





## II. Senior Instructor Promotion Procedures

Peer review is required in arriving at promotion decisions; departments and the College are required to indicate explicitly how recommendations evolved during the review process and must communicate these procedures to the candidates and to the administration. The procedural steps below must be completed by the deadlines indicated in section V.

Any challenge of promotion decisions must proceed according to the University's Grievance Procedure, which is found in the Faculty Handbook, Section 4.2, Faculty Grievance Procedures.

1. A candidate must upload materials relevant to the promotion decision to a specially designated Google Drive folder, as described in section IV below. Some of these materials will be in the form of a report generated from Watermark Faculty Success.
2. The Department Promotion Committee reviews the candidate's materials in the Google Drive folder, makes a recommendation, and completes the Department Promotion Committee Recommendation Form at:  
<http://www.southalabama.edu/colleges/artsandsci/facultypolicies.html>
3. The Chair of the Department Promotion Committee uploads the Promotion Committee recommendation to the Google Drive folder by creating a "Reviews.pdf" file for them and uploading it.
4. The department Chair reviews all materials submitted by the candidate and the Departmental Promotion Committee. The Chair develops a written recommendation for or against promotion along with a justification for the recommended action, and appends his or her recommendation to the front of the "Reviews.pdf" in the candidate's Google Drive folder. The Chair then meets with the candidate and informs the candidate of the recommendations, giving the candidate a printed copy of the Chair's written recommendation and justification. Upon receiving a copy of the Chair's report, the candidate signs the Departmental Review Notification form, acknowledging receipt of the Chair's report.
5. If the candidate wishes to include additional materials supporting his/her candidacy for promotion, the candidate has one week after 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 must be appended to an electronic copy of the signed "Promotion and Tenure Recommendation and Justification" form and titled "Departmental Review Notification.pdf". 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.

USA College of Arts and Sciences

Promotion to Senior Instructor Statement of Criteria and Procedures ( )

6. The candidate may choose to withdraw the application for promotion by submitting a written request to both the Chair and Dean at any point p-09.921.402 T20.33.554

### III. Responsibilities

#### i. Candidate Responsibilities:

In addition to this Statement, candidates should review the current Faculty Handbook policies governing promotion (3.10).

##### 1. Candidate's Electronic Portfolio

The candidate must prepare an electronic portfolio that includes the content items indicated in section IV (Candidate Portfolio Contents) below. The candidate is responsible for uploading all electronic files to a secure Google drive folder by the submission deadline indicated in section V, below. The secure Google drive folders are created and maintained by Academic Affairs; candidates will receive an email with notification of access to their drive folder from Academic Affairs via Google Drive.

All items must be uploaded as Adobe PDF files, except for supplementary digital recordings or images, which may be uploaded in standard audio or image formats in Watermark Faculty Success or in the Supplementary Materials folder: see section IV, below.

Note that candidates cannot access their secure Google drive folder after the submission deadline published in section V.

USA College of Arts and Sciences  
Promotion to Senior Instructor Statement of Criteria and Procedures (

The members of the Department Promotion Committees are responsible for the strictest professionalism and confidentiality during and after the review process. In addition to these procedures, Department Committee members should also review the Faculty Handbook departmental instructions for Promotion (3.10.3.1). The departmental Committee review(s) should be completed by the deadline published in section V, below.

1. Department Committee Review Standards

The Department Promotion Committee should review all material with the realization that evidence of continuing scholarly/creative productivity as well as teaching effectiveness are typically the essence of all promotion recommendations.

The Department Promotion Committee is expected to determine if the candidate for promotion to Senior Instructor exhibits:

- evidence of excellence in teaching and in student advising or equivalent academic activity,
- evidence of professional development appropriate to the faculty member's assigned academic role,
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## USA College of Arts and Sciences

promotion, he/she will have one week to submit the materials. Notify the candidate that any additional materials should be in PDF format and submitted by the candidate to the Dean for inclusion in the candidate's portfolio within one week of the candidate's meeting with the Chair.

4. Complete the top portion of the Promotion and Tenure Departmental Review Notification Form, initial it, and share it with the candidate. Notify the candidate that he/she has one week to sign and submit the completed form to the Dean.

### iv. College Promotion Committee Responsibilities

The members of the College Promotion Committees are responsible for the strictest professionalism and confidentiality during and after the review process. In addition to these College procedures, Committee members should also review the Faculty Handbook for College procedures for promotion (3.10.3.2).

#### 1. College Committee Review Standards

The College Promotion Committee should review all material in the candidate's Google Drive folder, as well as the recommendations of the Departmental Promotion Committees and Department Chair in the "Reviews.pdf" document. This material should be considered with the realization that evidence of continuing teaching and student advising, professional development, and service are typically the essence of promotion to senior instructor recommendations.

Collegiate Promotion Committee members who also serve on the Departmental Promotion Committee for a given candidate shall vote concerning the candidate at the Departmental Promotion Committee only, and must recuse themselves from reviewing, discussing, and voting on that candidate at the College Committee. If the Chair of the College Promotion Committee must recuse from consideration of a candidate for this reason, the Committee members will select an alternate Chair to serve during the consideration of that candidate.

#### 2. College Committee Review and Reporting

The College Promotion Committee should meet to discuss the candidate. A secret ballot vote concerning the candidate is taken after the discussion. Proxy voting is not allowed. The Committee shall prepare a narrative report of the committee's evaluation, and address its recommendation to the Dean. The recommendation for each candidate should be added to the front of the "Reviews.pdf" document in the candidate's Google Drive folder. The recommendation should contain a rationale for the Committee's action and a report of the Committee's vote on each recommendation. The Committee's recommendation shall be signed by all members present for each recommendation for

promotion. Signing will indicate participation in the voting process and attest to the accuracy of the outcome of the vote tally, including abstentions. Proxy votes are not permitted.

## IV. The Candidate's Portfolio

The candidate's portfolio must be uploaded to the Google Drive folder by the deadline indicated in section V, below.

A candidate applying for promotion to senior instructor should clearly distinguish materials produced before and after the last promotion. This can be done by adding to those Teaching, Research and Professional Development, and Service items produced since the last promotion into the Watermark Faculty Success Promotion to Senior Instructor report.

### i. Candidate Portfolio Contents

1. Letter of Application.

Candidates must include a letter specifying what they are applying for, as well as a list of the materials submitted to the Department Chair and the Department Promotion Committee.

2. A current CV.

The CV should be in a style appropriate to the candidate's academic field.

3. A list of all Supplementary Materials that have been uploaded to Watermark Faculty Success or placed in the Supplementary Materials folder.

If a candidate has uploaded materials to a Supplementary Materials folder (item 8, below), these must be indicated separately.

4. The Candidate's Watermark Faculty Success Promotion to Senior Instructor Report.

The College of Arts and Sciences has created a guide for using Watermark Faculty Success at:

<https://login.watermarkinsights.com/connect/universityofsouthalabama>

Immediately prior to running the final report, candidates should complete the "Confirmation and Submission" screen, accessible from the "Manage Activities" page in Watermark Faculty Success.

6. Promotion to Senior Instructor Criteria.  
These are printed above, p. 2.



## V. Promotion to Senior Instructor Deadlines for

- Sept. 3            The Department Chair provides the Dean's Office with a completed copy of the departmental component of the Tenure and Promotion Committee form.
- Sept. 9            The Dean's Office sends completed Tenure and Promotion Committee Forms to Academic Affairs by this date.
- Oct. 21            Submission Deadline for the candidate's portfolio. Candidate must upload all correctly formatted portfolio items indicated in section IV above to the Google Drive folder by this date in the correct format.
- Dec. 4            o90r0d-f 0.003 Tw 3.62 0 5 (e)-3.2 (r)-7.9 ( t)-5 (hi)413ao (e)-3 .54.9 teP8T0 1 Tf-0.001 Tc 0.v fo