

## 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/faculty-handbook.pdf>).

The present document describes the tenure and promotion policies of the SoC and documents critical 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

- 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.
- The Dean will notify first-time candidates of eligibility to apply for promotion and/or tenure in writing no later than September 1, 2023.
- 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 Timeline to Academic Affairs (no later than September 15, 2023).
- The Dean will notify the Collegiate Promotion and Tenure Committee of the candidates.

### B. Committee Membership

- Departmental Tenure and Promotion Committees:
  - a. **Promotion Committee:** The promotion committee consists of all members of 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.
- 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. Additionally, external peer review is required as a component of both tenure and promotion (excluding promotion to senior instructor) decisions.

#### **• Tenure Procedures:**

1. A candidate is required to upload the required documentation 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 sheet) from Digital Measures. This file must be named "**T&PReport.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 are 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 tenure.
  - b. Obtaining external reviews will be the responsibility of the Department Chair.
  - c. Materials for External Review:
    - i. No later than September 29, 2023, the candidate must submit three items to the Department Chair:
      1. A current curriculum vitae
      2. A pdf file named "Review Materials.pdf" that contains copies of presentations, publications, and/or creative activities for review by the external reviewers.
      3. A list of five (5) or more names of appropriate external reviewers.
      4. **Optional** - Candidates may submit a list of name(s) of individuals that could have a conflict of interest in serving as an external reviewer.
  - d. The candidate, Department Tenure Committee Chair, and tenured faculty of the department will have an opportunity to submit a list of names of external reviewers who are recognized scholars in the candidate's field of scholarship to the Department Chair. The reviewer should be external to the university and should normally be at or above the rank for which the candidate is being considered. These three lists should be submitted to the Department Chair no later than September 29, 2023. The Department

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 each of the three lists, excluding those listed as a conflict of interest, and submit these names to the Department Chair no later than October 20, 2023. NOTE: A minimum of three external reviews of the candidate must be completed. It is recommended that a minimum of five names be selected as requested reviewers.
    - i. The candidate will be notified of the names of the external reviewers only after the tenure and promotion process has been completed. However, the reviewer's comments are confidential and not shared with the candidate.
  - 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 Tenure 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 Tenure Committee reviews the candidate's materials, including the external reviews, in the Google Drive folder, and makes a recommendation.
- a. The Departmental Tenure Committee will form its recommendation.
    - i. The committee is required to give a rationale for the committee's recommendation and a report of the committee's vote on each recommendation, signed by all members of the committee.
    - ii. Proxy votes are not permitted.
  - b. The committee chair will complete the "**Department Promotion and Tenure Committee Recommendation Form**".
  - c. The committee chair will upload this form to the candidate's Google Drive, appended to the front of the existing "**Reviews.pdf**" file.
5. **Department Chair Review:** The Department Chair will review all materials submitted by the candidate, external reviewers, and the Departmental Tenure Committee.
- a. The Chair develops a written recommendation for or against tenure along with a justification for the recommended action and appends his/her recommendation to the "**Reviews.pdf**" in the candidate's Google Drive folder.
  - b. The Chair then meets with the candidate and provides a copy of the Chair's written recommendation, and the "**Departmental Review Notification**" form (which should omit the names of external reviewers). The Chair will initial the "**Departmental Review Notification**" form. Upon receiving a copy of the Chair's report, the candidate signs the "**Departmental Review Notification**" form, acknowledging receipt of the Chair's report.
  - c. The candidate will submit the signed "**Departmental Review Notification**" form to the Dean no later than one week after meeting with the Department Chair.
  - d. The Dean will upload the "**Departmental Review Notification**" form to the candidate's Google Drive as "**Departmental Review Notification.pdf**".
  - e. If the candidate wishes to include additional materials supporting his/her candidacy for tenure, the candidate has one week after the meeting with the Chair to submit them for inclusion in his/her portfolio. These materials will be added to the candidate's electronic tenure portfolio folder for review at the college/school level where they will be appended to an electronic copy of the signed Recommendation & Justification form. The

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 College 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. The Collegiate Committee and Dean will be given access to the candidate's Google Drive on February 12, 2024.
- a. The committee will form its recommendation.
    - i. The committee is required to give a rationale for the committee's recommendation and a report of the committee's vote on each recommendation, signed by all members of the committee.
    - ii. Proxy votes are not permitted.
  - b. The Collegiate Tenure and Promotion Committee chair appends its signed recommendation and the completed committee recommendation form to the front of the "**Reviews.pdf**" file.
  - c. The Committee's access to the candidate's Google Drive will be removed on February 23, 2024.
7. **Dean's Review:** The Dean reviews all materials relevant to the tenure decision and forms his/her recommendation/review.
- a. This recommendation is then appended to the front of the "**Reviews.pdf**" file in the candidate's Google Drive folder. This should be completed by March 1, 2024.
  - b. The Dean will complete the "**Promotion Recommendation Summary**" table. This should be saved as "**Promotion Recommendation Summary.pdf**" and uploaded to the College folder on the Google Drive. This should be completed by March 1, 2024.
  - c. The Dean will complete the "**Tenure Recommendation Summary**" table. This should be saved as "**Tenure Recommendation Summary.pdf**" and uploaded to the College folder on the Google Drive. This should be completed by March 1, 2024.
  - d. The Dean's access to the candidate's Google Drive will be removed on March 1, 2024.
8. **Administration Review:**
- a. The portfolio is then reviewed by the Executive Vice President and Provost, who appends her/his recommendation to the "**Reviews.pdf**" file for the President to review.
  - b. The President takes final action on the recommendations for tenure and promotion, subject to the approval of the Board of Trustees.
  - c. All submitted materials relevant to tenure will be held until the Board of Trustees acts on the tenure application.

- **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&PReport.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 are 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:
    1. A current curriculum vitae
    2. A pdf file named "**Review Materials.pdf**" that contains copies of presentations, publications, and/or creative activities for review by the external reviewers.
    3. A list of five (5) or more names of appropriate external reviewers.
    4. **Optional** - Candidates may submit a list of name(s) of individuals that could have a conflict of interest in serving as an external reviewer.
- d. The candidate, Department Promotion Committee Chair, and tenured faculty of the department will have an opportunity to submit a list of names of external reviewers who are recognized scholars in the candidate's field of scholarship to the Department Chair. The reviewer should be external to the university and should normally be at or above the rank for which the candidate is being considered. These three lists should be submitted to the Department Chair no later than September 29, 2023. The Department 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 Promotion Committee will select up to at least one name from each of the three lists, excluding those listed as a conflict of interest, and submit these names to the Department Chair no later than October 20, 2023. NOTE: A minimum of three external reviews of the candidate must be completed. It is recommended that a minimum of five names be selected as requested reviewers.
- e. The candidate will be notified of the names of the external reviewers only after the tenure and promotion process has been completed. However, the reviewer's comments are confidential and not shared with the candidate.

- 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 Committees 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.
    - i. The committee is required to give a rationale for the committee's recommendation and a report of the committee's vote on each recommendation, signed by all members of the committee.
    - ii. Proxy votes are not permitted.
  - b. The committee chair will complete the "**Department Promotion and Tenure Committee Recommendation**" form.
  - c. The committee chair will upload this form to the candidate's Google Drive, appended to the front of the existing "**Reviews.pdf**" file.
5. **Department Chair Review:** The Department Chair will review all materials submitted by the candidate, external reviewers, and the Departmental Promotion Committee.
- a. The Chair develops a written recommendation for or against promotion along with a justification for the recommended action and appends his/her recommendation to the "**Reviews.pdf**" in the candidate's Google Drive folder.
  - b. The Chair then meets with the candidate and provides a copy of the Chair's written recommendation, and the "**Departmental Review Notification**" form (which should omit the names of external reviewers). The Chair will initial the "**Departmental Review Notification**" form. Upon receiving a copy of the Chair's report, the candidate signs the "**Departmental Review Notification**" form, acknowledging receipt of the Chair's report.
  - c. The candidate will submit the signed "**Departmental Review Notification**" form to the Dean no later than one week after meeting with the Department Chair.
  - d. The Dean will upload the "**Departmental Review Notification**" form to the candidate's Google Drive as "**Departmental Review Notification.pdf**".
  - e. If the candidate wishes to include additional materials supporting his/her candidacy for promotion, the candidate has one week after the meeting with the Chair to submit them for inclusion in his/her portfolio. These materials will be added to the candidate's electronic promotion portfolio folder for review at the college/school level where they will be appended to an electronic copy of the signed Recommendation & Justification form. The 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 College Promotion Committee may, at its discretion, consult with the Departmental Promotion 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 promotion 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 Promotion Committee will review the candidate's portfolio in the Google Drive folder. The Collegiate Committee and Dean will be given access to the candidate's Google Drive on February 12, 2024.
  - a. The committee will form its recommendation. The committee is required to give a rationale for the committee's recommendation and a report of the committee's vote on each recommendation, signed by all members of the committee. Proxy votes are not permitted.
  - b. The Collegiate Promotion Committee chair appends its signed recommendation and the completed committee recommendation form to the front of the "**Reviews.pdf**" file.
  - c. The Committee's access to the candidate's Google Drive will be removed on February 23, 2024.
- 7. **Dean's Review:** The Dean reviews all materials relevant to the promotion decision and forms his/her recommendation/review.
  - a. This recommendation is then appended to the front of the "**Reviews.pdf**" file in the candidate's Google Drive folder. This should be completed by March 1, 2024.
  - b. The Dean's access to the candidate's Google Drive will be removed on March 1, 2024.
- 8. **Administration Review:**
  - a. The portfolio is then reviewed by the Executive Vice President and Provost, who appends her/his recommendation to the "**Reviews.pdf**" file for the President to review.
  - b. The President takes final action on the recommendations for promotion, subject to the approval of the Board of Trustees.
  - c. All submitted materials relevant to tenure will be held until the Board of Trustees acts on the tenure application.

## **AY 2022-2023 SoC Tenure and Promotion Timeline**

<i>Sept 1, 2023</i>	Dean notifies candidate(s) in writing of first-time promotion
<i>Sept 15, 2023</i>	List of candidates and their tenure/promotion committees due to Academic Affairs (Draft template provided) and School's Electronic P&T Timeline due to Academic Affairs
<i>Sept 29, 2023</i>	Candidate given access to Google drive to upload <b>T&amp;PReport.pdf</b> and <b>Portfolio.pdf</b>  List of external reviewers, and list of reviewers with potential conflict of interest, submitted to Department Chair by candidate, the Chair of the Department Tenure Committee, and the tenured faculty members of the department.  External review materials submitted to Department Chair by candidate as <b>Review Materials.pdf</b> .
<i>Oct 6, 2023</i>	Department Chair forwards the 3 lists of submitted external reviewers and the list of any reviewers with potential conflict of interest to the Departmental Promotion and Tenure Committee Chair.
<i>Oct 20, 2023</i>	Departmental Tenure Committee Chair selects the list of external reviewers and submits this list to the Department Chair.
<i>Oct 31, 2023</i>	External reviewers notified via email
<i>Jan 16, 2024</i>	External reviews received
<i>Jan 16, 2024</i>	Candidate's access to Google drive removed
<i>Jan 17, 2024</i>	Departmental Promotion and Tenure Committees and Department Chair are given access to Google drive. <ul style="list-style-type: none"><li>• All reviews will be saved as <b>Reviews.pdf</b></li><li>• The Dean charges the Departmental P&amp;T Committee to review.</li><li>• Department Chair uploads external reviews to Google drive.</li><li>• Departmental Promotion and Tenure Committee reviews the candidate's materials and determines a recommendation.</li></ul>



*Jan 17, 2024 to Feb 2, 2024*

- Department Chair meets with candidate (***Departmental Review Notification Form***)
- Candidate submits ***Departmental Review Notification Form*** to the Dean and any supplemental materials, if applicable, one week after meeting with Department Chair
- Department Chair uploads written recommendation/justification to Google drive and submits recommendation to Dean

*Feb 2, 2024*

Department Committee's access to Google drive removed

*Feb 9, 2024*

The Department Chair's access to Google drive removed

*Feb 12, 2024*

Collegiate Promotion and Tenure Committees and Dean are provided access to the Google drive

- The Dean charges the Collegiate P&T Committee to review
- Dean uploads ***Departmental Review Notification Form*** to Google drive as ***Departmental Review Notification.pdf***
- The Collegiate Committee is required to give a rationale for the committee's actions and a report of the committee's vote on each recommendation, signed by all members (*SoC form*)
- The Chair of Collegiate Committee uploads its written recommendation/review in front of ***Reviews.pdf*** to the Google drive

*Feb 23, 2024*

Collegiate Committee access to the Google drive removed

*March 1, 2024*

- Dean uploads his review/recommendation in front of ***Reviews.pdf*** to the Google drive
- The Dean will complete the ***Promotion Recommendation Summary.pdf*** and uploaded to the College Google Drive.
- The Dean will complete the ***Tenure Recommendation Summary.pdf*** and uploaded to the College folder on the Google Drive.

*March 1, 2024*

Dean's access to Google drive removed