

College of Engineering  
University of South Alabama  
Tenure and Promotion  
Statement of Policies and Procedures

Achieving tenure and promotion at the University of South Alabama is a multi-step process that begins in the department and ends with the Board of Trustees. University policies pertaining to tenure and promotion are set forth in the latest Faculty Handbook at <http://www.southalabama.edu/departments/academicaffairs/facultyhandbooks.html>

This document describes the tenure and promotion procedures for the College of Engineering, and is designed to assist in the process although policies in the Faculty Handbook supersede any College procedures. The promotion and tenure process is accomplished using electronic files and access to those files is controlled by Academic Affairs to assure confidentiality. Note that the college timeline is intended to guide colleges, committees and administrators in preparation and review of the documents. It is not the same as the Academic Affairs timeline that specifies access to the electronic documents.

Eligibility for promotion as well as procedures, criteria and the application of criteria are described in detail in the latest Faculty Handbook. Peer review is required for both promotion and tenure decisions. Departments and the College are required to indicate explicitly how recommendations are developed during the review process.

\_\_\_\_\_ and professional service to the Department, College, University, and where appropriate, to the Community.

### Tenure

The parties involved in the tenure process at the Departmental, College, and University levels rely on the principles and criteria as defined in the latest Faculty Handbook (Section 3.11 Tenure). The criteria for tenure are the same as

2. A candidate who is applying for tenure and promotion should submit the same portfolio

## Selection of External Reviewers

1. It is the Departmental Committee & KDLU TV UHVS RQVLELOL WreMS a HQ VXUH WKDW WKH received in a timely manner.
2. The Chair of the Departmental Promotion and/or

2. In departments that have a written policy on expected standards of performance for tenure and promotion, the committee should include this information in their recommendation.
3. In the case of split decisions, the Department Promotion and/or Tenure Committee recommendations must clearly represent both the majority and minority viewpoints.

#### Reporting Committee Recommendations

1. The Department Promotion Committee and the Department Tenure Committee separate committees (even if there is overlapping membership); hence the recommendations from each committee (even about the same candidate) must be kept separate.
2. The Chairs of the Department Promotion and Tenure Committees must each submit to the Department Chair a written recommendation in the form of a narrative, for each candidate, together with all supporting materials.
3. Each member of the Department Promotion Committee and/or Tenure Committee, including the Committee Chair, must personally sign the Department Tenure Recommendation and/or Department Promotion Recommendation. This signature affirms that the written recommendation accurately includes that P H P E H M / W whether expressed as the majority or minority position.

Step

### Appeal Procedures

Any challenge of promotion and/or tenure shall be filed with the Faculty Grievance Procedure, which is found in the latest Faculty Handbook, Section 4.2 Faculty Grievance Procedures.