

College of Arts and Sciences  
Mid-Probationary Review  
Statement of Procedures and Criteria

### Mid-Probationary Review Policy

A Mid-Probationary Review will be conducted at the departmental level for all untenured tenure-track faculty by no later than the completion of the third year of probationary service or near the mid-point of the probationary term for those faculty members whose probationary terms includes credit for prior service (*Faculty Handbook*, Section 3.11.4.1) The mid-probationary review, also, will function as the annual pre-tenure review for that year. The mid-probationary review should address all aspects of the faculty member's performance relevant to tenure.

The departmental chair will conduct the mid-probationary review in consultation with the tenured faculty of the department or comparable unit. The departmental mid-probationary tenure committee shall be notified by the department chair to review a faculty member who is in the mid-probationary review year of service, as defined above. The departmental mid-probationary committee, just like the tenure committee, is normally composed of all tenured faculty members in the department except the chair. The committee shall have an opportunity to examine whatever supporting information and materials the candidate may have submitted in support of his/her review. Following the mid-probationary review, the departmental committee shall submit a written report to the department chair. The chair will meet with the faculty member to discuss the results of the review and will provide the faculty member with a written summary that addresses all aspects of the faculty member's performance relevant to tenure, including scholarship, teaching, service and collegiality. The chair will also provide the faculty with a copy of the written report submitted by the mid-probationary review committee. The chair will forward his/her written summary and the written report from the mid-probationary tenure review committee to the dean of the college. The dean will submit these materials for an additional college -level review. The college-level review will be conducted either by the College Tenure Committee or by a special committee composed of faculty appointed by the dean, which may include administrators appointed by the dean. Once the review is completed, the dean and chair will meet with the candidate undergoing review to discuss the findings. A copy of the written summary of the college level committee's review will be provided to the candidate.

### Candidate's Responsibilities

The Department Chair, at the beginning of the academic year, will inform the candidate when her/his Portfolio and Supplementary Materials are due. A candidate for Mid-Probationary Review must submit an electronic Portfolio to the Department Chair, which contains information stipulated below in "Two Sections of the Portfolio" as well as supplementary materials entered into Digital Measures. The candidate is responsible for entering the relevant information into Digital Measures.

The College of Arts and Sciences has created a guide for using Digital Measures that is available at:

<http://www.southalabama.edu/colleges/artsandsci/digitalmeasures.html>

### Portfolio

The Candidate's portfolio should be submitted as one PDF document. The file should be named: "Application.pdf". The document will have two main components: the Application and the Mid-Probationary Review Report, which is a report generated from Digital Measures.

The Candidate should electronically submit the completed PDF to his or her department Chair prior to the submission deadline set by the department chair. Supplementary materials uploaded to Digital Measures will be viewable by Committee members using the Digital Measures Promotion and/or Tenure Report.

## Two Sections of the Portfolio

### **Section 1: Application.**

This section should consist of the following:

1.1 Letter of Application.

Candidates must include a letter stating that they are applying for Mid-Probationary Review.

1.2 Curriculum Vitae.

Candidates must include a current copy of their CV.

1.3 A List of all Supplementary Materials that have been uploaded to Digital Measures.

### **Section 2: Mid-Probationary Review Report**

This section is generated from a Digital Measures "Promotion and/or Tenure Report", placed after section 1, and saved as a PDF document in the Application.PDF file. The report will include hyperlinks to materials uploaded to Digital Measures by the candidate. To preserve these hyperlinks, please create the report directly as an MS Word or PDF report; *do not print and then scan the document*. The following summarizes the sections of the Digital Measures "Promotion and/or Tenure Report"; these sections will be populated automatically by the report after the candidate enters their data in the appropriate Digital Measures screens.

#### **I. Biographical Information**

- A. Name
- B. Academic Rank
- C. Date of Appointment to Current Rank at the University of South Alabama
- D. Reverse Chronology of Academic Appointments at all institutions of higher learning beginning with current academic appointment.
- E. Educational Credentials
  - 1. Baccalaureate degree earned, date conferred, granting institution, and area of specialization
  - 2. Master's degree earned, date conferred, granting institution, and area of specialization
  - 3. Doctorate earned, date conferred, granting institution, with area of specialization
- F. Professional designations/licenses
- G. Other credit-earning higher education courses completed
- H. Other courses attended for professional development, including course title, date completed, organization/institution conducting course.

#### **II. Self-Evaluation Statement**

Include a formal statement of the Candidate's professional interests and achievements in:

A. Teaching

The area of teaching effectiveness includes classroom and laboratory performance, academic advising and counseling, availability to students, supervision of students' independent research or study, course and curriculum development, and guest lectures to classes. The statement on teaching effectiveness should include what the

Candidate perceives as strengths and weaknesses in the classroom and in working with students.

**B. Professional Development**

The area of Professional Development includes scholarship in all its manifestations- service on editorial and advisory boards, offices held in professional organizations, participation in professional institutes and workshops, research, publications, exhibitions, performances, professional awards, grants and fellowships, presentations to professional organizations and lecture appointments. The self-evaluation statement should include a summary of research and creative activities, a judgment as to the relative worth of the research or creative product, and, where appropriate, an assessment of the quality of the journals in which papers have been published. Candidates should indicate the area or areas in which they have engaged in sustained research and professional activity. They should also indicate what their major and original contributions have been in these areas and what they hope to achieve in the future.

For fine-arts faculty or other faculty with substantial creative activities expectations, the self-evaluation of creative and professional activity should include a summary of creative activities, a judgment as to the relative worth of the creative activity, and an assessment of the quality venues where the creative activity was exhibited or performed. Candidates should indicate the area or areas in which they have engaged in sustained creative activity and professional activity. They should also indicate what their major and original contributions have been in these areas and what they hope to achieve in the future.

**C. Service**

The self-evaluation of service activity should include a summary of the candidate's service to the department, college, university and the community. The candidate should indicate if the service is professional or non-professional, and if any offices are held.

**III. Teaching**

- A. List of Undergraduate and Graduate Courses taught at USA, the 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.
- E. 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.

**IV. 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. Concerts, recital; art shows, design displays, performances, productions, etc.
- G. Participation in Professional Organizations (e.g., offices held, sessions chaired, etc.), indicating national, regional, state, or local organization and dates of service.
- H. Professional Activities as advisor, consultant, clinician, workshop leaders, editor, etc.
- I. Honors and Awards earned for professional publications, performances, etc.
- J. Participation in short courses, workshops, etc.

#### **V. Service**

- A. University committees (e.g., Faculty Senate), including committee name, offices held/role, and dates of service
- B. College (e.g., APPC, African-American Studies Committee, etc.), including committee name, offices held/role, and dates of service
- C. Department (e.g., Academic Program), including committee name, offices held/role, and dates of service
- D. Extracurricular Activities (e.g. Student Organization), including organization name, offices held/role, and dates of service
- E. University-related community services that involve field of expertise (e.g., advisory board, expert testimony, career, guidance, consultation).

#### **Supplementary Materials.**

Candidates must upload to Digital Measures copies of all scholarly presentations, publications and documentation of exhibits, productions, and performances as well as other documents evidencing teaching, research/creative activities, service, and collegiality during the years in the probationary period. Manuscript copies must be uploaded electronically; no hard copies of books or manuscripts are accepted.

Digital Measures file sizes are limited to 50 MB per uploaded file. In the event that a candidate's supplementary materials exceed this file size, additional materials may be placed on a USB drive and submitted to the Department Chair to circulate to reviewers.

All the candidate's materials ("Application.pdf", and a USB drive with supplemental materials, if any) must be submitted to the Department Chair by the deadline set by the department. The PDF document should be submitted electronically.

#### **Mid-Probationary Review Committee's Responsibilities**

The Department Mid-Probationary Review Committee reviews the candidate's material for evidence of teaching effectiveness, research / creative productivity, service, and collegiality. The Department Mid-Probationary Review Committee must communicate the sense of its deliberations and decisions and should address each category (teaching effectiveness, research / creative productivity, service, and collegiality) specifically. In the case of split decisions, both the majority and minority viewpoints should be clearly represented in the recommendation.

The Chair of the Department Mid-Probationary Review Committee, on behalf of the Department Mid-Probationary Review Committee, must submit to the Department Chair a narrative letter reporting the sense of the deliberations and decisions of the committee, addressing each category specifically, and in the case of split decisions, clearly representing the majority and minority viewpoints. Each member of the Department Mid-Probationary Review Committee, including the Committee Chair, must sign this letter.

Upon receipt of the Review Committee's signed report, the Department Chair should scan it and save it as a PDF file titled "Reviews.pdf".

## The Department Chair's Responsibilities

The Department Chair's responsibilities in the Mid-Probationary Review process include:

- a. informing the candidate at the beginning of the academic year when her/his portfolio and supplementary materials are due,
- b. setting a due date for the Department Mid-Probationary Review Committee's report, and circulating the candidate's application and USB drive with supplemental materials, if any, to the committee after receipt.
- c. Scanning, upon receipt, the Department Review Committee's report and saving it as a PDF file named "Reviews.pdf".
- d. preparing a written report that summarizes the results of the Department Mid-Probationary Review Committee's evaluation of the candidate, and which states her/his evaluation of the candidate's progress towards tenure, and that addresses all aspects of the faculty member's performance relevant to tenure, including scholarship, teaching, service and collegiality.
- e. meeting with the candidate to discuss the results of both the Department Mid-Probationary Review Committee's evaluation and her/his own evaluation. The chair will also provide the faculty with a copy of the written report submitted by the mid-probationary review committee, and his or her own chair's summary. The candidate will sign and date this summary to indicate it was received. After it is signed by the chair and the candidate, the chair's report is to be scanned and added to the front of the "Reviews.pdf" document, before the Department Review Committee's report.
- f. submitting to the Dean electronically the portfolio and review documents (Application.pdf and Reviews.pdf), and a copy of the USB drive with additional supplemental materials, if any,
- g. maintaining in the department an electronic copy of all materials submitted to the Dean.

## The Dean's Responsibilities

The Dean's responsibilities include:

- a. Appointing a college-level review committee. This review committee will either be the College Tenure Committee or by a special committee composed of faculty appointed by the Dean, which may include administrators appointed by the dean.
- b. Upon completion of the college-level review, meeting with the chair and candidate to discuss the findings.
- c. Providing a summary of the college-level committee's review to the candidate.
- d. Ensuring that the mid-probationary evaluation process is in compliance with university policy and procedures.