 258,925.51 | 136,101.77 | 36,825.98 | 172,927.75 |
| Marching Band | 1,286,763.00 | - | - | - | 808,345.48 | - | 808,345.48 |
| PHL | 3,932.00 | 23,600.80 | 3,749.00 | 27,532.80 | 2,679.05 | 27,349.80 | 30,028.85 |
| PH | 13,773.00 | 46,864.29 | 10,000.00 | 60,637.29 | 6,448.54 | 55,715.39 | 62,163.93 |
| PSC/CJ | 4,676.00 | 20,215.14 | 9,227.00 | 24,891.14 | 2,798.68 | 26,032.99 | 28,831.67 |
| PSY | (18,575.00) | 20,516.66 | 12,951.00 | 1,941.66 | (19,802.44) | 29,576.07 | 9,773.63 |
| PSY Lab | 12,465.00 | - | - | - | 11,361.51 | - | 11,361.51 |
| PSY Clinic | 1,757.00 | - | - | - | 1,202.77 | - | 1,202.77 |
| SY/AN | 5,337.00 | 36,049.31 | 13,000.00 | 41,386.31 | 3,856.60 | 42,712.49 | 46,569.09 |
| Archeol Stu | 3,668.00 | - | - | - | 2,038.55 | - | 2,038.55 |
| Social WK | 22,500.00 | - | - | 22,500.00 | 19,113.38 | - | 19,113.38 |
| Art & Art History | 7,221.00 | 2,985.92 | 13,000.00 | 10,206.92 | 6,243.24 | 43,728.81 | 49,972.05 |
| Balance | 1,993,089.00 | 534,811.70 | 218,277.00 | 1,202,556.70 | 1,292,750.55 | 703,644.10 | 1,996,394.65 |

33.33% of Fiscal year Elapsed

*= Including encumbrances

| | |
|------------------------------------|-------------------------------|
| | Grand Total |
| Supplemental Funds | 715,130.56 |
| Overhead Funds | 295,286.09 |
| Professorship Fund Balances | 596,826.42 |
| Start-Up Funds | 805,354.39 |
| Student Fee Funds | 799,813.80 |
| | <u>\$ 3,212,411.26</u> |

College of Arts & Sciences

| Departments | Operating | Supplemental | Overhead | Professorship | Student Fees | Total |
|------------------------------------|---------------------|---------------------|---------------------|----------------------|---------------------|-----------------------|
| Air Force | 4,135.12 | 429.58 | - | - | - | 4,564.70 |
| Biology | 26,554.28 | 40,281.46 | 15,696.85 | - | - | 82,532.59 |
| Chemistry | 16,252.83 | 26,077.87 | 23,903.74 | 39,783.25 | 92,976.84 | 198,994.53 |
| Communications | 9,652.05 | (741.56) | - | - | 45,509.34 | 54,419.83 |
| Theatre & Dance | (5,443.41) | 1,396.00 | 269.05 | - | - | (3,778.36) |
| Theatre | 10,889.93 | - | 38.48 | - | 26,668.00 | 37,596.41 |
| Earth Science | 12,460.88 | 6,683.23 | 16,410.18 | 57,505.78 | 48,369.22 | 141,429.29 |
| English | 7,329.16 | 76,469.17 | 5,004.09 | 28,067.99 | - | 116,870.41 |
| Modern and Classical Lang. & Lit. | 14,793.77 | 15,398.39 | 60.00 | 53,699.86 | 11,351.20 | 95,303.22 |
| History | 6,834.14 | 9,608.40 | 327.04 | 51,402.89 | - | 68,172.47 |
| African American Studies | 1,959.17 | 8,852.00 | - | - | - | 10,811.17 |
| International Studies | 380.00 | 13,154.07 | - | - | - | 13,534.07 |
| Marine Sciences | 86,756.33 | - | 8,057.86 | 28,809.33 | - | 123,623.52 |
| Mathematics/Statistics | (12,748.20) | 242,956.58 | 25,130.10 | 114,842.09 | 225,993.16 | 596,173.73 |
| Math Development Studies | 125,886.48 | - | - | - | - | 125,886.48 |
| Military Science | 6,670.89 | 1,137.38 | - | - | 1,087.53 | 8,895.80 |
| Music | 136,101.77 | 36,825.98 | - | - | 19,004.42 | 191,932.17 |
| Marching Band | 808,345.48 | - | - | - | - | 808,345.48 |
| Philosophy | 2,679.05 | 27,349.80 | 26,911.69 | - | - | 56,940.54 |
| Physics | 6,448.54 | 55,715.39 | 8,617.39 | 17,976.32 | 85,131.50 | 173,889.14 |
| Political Science/Criminal Justice | 2,798.68 | 26,032.99 | - | 88,406.72 | 764.88 | 118,003.27 |
| Psychology | (19,802.44) | 29,576.07 | 28,307.37 | - | 1,490.00 | 39,571.00 |
| Psychology Lab | 11,361.51 | - | - | - | - | 11,361.51 |
| Psychology Clinic | 1,202.77 | - | - | - | - | 1,202.77 |
| Sociology/Anthropology/SW | 3,856.60 | 42,712.49 | 36,492.73 | 58,731.13 | 26,597.10 | 168,390.05 |
| Archeology Studies (Lab) | 2,038.55 | - | 99,558.88 | - | - | 101,597.43 |
| Social Work | 19,113.38 | - | - | - | - | 19,113.38 |
| Art & Art History | 6,243.24 | 43,728.81 | 500.64 | - | 214,870.61 | 265,343.30 |
| Total | 1,292,750.55 | \$703,644.10 | \$295,286.09 | \$539,225.36 | \$799,813.80 | \$3,630,719.90 |

#6A

Attachment 1 Table I

**The University of South Alabama
Final Headcount Enrollment Statistics Comparison
Spring 2023**

| | Spring 2022 | | | Spring 2023 | | | Percent Change | | |
|----------------------------|--------------|--------------|---------------|--------------|--------------|---------------|----------------|--------------|--------------|
| | LD | UD | Total | LD | UD | Total | LD | UD | Total |
| <i>Undergraduate</i> | | | | | | | | | |
| Allied Health Professions | 359 | 636 | 995 | 398 | 574 | 972 | 10.86 | -9.75 | -2.31 |
| Arts & Sciences | 991 | 1,252 | 2,243 | 1,085 | 1,164 | 2,249 | 9.49 | -7.03 | 0.27 |
| Business | 382 | 560 | 942 | 338 | 502 | 840 | -11.52 | -10.36 | -10.83 |
| Computing | 173 | 299 | 472 | 236 | 253 | 489 | 36.42 | -15.38 | 3.60 |
| Education | 481 | 837 | 1,318 | 437 | 813 | 1,250 | -9.15 | -2.87 | -5.16 |
| Engineering | 327 | 499 | 826 | 323 | 468 | 791 | -1.22 | -6.21 | -4.24 |
| Nursing | 537 | 752 | 1,289 | 528 | 728 | 1,256 | -1.68 | -3.19 | -2.56 |
| Total Undergraduate | 3,250 | 4,835 | 8,085 | 3,345 | 4,502 | 7,847 | 2.92 | -6.89 | -2.94 |
| <i>Graduate</i> | | | | | | | | | |
| Allied Health Professions | | | 398 | | | 407 | | | 2.26 |
| Arts & Sciences | | | 239 | | | 234 | | | -2.09 |
| Business | | | 164 | | | 143 | | | -12.80 |
| Computing | | | 111 | | | 144 | | | 29.73 |
| Education | | | 495 | | | 450 | | | -9.09 |
| Engineering | | | 91 | | | 90 | | | -1.10 |
| Graduate School | | | 37 | | | 37 | | | 0.00 |
| Medicine* | | | 345 | | | 345 | | | 0.00 |
| Nursing | | | 2,739 | | | 2,629 | | | -4.02 |
| Total Graduate | | | 4,619 | | | 4,479 | | | -3.03 |
| University Total | | | 12,704 | | | 12,326 | | | -2.98 |

*Medicine total excludes medical residents and medical fellows in training (2022=294; 2023=307).

SOURCE: ZSGR4501

Attachment 1 Table II

The University of South Alabama Final Credit Hour Enrollment Statistics Comparison Spring 2023

| | Spring 2022 | | | Spring 2023 | | | Percent Change | | |
|----------------------------|---------------|---------------|----------------|---------------|---------------|----------------|----------------|--------------|--------------|
| | LD | UD | Total | LD | UD | Total | LD | UD | Total |
| <i>Undergraduate</i> | | | | | | | | | |
| Allied Health Professions | 3,623 | 4,263 | 7,886 | 3,697 | 3,987 | 7,684 | 2.04 | -6.47 | -2.56 |
| Arts & Sciences | 46,669 | 11,548 | 58,217 | 46,032 | 11,336 | 57,368 | -1.36 | -1.84 | -1.46 |
| Business | 3,640 | 7,199 | 10,839 | 3,349 | 6,855 | 10,204 | -7.99 | -4.78 | -5.86 |
| Computing | 3,237 | 2,319 | 5,556 | 2,729 | 2,061 | 4,790 | -15.69 | -11.13 | -13.79 |
| Education | 3,004 | 7,398 | 10,402 | 2,833 | 7,101 | 9,934 | -5.69 | -4.01 | -4.50 |
| Engineering | 1,212 | 3,746 | 4,958 | 1,519 | 3,316 | 4,835 | 25.33 | -11.48 | -2.48 |
| Honors College | 41 | 45 | 86 | 41 | 37 | 78 | 0.00 | -17.78 | -9.30 |
| Nursing | 0 | 9,268 | 9,268 | 0 | 9,001 | 9,001 | 0.00 | -2.88 | -2.88 |
| Total Undergraduate | 61,426 | 45,786 | 107,212 | 60,200 | 43,694 | 103,894 | -2.00 | -4.57 | -3.09 |
| <i>Graduate</i> | | | | | | | | | |
| Allied Health Professions | | | 6,257 | | | 6,346 | | | 1.42 |
| Arts & Sciences | | | 2,080 | | | 1,952 | | | -6.15 |
| Business | | | 1,105 | | | 885 | | | -19.91 |
| Computing | | | 637 | | | 924 | | | 45.05 |
| Education | | | 3,104 | | | 2,764 | | | -10.95 |
| Engineering | | | 571 | | | 512 | | | -10.33 |
| Graduate School | | | 115 | | | 138 | | | 20.00 |
| Medicine | | | 391 | | | 366 | | | -6.39 |
| Nursing | | | 17,012 | | | 16,389 | | | -3.66 |
| Total Graduate | | | 31,272 | | | 30,276 | | | -3.18 |
| University Total* | | | 138,484 | | | 134,170 | | | -3.12 |

*Excludes Clinical Credit Hour Equivalentents in Allied Health (2022= 106 LD, 515 UD, 1,503 GR; 2023=111 LD, 501 UD, 1,814 GR), Arts & Sciences (2022= 39 GR; 2023= 56 GR), Graduate School (2022=31 GR; 2023=38 GR), and Nursing (2022= 2,534 UD, 5,439 GR; 2023=2,495 UD, 5,310 GR).

SOURCE: ZSGR4503

Attachment 1 Table III

The University of South Alabama Final Enrollment & Credit Hour Production Summary Spring 2023

| | Spring 2022 | Spring 2023 | Absolute Change | Percent Change |
|-------------------------------|----------------|----------------|-----------------|----------------|
| <i>Enrollment</i> | | | | |
| Allied Health Professions | 1,393 | 1,379 | -14 | -1.01 |
| Arts & Sciences | 2,482 | 2,483 | 1 | 0.04 |
| Business | 1,106 | 983 | -123 | -11.12 |
| Computing | 583 | 633 | 50 | 8.58 |
| Education | 1,813 | 1,700 | -113 | -6.23 |
| Engineering | 917 | 881 | -36 | -3.93 |
| Graduate School | 37 | 37 | 0 | 0.00 |
| Medicine* | 345 | 345 | 0 | 0.00 |
| Nursing | 4,028 | 3,885 | -143 | -3.55 |
| University Total* | 12,704 | 12,326 | -378 | -2.98 |
| <i>Credit Hour Production</i> | | | | |
| Allied Health Professions | 14,143 | 14,030 | -113 | -0.80 |
| Arts & Sciences | 60,297 | 59,320 | -977 | -1.62 |
| Business | 11,944 | 11,089 | -855 | -7.16 |
| Computing | 6,193 | 5,714 | -479 | -7.73 |
| Education | 13,506 | 12,698 | -808 | -5.98 |
| Engineering | 5,529 | 5,347 | -182 | -3.29 |
| Graduate School | 115 | 138 | 23 | 20.00 |
| Honors College | 86 | 78 | -8 | -9.30 |
| Medicine* | 391 | 366 | -25 | -6.39 |
| Nursing | 26,280 | 25,390 | -890 | -3.39 |
| University Total** | 138,484 | 134,170 | -4,314 | -3.12 |

*Medicine total excludes medical residents and medical fellows in training (2022=294; 2023=307).

**Excludes Clinical Credit Hour Equivalents in Allied Health (2022=2,124; 2023=2,426), Arts & Sciences (2022=39; 2023=56), Graduate School (2022=31; 2023=38), and Nursing (2022=7,973; 2023=7,805).

IR/January 25, 2023

Attachment 2

The University of South Alabama
Baldwin County Enrollment Profile
Spring 2023

| | Spring 2022 | | Spring 2023 | | % Change Spring 2022 to Spring 2023 |
|--------------------------------------|-------------|------------|-------------|------------|--|
| | Number | % of Total | Number | % of Total | |
| <i>Total Headcount</i> | 203 | | 163 | | -19.70 |
| Took Courses - Baldwin County Only | 0 | 0.0 | 1 | 0.6 | N/A |
| Took Courses - Baldwin County & Main | 203 | 100.0 | 162 | 99.4 | -20.20 |
| <i>Enrollment by College</i> | | | | | |
| Allied Health Professions | 30 | 14.8 | 12 | 7.4 | -60.00 |
| Arts & Sciences | 53 | 26.1 | 52 | 31.9 | -1.89 |
| Business | 3 | 1.5 | 3 | 1.8 | 0.00 |
| Computing | 7 | 3.4 | 6 | 3.7 | -14.29 |
| Education | 29 | 14.3 | 8 | 4.9 | -72.41 |
| Engineering | 5 | 2.5 | 2 | 1.2 | -60.00 |
| Nursing | 76 | 37.4 | 80 | 49.1 | 5.26 |
| <i>Enrollment by Class</i> | | | | | |
| Freshman | 19 | 9.4 | 21 | 12.9 | 10.53 |
| Sophomore | 12 | 5.9 | 20 | 12.3 | 66.67 |
| Junior | 38 | 18.7 | 33 | 20.2 | -13.16 |
| Senior | 134 | 66.0 | 88 | 54.0 | -34.33 |
| Graduate | 0 | 0.0 | 0 | 0.0 | N/A |
| Unclassified | 0 | 0.0 | 1 | 0.6 | N/A |
| <i>Enrollment by Gender</i> | | | | | |
| Male | 48 | 23.6 | 46 | 28.2 | -4.17 |
| Female | 154 | 75.9 | 116 | 71.2 | -24.68 |
| Unknown | 1 | 0.5 | 1 | 0.6 | 0.00 |
| <i>Enrollment by Race</i> | | | | | |
| African-American | 42 | 20.7 | 34 | 20.9 | -19.05 |
| White | 123 | 60.6 | 99 | 60.7 | -19.51 |
| Other/Unknown | 38 | 18.7 | 30 | 18.4 | -21.05 |
| <i>Enrollment by Status*</i> | | | | | |
| Full-Time | 185 | 91.1 | 148 | 90.8 | -20.00 |
| Part-Time | 18 | 8.9 | 15 | 9.2 | -16.67 |

*Based on total credit hour registration on the Main campus and in Baldwin County.

Attachment 2

The University of South Alabama Baldwin County Enrollment Profile Spring 2023

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| | Spring 2022 | | Spring 2023 | | % Change Spring 2022 to Spring 2023 |
|---------------------------------|-------------|------------|-------------|------------|--|
| | Number | % of Total | Number | % of Total | |
| <i>Enrollment by Age</i> | | | | | |
| 50 and Over | 4 | 2.0 | 2 | 1.2 | -50.00 |
| 40-49 | 5 | 2.5 | 9 | 5.5 | 80.00 |
| 30-39 | 14 | 6.9 | 19 | 11.7 | 35.71 |
| 25-29 | 37 | 18.2 | 28 | 17.2 | -24.32 |
| 20-24 | 130 | 64.0 | 83 | 50.9 | -36.15 |
| 19 and Under | 13 | 6.4 | 22 | 13.5 | 69.23 |
| <i>Credit Hour Enrollment**</i> | | | | | |
| | 1,491 | | 1,430 | | -4.09 |
| Allied Health Professions | 45 | 3.0 | 0 | 0.0 | -100.00 |
| Arts & Sciences | 264 | 17.7 | 265 | 18.5 | 0.38 |
| Business | 33 | 2.2 | 0 | 0.0 | -100.00 |
| Computing | 0 | 0.0 | 0 | 0.0 | N/A |
| Education | 91 | 6.1 | 0 | 0.0 | -100.00 |
| Engineering | 0 | 0.0 | 0 | 0.0 | N/A |
| Nursing | 1,058 | 71.0 | 1,165 | 81.5 | 10.11 |

**Excludes Clinical Credit Hour Equivalents in Nursing (2022=528; 2023=523).

SOURCE: BC Reports, ZSGR4503B, ZSGR4501

IR/January 25, 2023

#7

SPONSORED PROJECTS 10/1/2022 TO 12/31/2022

| College/Dept | Proposals | | Awards | | FY23 YTD | Award \$ Received FY22 YTD | Change vs. FY22 YTD (\$) |
|--|-----------|----------|----------|----------|----------------|-------------------------------|--------------------------|
| | FY23 YTD | FY22 YTD | FY23 YTD | FY22 YTD | | | |
| Academic Affairs | | | | | | | |
| Academic Affairs | 2 | 0 | 0 | 1 | \$0.00 | \$450,000.00 | -\$450,000.00 |
| | 2 | 0 | 0 | 1 | \$0.00 | \$450,000.00 | -\$450,000.00 |
| Academic Success and Retention | | | | | | | |
| Academic Success and Retention | 0 | 0 | 2 | 0 | -\$25,674.74 | \$0.00 | -\$25,674.74 |
| Career Services | 1 | 0 | 1 | 0 | \$1,500.00 | \$0.00 | \$1,500.00 |
| | 1 | 0 | 3 | 0 | -\$24,174.74 | \$0.00 | -\$24,174.74 |
| College of Allied Health | | | | | | | |
| Biomedical Sciences | 1 | 0 | 0 | 0 | \$0.00 | \$0.00 | \$0.00 |
| EMT Training | 0 | 1 | 0 | 0 | \$0.00 | \$0.00 | \$0.00 |
| | 1 | 1 | 0 | 0 | \$0.00 | \$0.00 | \$0.00 |
| College of Arts and Sciences | | | | | | | |
| Biology | 1 | 0 | 1 | 1 | \$2,500.00 | \$37,182.00 | -\$34,682.00 |
| Center for Archeological Studi | 0 | 1 | 0 | 1 | \$0.00 | \$1,000,000.00 | -\$1,000,000.00 |
| Chemistry | 2 | 0 | 0 | 0 | \$0.00 | \$0.00 | \$0.00 |
| Earth Sciences | 2 | 0 | 1 | 0 | \$9,000.00 | \$0.00 | \$9,000.00 |
| English | 0 | 0 | 1 | 0 | \$1,312.00 | \$0.00 | \$1,312.00 |
| Marine Sciences | 11 | 4 | 5 | 4 | \$512,043.51 | \$5,193,406.74 | -\$4,681,363.23 |
| Math and Statistics | 4 | 3 | 1 | 1 | \$5,000.00 | \$1,500.00 | \$3,500.00 |
| Modern & Classical Languages and Literature | 0 | 0 | 1 | 0 | \$1,500.00 | \$0.00 | \$1,500.00 |
| Physics | 2 | 2 | 0 | 2 | \$0.00 | \$443,972.25 | -\$443,972.25 |
| Psychology | 2 | 2 | 0 | 1 | \$0.00 | \$3,500.00 | -\$3,500.00 |
| Soc / Anthro / Social Wrk | 1 | 0 | 1 | 1 | \$10,000.00 | \$98,910.00 | -\$88,910.00 |
| | 25 | 12 | 11 | 11 | \$541,355.51 | \$6,778,470.99 | -\$6,237,115.48 |
| College of Education and Professional Studies | | | | | | | |
| Coll of Educ./Profess. Studies - Dean's Office | 1 | 3 | 0 | 6 | \$0.00 | \$1,315,122.22 | -\$1,315,122.22 |
| Counseling & Instructional Sciences | 2 | 2 | 0 | 1 | \$0.00 | \$29,999.70 | -\$29,999.70 |
| Health, Kinesiology and Sport | 2 | 1 | 1 | 0 | \$500.00 | \$0.00 | \$500.00 |
| Leadership & Teacher Ed | 1 | 0 | 0 | 1 | \$0.00 | \$491,644.08 | -\$491,644.08 |
| | 6 | 6 | 1 | 8 | \$500.00 | \$1,836,766.00 | -\$1,836,266.00 |
| College of Engineering | | | | | | | |
| Chemical Eng | 1 | 1 | 1 | 2 | \$24,874.62 | \$169,654.00 | -\$144,779.38 |
| Civil Eng | 4 | 2 | 1 | 1 | \$157,412.00 | \$13,528.95 | \$143,883.05 |
| College of Engineering - Dean's Office | 1 | 1 | 0 | 0 | \$0.00 | \$0.00 | \$0.00 |
| Electrical Eng | 5 | 11 | 1 | 2 | \$5,000.00 | \$190,772.00 | -\$185,772.00 |
| Mechanical Eng | 2 | 1 | 1 | 1 | \$219,999.50 | \$5,000.00 | \$214,999.50 |
| | 13 | 16 | 4 | 6 | \$407,286.12 | \$378,954.95 | \$28,331.17 |
| College of Medicine | | | | | | | |
| Biochem/Molecular Biology | 5 | 4 | 0 | 1 | \$0.00 | \$66,240.02 | -\$66,240.02 |
| Center for Disaster Healthcare Preparedness | 0 | 0 | 2 | 0 | \$1,212,047.02 | \$0.00 | \$1,212,047.02 |
| Center for Healthy Communities | 1 | 0 | 2 | 0 | \$1,053,404.07 | \$0.00 | \$1,053,404.07 |
| Center for Lung Biology | 24 | 17 | 1 | 1 | \$3,234.00 | \$35,000.00 | -\$31,766.00 |
| College of Medicine - Dean's Office | 1 | 0 | 0 | 0 | \$0.00 | \$0.00 | \$0.00 |
| Comparative Medicine | 1 | 1 | 0 | 0 | \$0.00 | \$0.00 | \$0.00 |
| Family Medicine | 5 | 1 | 3 | 2 | \$125,000.00 | \$40,436.00 | \$84,564.00 |
| Internal Medicine | 1 | 0 | 1 | 0 | \$0.00 | \$0.00 | \$0.00 |
| Microbiology/Immunology | 1 | 4 | 1 | 2 | \$192,500.00 | \$240,304.77 | -\$47,804.77 |
| Neurology | 0 | 1 | 0 | 0 | \$0.00 | \$0.00 | \$0.00 |
| OB/GYN | 1 | 1 | 2 | 0 | \$63,023.74 | \$0.00 | \$63,023.74 |
| Pathology | 14 | 3 | 4 | 4 | \$160,000.00 | \$491,592.24 | -\$331,592.24 |
| Pediatrics | 8 | 2 | 6 | 3 | \$153,750.20 | \$75,000.20 | \$78,750.00 |
| Pharmacology | 4 | 7 | 0 | 4 | \$0.00 | \$531,950.40 | -\$531,950.40 |
| Physiology/Cell Biology | 2 | 1 | 0 | 0 | \$0.00 | \$0.00 | \$0.00 |
| Surgery | 0 | 3 | 0 | 0 | \$0.00 | \$0.00 | \$0.00 |
| | 68 | 45 | 22 | 17 | \$2,962,959.03 | \$1,480,651.63 | \$1,482,307.40 |
| College of Nursing | | | | | | | |
| College of Nursing - Dean's Office | 0 | 1 | 0 | 0 | \$0.00 | \$0.00 | \$0.00 |
| Community Mental Health | 2 | 3 | 0 | 0 | \$0.00 | \$0.00 | \$0.00 |
| Maternal/Child Health | 0 | 1 | 1 | 1 | \$10,000.00 | \$10,000.00 | \$0.00 |
| | 2 | 5 | 1 | 1 | \$10,000.00 | \$10,000.00 | \$0.00 |
| Division of Student Affairs | | | | | | | |
| Division of Student Affairs | 1 | 0 | 0 | 0 | \$0.00 | \$0.00 | \$0.00 |
| | 1 | 0 | 0 | 0 | \$0.00 | \$0.00 | \$0.00 |
| Global USA | | | | | | | |
| International Education | 0 | 0 | 1 | 0 | \$34,990.00 | \$0.00 | \$34,990.00 |
| | 0 | 0 | 1 | 0 | \$34,990.00 | \$0.00 | \$34,990.00 |
| Honors College | | | | | | | |
| Honors College | 0 | 1 | 0 | 2 | \$0.00 | \$463,393.53 | -\$463,393.53 |
| | 0 | 1 | 0 | 2 | \$0.00 | \$463,393.53 | -\$463,393.53 |

| College/Dept | Proposals | | Awards | | Award \$ Received | | Change vs. FY22 YTD (\$) |
|--|------------|------------|-----------|-----------|-----------------------|------------------------|--------------------------|
| | FY23 YTD | FY22 YTD | FY23 YTD | FY22 YTD | FY23 YTD | FY22 YTD | |
| Mitchell Cancer Institute | | | | | | | |
| MCI Clinical Trials | 0 | 1 | 0 | 0 | \$0.00 | \$0.00 | \$0.00 |
| MCI Research | 0 | 0 | 1 | 0 | \$60,014.00 | \$0.00 | \$60,014.00 |
| Mitchell Cancer Institute | 0 | 3 | 2 | 0 | \$100,250.00 | \$0.00 | \$100,250.00 |
| USA Health Clinical Trials | 0 | 0 | 0 | 2 | \$0.00 | \$46,636.43 | -\$46,636.43 |
| | 0 | 4 | 3 | 2 | \$160,264.00 | \$46,636.43 | \$113,627.57 |
| Mitchell College of Business | | | | | | | |
| Marketing | 1 | 0 | 1 | 0 | \$340,071.00 | \$0.00 | \$340,071.00 |
| Mitchell College of Business - Dean's Office | 0 | 1 | 0 | 0 | \$0.00 | \$0.00 | \$0.00 |
| | 1 | 1 | 1 | 0 | \$340,071.00 | \$0.00 | \$340,071.00 |
| Research | | | | | | | |
| South Alabama Ionic Liquids (SAIL) | 0 | 0 | 0 | 1 | \$0.00 | \$999,948.00 | -\$999,948.00 |
| | 0 | 0 | 0 | 1 | \$0.00 | \$999,948.00 | -\$999,948.00 |
| School of Computing | | | | | | | |
| Computer Science | 0 | 1 | 0 | 0 | \$0.00 | \$0.00 | \$0.00 |
| School of Computing - Dean's Office | 6 | 5 | 5 | 4 | \$436,371.36 | \$252,824.53 | \$183,546.83 |
| | 6 | 6 | 5 | 4 | \$436,371.36 | \$252,824.53 | \$183,546.83 |
| Simulation Lab | | | | | | | |
| Simulation Lab | 0 | 1 | 0 | 0 | \$0.00 | \$0.00 | \$0.00 |
| | 0 | 1 | 0 | 0 | \$0.00 | \$0.00 | \$0.00 |
| USA Hospitals | | | | | | | |
| Hospitals and Clinics | 0 | 1 | 0 | 1 | \$0.00 | \$3,385,383.00 | -\$3,385,383.00 |
| University Hospital | 0 | 2 | 0 | 2 | \$0.00 | \$1,234,728.00 | -\$1,234,728.00 |
| | 0 | 3 | 0 | 3 | \$0.00 | \$4,620,111.00 | -\$4,620,111.00 |
| VP Fin and Adm | | | | | | | |
| VP Fin and Adm | 0 | 1 | 0 | 3 | \$0.00 | \$49,742.94 | -\$49,742.94 |
| | 0 | 1 | 0 | 3 | \$0.00 | \$49,742.94 | -\$49,742.94 |
| Grand Total | 126 | 102 | 52 | 59 | \$4,869,622.28 | \$17,367,500.00 | -\$12,497,877.72 |



#34

UNIVERSITY OF SOUTH ALABAMA

MEMORANDUM

Academic Affairs

DATE: July 14, 2022

TO: Academic Deans
Academic Affairs Administrative Assistants

FROM: Andi M. Kent

SUBJECT: Faculty Non-Reappointments

Written notice of non-reappointment should be issued according to the date and guidelines specified below. Please note that the Faculty severance policy and procedures can be found in the Faculty Handbook, Section 3.16.1 and 3.16.2. The dates given below are provided as examples and are the last possible dates of notification and the end dates of employment if the faculty member is to complete the current 9-month or 12-month appointment period. Please note that three months, six months or 12 months' notice may be given earlier than the dates indicated and employment would end on the earlier respective date as well.

9-month faculty

- In the first year of service: notice should be given at least three months in advance (by **February 15, 2023**) of the last day of the faculty member's employment at the University for appointment to terminate as of **May 15, 2023**.
- In the second year of service: notice should be given at least 6 months in advance (by **November 15, 2022**) of the last day of the faculty member's employment at the University for appointment to terminate as of **May 15, 2023**.
- After two or more years of service: notice should be given at least 12 months in advance (by **April 28, 2023**) of the last day of the faculty member's employment at the University for appointment to terminate as of **May 15, 2024**.

12-month faculty

- In the first year of service: notice should be given at least three months in advance (by **May 12, 2023**) of the last day of the faculty member's employment at the University for appointment to terminate as of **August 14, 2023**.

- In the second year of service: notice should be given at least 6 months in advance (**by February 6, 2023**) of the last day of the faculty member's employment at the University for appointment to terminate as of **August 14, 2023**.

- After two or more years of service: notice should be given at least 12 months in advance (**by April 28, 2023**) of the last day of the faculty member's employment at the University for appointment to terminate as of **August 14, 2024**.

Sample letter is attached.

AMK:pbm

MEMORANDUM
Academic Affairs

Date:
February 10, 2023

To:
Academic Deans

Academic Affairs
Administrative
Assistants

From:
Dr. Andrea M. Kent

Subject:
Faculty Reappointments

F Y I

Please prepare and forward to this office the following according to the dates and guidelines specified:

1. **Letters for non-tenured faculty who are to be reappointed for the 2023 – 2024 Academic Year**
 - AY reappointment letters should be dated **May 1, 2023**.
 - AY reappointment letters are due **April 3, 2023** in Academic Affairs for signature by the Executive Vice President and Provost.
 - The reappointment letters must be sent to Paula Medveal via email including Dean/VP/Director's electronic signature (if possible).
 - Deliver college/school/unit letterhead to Paula Medveal in AD 180 to print the final letters.
 - AY reappointment letters are to be **distributed to faculty on May 1, 2023** for their signature and are to be returned to the Dean's office by **May 5, 2023**.
 - The original signed reappointment letters should be returned to Academic Affairs after faculty have accepted or declined. *Keep a copy for your records.*

Sample letters are attached.

Thank you.

AMK:pbm



#11

Andrzej Wierzbicki <awierzbicki@southalabama.edu>

2023 FAR Information from Dr. Wierzbicki

1 message

College of Arts & Sciences Dean's Office <asdeansoffice@southalabama.edu>

Mon, Feb 13, 2023 at 8:21 AM

To: Andrzej Wierzbicki <awierzbicki@southalabama.edu>, Sangela King <sbellking@southalabama.edu>

Dear Chairs:

It is now time for faculty members to complete Faculty Activity Reports. The 2022-2023 Faculty Activity Report is available for download at <https://www.southalabama.edu/departments/eforms/colleges/artsandsci/facultyactivityreport.docx> as a Microsoft Word document. Faculty will need to click on "A&S Faculty Activity Report" which will trigger an automatic download of the document. Please distribute this email to each full time member of the faculty in your department. Faculty should be encouraged to review the entire form before completing.

Please note that the Faculty Activity Reports should report accomplishments occurring from May 1, 2022 through April 30, 2023.

Chairs (and in some cases peer review committees) should use these activity reports in completing their evaluations of the faculty.

When the evaluation is complete, each department chair should submit the following to Cindy Roberts in the Dean's Office by Friday, April 21, 2023:

1. Printed copies of the Faculty Activity Reports. Electronic copies of the FARs in Microsoft Word should also be sent to Sangela King at sbellking@southalabama.edu by this date. The secretary should make sure the electronic FAR Word documents are properly formatted and saved using the faculty member's first and last name (e.g., FAR2023 Tom Smith).
2. Completed Annual Faculty Evaluation Form for each faculty member. This form can be found at <https://www.southalabama.edu/departments/eforms/academicaffairs/annualfacultyevaluationform.pdf>. **It is essential that chairs arrange for each faculty member to sign the Annual Faculty Evaluation Form before they leave for any reason (summer research, vacation, trips, etc.).**
3. Copies of all reports from student evaluations of teaching that are not available in Course Evaluations & Surveys (Formerly EvaluationKIT) (e.g., student evaluations not administered by the college).

Remember that signed copies of the narrative evaluation letter for each untenured, tenure-track faculty member in your department are due on **Wednesday, April 5, 2023**. These letters should provide written feedback regarding progress toward tenure and promotion.

Annual Report Summary Information (template attached) will be due **Friday, May 12th** and should be emailed to sbellking@southalabama.edu. Included in the Department Summary information for the Annual Report is a summary of highlights of the year for your department and a list of scholarships awarded in your department.

Sangela King (sbellking@southalabama.edu or 6-6044) will be available to answer any questions about the Faculty Activity Report document. Please feel free to contact her. Attached is a check-off list for your convenience.

Thank you.

Andrzej Wierzbicki, Dean
College of Arts and Sciences
University of South Alabama
Mobile, AL 36688
251-460-6280 (voice)
251-460-7928 (fax)

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College of Arts and Sciences Dean's Office
HUMB 118
5991 USA Dr. N.
Mobile, AL 36688
P: (251) 460-6280
F: (251) 460-7928
<http://southalabama.edu/colleges/artsandsci/>

2 attachments



2023 Annual Report.docx
33K



2023 FAR Check off List.docx
17K

Townhall Format

15 mins: President Bonner, Dr. Kent, Owen Bailey & John Marymont to meet with Dean

15 mins: Meet with Faculty Senate Caucus Leaders

45 mins: Open Forum - Q&A Style (colleges to decide who the audience will be and send invitations accordingly)

15 mins: Reception - Meet & Greet

| | | |
|------|-----------|---------|
| LIB | 2/14/2023 | 3:00 PM |
| NURS | 2/27/2023 | 3:00 PM |
| SOC | 3/14/2023 | 3:00 PM |
| MCOB | 3/20/2023 | 3:00 PM |
| AHP | 3/27/2023 | 3:00 PM |
| EDU | 3/28/2023 | 3:00 PM |
| COM | 3/29/2023 | 3:00 PM |
| A&S | 4/5/2023 | 3:00 PM |
| ENG | 4/7/2023 | 3:00 PM |

3.15.5 Non-Tenure Instructional Track Professorial Level Positions - Designation of Ranks and Titles

Non-tenure track instructional faculty professorial level appointments are ranked as follows:

Assistant Professor of Instruction
Associate Professor of Instruction
Professor of Instruction

3.15.6 Non-Tenure Instructional Track Professorial Level Positions – Promotion

Appointment criteria, minimum time in rank before being eligible for promotion, and requirements for promotion in rank for non-tenure instructional track professorial faculty positions are described. Colleges/Schools may offer alternative titles for non-tenure track faculty who hold terminal degrees in their field of study with the approval of the Provost and Executive Vice President.

Non-tenure track faculty members not originally appointed in an instructional professorial track may apply for promotion under the procedures for their current rank as specified for tenure track professorial faculty or with the approval of their department chair, dean, and the Provost and Executive Vice President, apply for promotion under the applicable rank described below.

Faculty at the rank of assistant professor or above may be granted credit up to a maximum of three years toward promotion for prior full-time academic service at the University of South Alabama or other institutions of higher education. If credit is granted toward promotion, the number of years of credit will be stated in the letter of appointment.

Promotion applications for non-tenure track professorial positions will normally follow the procedures outlined in section 3.10 with the exception that external review of candidates is not required for promotion to associate professor of instruction or professor of instruction, although Colleges/Schools may elect to require that the departmental evaluation process includes external review. Colleges/Schools may also elect to require external review for non-tenure track faculty who hold terminal degrees in their field of study using alternative titles.

College of Medicine guidelines and policies relating to faculty appointments, promotions and tenure are outlined in Section 3.20. This section is not applicable to those positions.

Criteria for Appointment and Promotion for Non-Tenure Instructional Track Professorial Level Positions

1) Assistant Professor of Instruction:

The rank of assistant professor of instruction is open only to faculty members considered terminally qualified in their field, or to one whose credentials have been accepted by the University as equivalent to terminal qualifications. In exceptional cases, an assistant professorship may be granted for clearly distinguished achievement to one who has not met the prescribed degree requirements. The following requirements must be met for appointment:

- The candidate must have the appropriate terminal degree, and;
- a record of teaching effectiveness demonstrated through some combination of classroom/laboratory/clinical teaching (to include experience as a teaching assistant), supervision of students' independent research or study, academic advising, course and curriculum development, or implementation of evidence-based pedagogical practices, and;
- evidence of pedagogical, research, or creative agenda, and;
- a record of scholarly or creative achievement appropriate to the field, and;
- a record of commitment to service.

2) Associate Professor of Instruction:

The rank of associate professor of instruction is open only to only to faculty members considered terminally qualified in their field, or to one whose credentials have been accepted by the University as equivalent to terminal qualifications. In exceptional cases, an associate professorship may be granted for clearly distinguished achievement to one who has not met the prescribed degree requirements. The following requirements must be met for promotion from assistant professor to associate professor of instruction:

- The candidate must have at least six year's full-time professorial experience as an assistant professor of instruction. The time-in-rank requirements refer to service only at the University of South Alabama. For prior teaching or other professorial experience to count toward promotion eligibility, the individual's initial letter of appointment must so specify and indicate the extent to which it will be counted. Lacking this specification, no prior experience can be used to establish eligibility to be considered for promotion, and;
- a record of sustained excellence in teaching at the rank of assistant professor demonstrated through some combination of classroom/laboratory/clinical teaching, supervision of students' independent research or study, academic advising, course and curriculum development, or implementation of evidence-based pedagogical practices, and;
- evidence of continuing professional development, discipline-specific scholarship or scholarship of teaching and learning, or creative activity appropriate to the field, and;
- a record of substantive service contributions to the Department, College or University.

3) Professor of Instruction:

A terminal degree is typically required. In addition, the candidate must meet the following requirements:

- a minimum of three years of sustained excellence in teaching at the rank of associate professor of instruction, although time-in-rank as associate professor typically exceeds three years prior to promotion to professor. Sustained excellence may be demonstrated through some combination of classroom/clinical teaching, research advising, academic advising, curriculum development, or development of evidence-based pedagogical practices, and;
- a record of significant and impactful discipline-specific scholarship, scholarship of teaching and learning, professional development, and/or creative activity appropriate to the field, and;
- evidence of excellence in the field. This can be demonstrated in myriad ways, although it is up to the candidate and the department to provide sufficient supportive evidence. Examples of such recognition may include, but are not limited to, the following: invited presentations at national conferences and conventions, publication of peer reviewed articles in disciplinary or pedagogical national or international journals, authoring or contributing to textbooks or other innovative instructional materials, creative activity, or making significant, innovative contributions to the curriculum, and;
- evidence of significant and sustained service to the Department, College and University.

3.15.7 Change of Appointment Status for Non-Tenure Track Faculty

Procedures and conditions governing change from non-tenure track faculty appointment status to tenure track faculty appointment status are as follows:

- Persons holding non-tenure track appointments, except those employed in Convertible Track positions (see section 3.5), will not be eligible for consideration for tenure track faculty rank, except as successful applicants responding to a normal, advertised search along with other candidates under affirmative action procedures. Change from non-tenure track status to tenure track status is not automatic.
- Appointment to a tenure track position will be treated as a new appointment and the appointee must submit in writing his/her resignation from the non-tenure track appointment. Origination of recommendation and procedures relative to the change in appointment will follow procedures identical to those for appointment of new faculty.
- Probationary periods for both tenure and promotion required for tenure track ranks will apply to individuals who change from non-tenure-track status to tenure track status (see section 3.11.4.2).

Faculty in tenure track positions are not eligible for non-tenure track appointments.

20) Start South Student Data

| Term | Start South Enrollment | Active USA UG as of fall, 2022 | % Active USA UG |
|--------------|-------------------------|--------------------------------|-----------------|
| Fall, 2020 | 200 (includes prior DE) | 18 | 9% |
| Spring, 2021 | 106 | 17 | 16% |
| Summer, 2021 | 25 | 5 | 20% |
| Fall, 2021 | 112 | 2 | 2% |
| Spring, 2022 | 143 | 29 | 20% |
| Summer, 2022 | 29 | 2 | 7% |
| Total | 615 | 73 | 12% |

Notes:

- Fall 2020's number includes 57 students from the previous dual enrollment program which was phased out at the end of the academic year
- Summer students are not allowed by their schools to count credit as dual enrollment
- Fall 2020 Start South schools: Rain, MGM, Theodore, Vigor, Gulf Shores
 - Fall 2021: Alma Bryant
 - Spring 2022: LeFlore
 - Fall 2022: Citronelle, Davidson, Orange Beach
 - Spring 2023: Murphy
 - Baldwin County Schools have only had 3 students in Start South

21) Upcoming Recruitment Events

- Chat with a Professor: Contact Loomis if you would like the admitted student list for spring, 2023 for your department.
- USA Day Saturday April 22nd.

22) Annual/Mid-Probationary Reviews

Mid-Probationary Reviews Due **Friday March 10th, 2023**

Please ask Review Committee Chairs to notify Loomis if they need committee member access.

Annual Reviews of full-time and part-time faculty members must be submitted by **April 5, 2023**.