

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

Mid-

## 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**

, 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

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 l

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- 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 (2007-2012 to date),

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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 candidate's portfolio.