

**University of South Alabama
College of Arts and Sciences**

Department of _____

Department Promotion Committee Recommendation Form

1. Candidate's Name: _____
2. Present rank: _____
3. Rank for which candidate is being considered: _____
4. Years at present rank at University of South Alabama (including current year): _____
5. Number of years credit granted for prior experience at present rank: _____
6. Record of Vote:

(Secret Ballot Required; Record Number)

- _____ Recommending promotion
- _____ Not recommending promotion
- _____ Abstaining
- _____ Recuse

7. Recommendation of the Promotion Committee:

8. Name and rank of Promotion Committee chair:

9. Names and ranks of other Promotion Committee members:

Recusal: Who and
Why: _____

10. Method used to select the Promotion Committee:

11. Method used to select the Promotion Committee chair:

12. Please identify all of the materials that were examined by Promotion Committee:

- _____ Candidate's curriculum vitae
 - _____ Candidate's publications / Portfolio
 - _____ Copies of papers / creative works presented by the candidate
 - _____ Candidate's student evaluations
 - _____ Candidate's course syllabi
 - _____ Candidate's self-evaluation statements
 - _____ Enrollment figures for candidate's classes
 - _____ Published commentaries on the candidate's work
 - _____ Confidential evaluations of candidate's work by recognized experts in the field
 - _____ Other materials (please specify):
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13. Please describe the Department Chair's participation in the Promotion Committee's deliberations:

14. Application of criteria. The Promotion Committee should critically evaluate the candidate's performance in each category and level of achievement specified for the rank to which the candidate is being considered (see *Faculty Handbook*, 3.10.2 and the A&S Promotion and Tenure Statement of Procedures and Criteria). The evaluation should be attached to this recommendation form.

- a. Effective teaching.
- b. Student advising.
- c. Professional development. Creative or scholarly productivity with evidence of more to come. The Committee should distinguish between scholarship and popularization and between scholarly research and activity that is essentially service oriented.
- d. University-related services at department, college, university, or community levels.
- e. Professional service to the field.

15. Exceptions. If the Promotion Committee feels that the candidate's performance justifies making exceptions to the stated criteria, it must present specific, detailed, and compelling arguments as part of this recommendation. The justification should be attached to this recommendation.

15. Certification. The Promotion Committee Chair and Promotion Committee members must personally sign and date this recommendation:

Signature	Chair, Department Promotion Committee	Date
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Signature	Member, Department Promotion Committee	Date
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