

## MITCHELL COLLEGE OF BUSINESS GUIDELINES FOR PROMOTION/TENURE

Tenure and Promotion is governed by the Faculty Handbook – sections 3.10 and 3.11 and the procedures posted by Academic Affairs,

<https://www.southalabama.edu/departments/academicaffairs/promotiontenure.html>

Both tenure *and* promotion procedures (for promotion to full professor; not promotion to senior instructor) require a minimum of three external reviewers. Selection of reviewers is governed by the USA Faculty Handbook.

The current tenure and promotion process is electronic. Faculty members will prepare an electronic T&P report in Watermark Faculty Success. The candidate for tenure and/or promotion is responsible for downloading the Tenure & Promotion report from Watermark Faculty Success, including the confirmation and submission sheet, saving the report and the confirmation and submission sheet as a PDF named T&PReport.pdf, and uploading the report into his/her T&P Google Drive.

The basic sections of the T&P report generated by Watermark Faculty Success include:

- Section I: Curriculum Vitae/Biographical Data
  - A. Name
  - B. Academic rank
  - C. Date of Appointment to the current rank
  - D. Educational credentials
    - 1. Baccalaureate degree earned, date conferred, granting institution, with area of specialization
    - 2. Master's degree earned, date conferred, granting institution, with area of specialization
    - 3. Doctorate degree earned, date conferred, granting institution, with area of specialization
  - E. Professional designations and/or licenses
  - F. Other credit-earning, higher education courses completed
  - G. Other courses attended for professional development, including course title, date completed, and organization or institution conducting the course
  
- Section II: Teaching
  - A. Teaching experience
    - 1. Undergraduate and graduate courses taught at USA
    - 2. Courses taught (credit and noncredit) for other institutions indicating title, academic level, and year taught
    - 3. Chronology of academic appointments at all institutions of higher learning, beginning with current academic appointment
  - B. Teaching effectiveness--list appropriate indicators such as:

1. Short statement of teaching philosophy and goals
  2. List of course syllabi you have developed
  3. List of representative handouts or supplementary materials you prepared for class distribution
  4. Innovative teaching methods you have devised
  5. Evidence of your contribution to building the library's collection in your discipline
  6. List of audiovisual materials you have developed
  7. New courses or academic programs you have developed in the past five years
  8. Laboratory experience/experiments you have devised, revised, or utilized
  9. Academic advising assignments or activities
  10. Supervision of independent research
  11. Guest lecturer presentations
  12. Student evaluations
- Section III: Research and Professional Development
    - A. Publications and manuscripts accepted for publication (include full bibliographic citations)
    - B. Manuscripts submitted for publication (copies attached)
    - C. Grants and contract awards; grant and contract submissions
    - D. Research activities
    - E. Paper presentations
    - F. Concerts, recitals, design displays, performances, productions, etc.
    - G. Participation in professional organizations; indicate office held, sessions chaired, type of organization (national, regional, state, local), and dates of service
    - H. Activities as professional advisor, consultant, workshop leader, editor, etc.
    - I. Honors and awards earned for professional publications, performances, etc.
    - J. Participation in short courses, workshops, etc.
  - Section IV: University Service
    - A. Service on university-level committees, including Faculty Senate
    - B. Service on college- and department-level committees
    - C. Extracurricular activities (student organization advisor, counseling, etc.)
    - D. University-related community services that involve field of expertise (advisory boards, expert testimony, career guidance, etc.)

**Candidates should submit a Portfolio that will include (1) a cover letter, (2) a current CV, (3) a summary of journal rankings with explanations and (4) the Department's Supplemental Journal list, if applicable. The cover letter should address teaching, research, service, and collegiality, making the candidate's case for tenure and/or promotion. The summary of journal rankings must include a list of the journals to be considered as part of the review, the journal rank of each, and the basis for that ranking (e.g., ABDC list, department supplemental list with H index of \_\_).**

Journal Name	Journal Rank	Explanation
ABC Journal	B	ABDC
XYZ Journal	B	Not on ABDC; Department Supplemental List; H index 35

**If any journal is not on the ABDC list, a copy of the Department's supplemental journal list must be included in the Portfolio with the H index or other recognized quality index supporting the journal rank. Candidates may include any other materials they believe will be helpful to the committee. All additional materials, including CV and cover letter, must be saved as one pdf named Portfolio.pdf and uploaded into the Google Drive.**

The Department Chair will upload a minimum of three external reviews into the Google Drive with the name Reviews.pdf. The T&P report, external reviews, and any portfolio materials will be reviewed by the Department T&P committee. The committee chair will develop a narrative report of the committee's evaluation of the candidate. That report will be added to the Reviews.pdf document in the Google Drive.

The Department Chair then reviews the T&P report, external reviews, narrative from the department committee, and any portfolio materials and prepares the Department Chair's recommendation and justification. That recommendation is added to the Reviews.pdf in the Google Drive.

In addition, the Department Chair must meet with the candidate and provide the Department Chair's written recommendation and justification to the candidate and provide the candidate with the Departmental Review Notification Form. The candidate has one week to return the signed Departmental Review Notification form to the Dean, who will then upload it into the Google Drive. The candidate may also provide the Dean with supplemental materials that the Dean will upload into the Google Drive.

Upon the upload of the Departmental Review, the College T&P Committee will review all relevant documents and develop a narrative report of the committee's evaluation. That narrative will be added by the committee chair to the Reviews.pdf document in the Google Drive.

Finally, the Dean will add a written recommendation to the Reviews.pdf document in the Google Drive. Thereafter, the Provost adds a written recommendation into the Reviews.pdf document and, finally, the President makes a recommendation to the Board of Trustees.

To qualify to submit a tenure package, a faculty member must have a minimum of 5 points and 4 intellectual contributions over the six-year tenure period. Meeting the minimum requirement to submit a tenure package does not guarantee the package is sufficient to earn the submitting faculty member tenure. Historically, faculty recommended for tenure had significantly stronger records than the minimum.

Candidates must follow the Google Drive naming conventions established by Academic Affairs: <https://www.southalabama.edu/departments/academicaffairs/resources/policies/tenureandpromotion-naming-conventions.pdf>

Additional information on the promotion and tenure process is available on the Academic Affairs

website: <https://www.southalabama.edu/departments/academicaffairs/promotiontenure.html>