In all instances, May/summer school assignments will be made in the best interest of the University. Therefore, the Dean of each college or school, along with the respective Department Chair, will make the determination about May/summer school assignments. Moreover, each department, within the policy framework, will develop and refine a policy for the selection of faculty for the May/summer sessions. Such policy must be approved by the Dean of the college or school.

3.10 Promotion Policies and Procedures

3.10.1 Introduction and General Criteria

The overall quality of the University and its programs depends on the quality of the faculty. The faculty's achievements in research, scholarship and creative activity, honors, professional reputation, and teaching excellence are all measures of faculty strength. Because promotion in rank is recognition of the achievements by which the University is measured, promotion decisions have serious long-term implications for the quality of the faculty, and, therefore, of the University.

All promotion decisions will be based solely on demonstrated professional merit, the quality of contributions to the University, and the competent and regular performance of duties. In making promotion decisions, the general policy of the University shall be to use faculty consultation with appropriate approval and recommendation by the Department Chair, Academic Deans/Directors, Provost/Senior Vice President for Academic Affairs, with a final decision to be made by the President and the Board of Trustees.

Participation in university management by persons who, also, are faculty members -- either through holding administrative positions at the University or through committee work of a purely administrative nature -- may not be the sole basis for promotion in academic rank. Promotions are always based on merit and achievement, rather than upon length of service only. Promotions will not be denied solely on the basis of budgetary limitations; as a practical matter, however, budgetary limitations may not always permit an immediate salary increase commensurate with the new rank at the time the promotion is granted.

As a matter of policy, the University has no quota system as to the number or percentage of persons who can hold any particular rank. In addition, full-time academic service is defined as full-time employment as a faculty member for the entire academic year. An "academic year" is nine months (August-May) normally covering Fall and Spring semesters. For faculty appointed on a twelve-month basis, an "academic year" is twelve months covering Fall, Spring, and Summer terms.

Promotion in academic rank constitutes recognition of an individual's professionalism and professional achievement. The pertinent attributes of professionalism are identified in the "AAUP Statement on Professional Ethics" (see section 4.5). The degree of professional achievement is evaluated in several broad areas including: teaching effectiveness, research, scholarship and creative activity, and professional service (to

the department, the college/school, the University, and, where appropriate, the community). While not exhaustive, the following descriptions provide broad definitions of the three areas.

The area of teaching effectiveness includes classroom and laboratory performance, academic advising and counseling, availability to students, supervision of students' independent research or study, course and curriculum development, and guest lectures to classes.

The areas of research, scholarship and creative activity involve all forms of scholarly activity including: publications, exhibitions, performances, professional awards, grants and fellowships, inventions and patents, presentations to professional organizations, service on editorial and advisory boards, offices held in professional organizations, participation in professional institutes and workshops, and lecture appointments.

The area of university-related service includes committee and administrative work at any level of the University, assisting in student activities and university-related community, and clinical services rendered in a professional capacity.

Within the university, these broad areas for promotion maybe actualized in a number of ways depending upon the characteristics of the unit and the professional responsibilities expected of faculty members in the unit. Each academic unit may develop a written statement of criteria and expectations that elaborates on the general criteria listed above. The function of the statement is to clarify unit expectations for promotion.

Candidates recommended for promotion must meet the following minimum qualifications as well as the highest standards of the discipline according to the general criteria found above, and must display evidence of substantial research, scholarship, and creative activity since attaining their present rank. Exceptions: While all criteria and formal requirements normally must be met for promotion to the ranks indicated, it is conceivable that, in rare instances, truly outstanding performance will carry sufficient weight to make exceptions appropriate. In such instances, a compelling case for promotion must be made, including specific, detailed information that will allow reviewing officials to make an informed evaluation of the recommendation. Such cases will constitute rare exceptions to the normal policy.

3.10.2 Criteria by Rank

1. **Senior Instructor**

The rank of senior instructor is open to faculty holding a minimum of a Master's Degree appropriate to the field in which they are teaching. Their primary duties include teaching in their field, academic advising, active involvement in departmental and university governance, research, scholarship, creative activity and public service, or equivalent academic activity. Senior instructor is a non-tenure track rank.

The requirements for promotion from instructor to senior instructor are given in Section 3.15.2.

2. Assistant Professor

The rank of assistant professor is open only to faculty members considered terminally qualified in their field, or to one whose credentials have been accepted by the University as equivalent to terminal qualifications. In exceptional cases, an assistant professorship may be granted for clearly distinguished achievement to one who has not met the prescribed degree requirements. The following requirements must be met for promotion from instructor to assistant professor:

- The candidate must have the appropriate terminal degree.
- The candidate must display evidence of effective teaching and advising.
- The candidate must display evidence of participation in research and scholarly/creative activities.
- The candidate must display evidence of participation in service activities at the unit, college, university, community, or profession.

3. Associate Professor

The rank of associate professor is open only to those holding an earned doctor's degree or other terminal degree in the field in which they are teaching, or to one whose credentials have been accepted by the University as equivalent to terminal qualifications. In exceptional cases, an associate professorship may be granted for clearly distinguished achievement to one who has not met the prescribed degree requirements. The following requirements must be met for promotion from assistant professor to associate professor:

- The candidate must have at least six year's full-time professorial experience as an assistant professor. The time-in-rank requirements refer to service only at the University of South Alabama. For prior teaching or other professorial experience to count toward promotion eligibility, the individual's initial letter of appointment must so specify and indicate the extent to which it will be counted. Lacking this specification, no prior experience can be used to establish eligibility to be considered for promotion.
- The candidate must display evidence of research, scholarship, and creative activity of sufficient quality to indicate the continuation of a significant scholarly or creative career.
- The candidate must display evidence of effective teaching and student advising.
- The candidate must demonstrate competent work in university-related services at one or more levels.

4. Professor

The rank of professor is open only to those holding an earned doctor's degree or other terminal degree in the field in which they are teaching, or in a closely related field. In

exceptional cases, a full professorship may be granted for clearly distinguished achievement to one who has not met the prescribed degree requirements. The following requirements must be met for promotion from associate professor to professor:

- The candidate may request to be promoted to full professor after a minimum of three years' full-time academic experience as an associate professor, although time-in-rank as associate professor typically exceeds three years prior to promotion to full professor. Time-in-rank requirements refer to service only at the University of South Alabama. For prior teaching or other professorial experience to count toward promotion eligibility, the individual's initial letter of appointment must so specify and indicate the extent to which it will be counted. Lacking this specification, no prior experience can be used to establish eligibility to be considered for promotion.

- The candidate must display evidence of effective teaching and student advising.

- The candidate must display evidence of outstanding scholarly (or equivalent creative) work, including, for instance, one or more significant book-length works or number of substantial articles.

- The candidate must display evidence of significant and sustained university related service

3.10.3 Promotion Procedures

Promotion recommendations will be submitted to the Provost/Senior Vice President for Academic Affairs each year, normally by March 1. A list of eligible faculty is forwarded to the college/school Dean by the Provost/Senior Vice President for Academic Affairs during the preceding summer semester. The recommendations for promotion originate at the departmental level and proceed upward through normal administrative channels. Final promotion decisions are made by the President, subject to approval by the Board of Trustees.

1. **Departmental Procedures**

The Chair is responsible for the organization and conduct of the department's activities with regard to promotion. Candidates for promotion are nominated by the Chair or may be self-nominated. The Chair will insure that all candidates have an opportunity to submit relevant information and materials for appropriate review.

Candidates who elect to apply for promotion are responsible for gathering and organizing relevant information and material to document their achievements. These materials are used by each evaluative body to assess the accomplishments of the candidate. The process starts with a peer review within the candidate's department. The appropriate faculty review body consists of a committee composed of all those members of the department, except assistant professors, senior in rank to the candidate. Some academic units may find it difficult or impossible to constitute a

committee, given the above exclusions. In that event, the Chair appoints an appropriate committee, following the spirit of the review process. All involved faculty must have an opportunity to examine whatever supporting information and materials the candidate may have submitted in support of his/her candidacy. Faculty members who serve on both the Departmental Promotion Committee and on the Collegiate Promotion Committee, shall vote concerning the candidate at the departmental committee only, and must abstain from voting at the Collegiate Promotion Committee.

External Review of Candidates for Promotion to Associate Professor or Professor

An external review of the candidate's scholarship will be included in all applications for Promotion to Associate Professor or Professor. In cases where the candidate is simultaneously under review for tenure, the external review for tenure will suffice for promotion as well. External reviewers must be professionally competent to evaluate the academic credentials of a candidate; thus, reviewers must be external to the university and should normally be at or above the rank for which the candidate is being considered. Exceptions are discouraged, and must be justified in the Chair's report. The candidate may submit the name(s) of individuals that could have a conflict of interest in serving as an external reviewer. The list should be accompanied by a description of the potential conflict. External reviewers who have a conflict of interest or the appearance of one or whose objectivity may be questioned may not serve in this role.

Obtaining the reviews will be the responsibility of the Department Chair in accordance with the following procedures:

The candidate, the Chair of the Departmental Promotion Committee, and tenured faculty of the department each will have an opportunity to submit a list of names of external referees who are recognized scholars in the candidate's field of scholarship.

The Chair of the Departmental Promotion Committee will select name(s) from each of the three lists and will request that the Department Chair contact reviewers. The Department Chair will request that these external reviewers provide a written review of the candidate's scholarship. The candidate will be notified of the names of those selected to serve as referees after the tenure and promotion process has been completed. The external review will then be included in the candidate's portfolio and will be a component of all levels of the promotion review process. All reviews received by the deadline must be included in the file.

The Departmental Promotion Committee shall submit a written report to the Department Chair. The Chair shall submit a written report to the Dean along with the Departmental Promotion Committee's report and the faculty member's supporting documents.

The procedures for promotion at the departmental level are as follows:

- The candidate for promotion must submit all materials relevant to the promotion decision to the Department Chair by the specified timeline.

- The Department Chair appoints the Departmental Promotion Committee and gives the candidate's materials to the Chair of the committee.

- The Chair of the Departmental Promotion Committee is responsible for convening the committee to review the candidate's materials, and for developing a narrative report of the committee's evaluation. Each committee member signs the report indicating participation in the voting process, and attesting to the accuracy of the outcome of the vote tally, including abstentions. Proxy votes are not permitted.

- The Chair of the Departmental Promotion Committee returns all materials relevant to the promotion decision to the Department Chair.

- The Department Chair reviews all materials received from 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. The Chair then meets with the candidate and informs the candidate of the recommendation, giving the candidate a copy of the written recommendation and justification (which should omit the names of external reviewers). If the candidate wishes to include additional materials supporting his/her candidacy for promotion, he/she will have one week to submit the materials. This evidence will be added to the Promotion Portfolio for review at the College/School level where it must be clearly indicated in an extra section of the candidate's portfolio. 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.

- The candidate may choose to withdraw the application for promotion by submitting a written request to both the Chair and Dean at any point prior to the submission of the materials to the Provost/Senior Vice President for Academic Affairs.

- The Department Chair then forwards the candidate's materials, the Departmental Promotion Committee's report and the Chair's written recommendation and justification to the Dean of the academic unit.

- The Dean then forwards all materials received from the Department Chair to the College/School Promotion Committee.

2. Collegiate Procedures

The Dean of each College/School will appoint each year a College/School Promotion Committee consisting of at least five (5) faculty. Membership on this committee is limited to tenured associate and full professors. However, non-tenure track associate or full-professors may serve on committees to review non-tenure track applicants for promotion. Colleges/schools may restrict membership of the review committee to full-professors. Normally, Chairs of departments will not serve as members. Some academic

units may find it difficult or impossible to constitute such a committee. In that event, the Dean will appoint an appropriate committee, following the spirit of the review process. The committee's charge shall be to review the departmental promotion recommendations submitted to the Dean's office and to evaluate the candidates so that it can make its own recommendations to the Dean. The committee may establish the procedures it wishes to follow in carrying out its charge, subject to the Dean's approval. These procedures must include, however, adequate provision for the candidates to submit relevant information and materials in support of their candidacies and must be grounded in the general promotion criteria stipulated above and the criteria and expectations explicated by the academic unit (if any).

The committee's recommendations submitted to the Dean should contain a rationale for the committee's actions 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. If an academic unit finds this committee procedure unworkable, it may substitute another consultative method, upon the approval of the Provost/Senior Vice President for Academic Affairs.

The procedures for promotion at the college level are as follows:

- The College/School Promotion Committee reviews all materials received from the Dean relevant to the promotion decision and makes its own recommendations to the Dean.

- The Chair of the College/School Promotion Committee returns all materials received from the Dean, including a written report of the committee's recommendation. The committee's recommendation shall be signed by all members present for each recommendation. Signing indicates participation in the voting process and attests to the accuracy of the outcome of the vote tally, including abstentions. Proxy votes are not permitted.

- The Dean reviews the recommendations of the Departmental Promotion Committee, the Department Chair, the College/School Promotion Committee, external letters of reference, and all materials received from the College/School Promotion Committee relevant to the promotion decision, and forwards these materials including the Dean's written recommendation to the Provost/Senior Vice President for Academic Affairs.

3. Provost and Senior Vice Presidential Procedures

After receiving the college submissions, the Provost/Senior Vice President for Academic Affairs shall submit to the President his/her recommendations, along with those of the departmental Promotion Committee, Department Chair, College/School Promotion Committee, and the college/school Dean.

4. Presidential Action

The President takes final action on the recommendations for promotion, subject to the approval of the Board of Trustees. All submitted materials relevant to promotion will be held until the Board of Trustees takes action on the promotion application.

5. Notification

Once the President and the Board of Trustees have acted, letters of promotion are issued by the President. Upon the issuance of such letters, the Provost/Senior Vice President for Academic Affairs shall report to the appropriate Dean the results of the Board action, which will be transmitted further to the Chairs and faculty, and appropriate personnel action forms will be processed.

3.10.4 Promotion Following Completion of Terminal Degree

Faculty members who are appointed as instructors may be considered for promotion upon completion of the terminal degree if the following conditions are met:

- Receipt of official transcripts sent to the Department Chair directly from the awarding institution.
- Verification of degree by the Office of the Provost/Senior Vice President for Academic Affairs (Note: USA Faculty Consent Form https://www.southalabama.edu/departments/eforms/academicaffairs/facultyconsentform.pdf must be completed by the faculty member).
- Recommendation forwarded by the departmental Chair through normal administrative channels for approval.

Final promotion decisions are made by the President.

3.10.5 Promotion Increments for Faculty

A salary increase accompanies each promotion. The promotion increments are:

Instructor to Senior Instructor	$4,000
Promotion to Associate Professor	$4,000
Promotion to Full Professor	$6,000

Due to a wide variation of circumstances under which a faculty member is promoted from Instructor to Assistant Professor, the promotional increment is based on a $1,000 increase with the understanding that many circumstances make the increase negotiable.

3.11 Tenure Policies and Procedures

3.11.1 Introduction

The University supports the AAUP 1940 Statement of Principles on Academic Freedom and Tenure, as printed below. If University policy differs with AAUP policy, the

University policy supersedes and prevails.

The purpose of this statement is to promote public understanding and support of academic freedom and tenure and agreement upon procedures to assure them in colleges and universities. Institutions of higher education are conducted for the common good and not to further the interest of either the individual teacher or the institution as a whole. The common good depends upon the free search for truth and its free exposition.

Academic freedom is essential to these purposes and applies to both teaching and research. Freedom in research is fundamental to the advancement of truth. Academic freedom in its teaching aspect is fundamental to the advancement of truth. Academic freedom in its teaching aspect is fundamental for the protection of the rights of the teacher in teaching and of the student to freedom in learning. It carries with it duties correlative with rights.

Tenure is a means to certain ends, specifically: (1) freedom of teaching and research and of extramural activities; (2) a sufficient degree of economic security to make the profession attractive to men and women of ability. Freedom and economic security, hence, tenure, are indispensable to the success of an institution in fulfilling its obligations to its students and to society.

3.11.2 Academic Freedom

1. The teacher is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his/her other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.

2. The teacher is entitled to freedom in the classroom in discussing his/her subject, but he/she should be careful not to introduce into his/her teaching controversial matter which has no relation to his/her subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of appointment.

3. The college or university teacher is a citizen, a member of a learned profession, and an officer of an educational institution. When he/she speaks or writes as a citizen, he/she should be free from institutional censorship or discipline, but his/her special position in the community imposes special obligations. As a person of learning and an educational officer, he/she should remember that the public may judge his/her profession and his/her institution by his/her utterances. Hence, he/she should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that he/she is not an institutional spokesperson.

3.11.3 Academic Tenure- General Criteria

Ongoing faculty achievements in teaching, scholarship, research, and/or creative activities and services reflect on the quality of the University and the ability of the University to achieve its vision and goals. Tenure is awarded to faculty in recognition of the faculty members' professionalism and professional achievements.

After the expiration of a probationary period, tenure-track faculty members who are retained should have permanent or continuous tenure unless tenure was not granted (see 3.11.4.). A faculty member who has been granted permanent or continuous tenure should not have their service terminated except for adequate cause, retirement, or for extraordinary circumstances because of financial exigency.

In the interpretation of this principle it is understood that the following represent acceptable academic practice:

1. The precise terms and conditions of every appointment should be stated in writing and be in the possession of both institution and faculty member before the appointment is consummated.
2. For tenure-track appointments to full-time assistant professor or higher rank, the probationary period should not exceed six years. Faculty at the rank of Assistant Professor or above may be granted credit up to a maximum of three years toward tenure for prior full time service. If credit is granted toward tenure, the number of years of credit will be stated in the letter of appointment. Deadlines for notice of non- reappointment are specified in 3.16.1.
3. During the probationary period a faculty member should have the academic freedom that all other members of the faculty have.
4. Policy governing termination of continuous appointment, for cause, or the dismissal for cause of a faculty member, prior to the expiration of term appointment is described in section 3.6.4.
5. Termination of a continuous appointment because of financial exigency should be demonstrably *bona fide*.

3.11.4 Tenure Policy and Procedures

3.11.4.1Introductory Statements

All tenure decisions will be based solely on demonstrated professional merit, the quality of contributions to the University, and the competent and regular performance of duties, including one's ability to participate harmoniously in a healthy learning environment. In making tenure decisions, the general policy of the University shall be to use faculty consultation with appropriate approval and recommendation by the Department Chair, academic Deans/Directors, Provost/Senior Vice President for Academic Affairs, with a final decision to be made by the President and the Board of Trustees.

As a matter of policy, the University has no quota system as to the number or percentage of persons who can hold tenure. In addition, full-time academic service is

defined as full-time employment as a faculty member for the entire academic year. An "academic year" is nine months (August-May) normally covering Fall and Spring semesters. For faculty appointed on a twelve-month basis, an "academic year" is twelve months covering Fall, Spring, and Summer terms.

Tenure constitutes recognition of an individual's professionalism and professional achievement. The pertinent attributes of professionalism are identified in the "AAUP Statement on Professional Ethics" (see section **4.5**). The degree of professional achievement is evaluated in four broad areas: teaching effectiveness; research, scholarship, and creative activity; professional service (to the department, the college, the University, and where appropriate, the community); and collegiality. While not exhaustive, the following descriptions provide broad definitions of the three areas.

The area of teaching effectiveness includes classroom and laboratory performance, academic advising and counseling, availability to students, supervision of students' independent research or study, course and curriculum development, and guest lectures to classes.

The areas of research, scholarship and creative activity involve all forms of scholarly activity including: publications, exhibitions, performances, professional awards, grants and fellowships, inventions and patents, presentations to professional organizations, service on editorial and advisory boards, offices held in professional organizations, participation in professional institutes and workshops, and lecture appointments.

The area of university-related service includes committee and administrative work at any level of the University, assisting in student activities, and university-related community and clinical services rendered in a professional capacity.

In addition to achievement in teaching effectiveness, service, research, scholarship, and creative activity, collegiality is also an important consideration in tenure decisions. Collegiality is the cornerstone of professionalism and requisite for a healthy learning environment. Collegiality is more than civility and getting along with colleagues, staff, students and others in all university environments; rather it is consistent behaviors that show respect for others, cooperative and converted efforts to achieve department, college, and university goals, and the assumption of responsibilities for the good of the whole. Hallmarks of collegiality include, but are not limited to, cooperative interaction, open and honest communication, mutual support, respect, and trust of others, and collaborative efforts toward the common mission.

Within the university, these broad areas for tenure may be actualized in a number of ways depending upon the characteristics of the unit and the professional responsibilities expected of faculty members in the unit. Each academic unit may develop a written statement of criteria and expectations that elaborates on the general criteria listed above. The statement(s) function to provide greater clarity and transparency in the expectation for tenure and may vary across academic units depending upon faculty assignment and/or effort assigned to each of the focus areas for tenure.

Candidates recommended for tenure must meet rank requirements (see 3.11.4.2) and the following minimum qualifications:

1. The candidate must display evidence of research, scholarship, and creative activity of sufficient quality to indicate the continuation of a significant scholarly or creative career.
2. The candidate must display evidence of effective teaching and student advising.
3. The candidate must demonstrate competent work in university-related services at one or more levels.
4. The candidate must display professionalism and collegiality toward their colleagues, staff, students, and other members of the university family.

1. Pre-Tenure Review of Assistant Professors

In addition to the Annual Affirmative Action Plan Evaluation, tenure-track faculty members will be reviewed annually for progress toward tenure during their probationary period by the Department Chair. The annual pre-tenure reviews should address all aspects of the faculty member's performance relevant to tenure. As part of this annual review, the faculty member has the responsibility of providing timely and accurate documentation to ensure adequate consideration. The Chair will meet with the faculty member to discuss the results of the review and will provide the faculty member with a written evaluation that addresses all aspects of the faculty member's performance relevant to tenure, including scholarship, teaching, service and collegiality. The college Dean will review all annual reviews for compliance with University policy and procedures.

A mid-probationary review will be conducted at the department level or comparable academic unit for all untenured tenure-track faculty by no later than the completion of the third year of probationary service (or near the mid-point of the probationary term for those faculty members whose probationary term includes credit for prior service). The mid-probationary review, also, will function as the annual pre-tenure review for that year. The mid-probationary review should address all aspects of the faculty member's performance relevant to tenure. As part of this review, the faculty member has the responsibility of providing timely and accurate documentation to ensure adequate consideration. The departmental Chair will conduct the mid- probationary review in consultation with the tenured faculty of the department or comparable unit.

The departmental mid-probationary tenure committee shall be notified by the Department Chair to review a faculty member who is in the mid-probationary review year of service, as defined above. The departmental mid-probationary committee, just like the tenure committee, is normally composed of all tenured faculty members in the department except the Chair. The committee shall have an opportunity to examine whatever supporting information and materials the candidate may have submitted in support of his/her review. Following the mid-probationary review, the departmental committee shall submit a written report to the Department Chair.

The Chair will meet with the faculty member to discuss the results of the review and will provide the faculty member with a written summary that addresses all aspects of the

faculty member's performance relevant to tenure, including scholarship, teaching, service and collegiality. The Chair will also provide the faculty with a copy of the written report submitted by the mid-probationary review committee.

The Chair will forward his/her written summary and the written report from the mid-probationary tenure review committee to the Dean of the college. The Dean will submit these materials for an additional college-level review. The college-level review will be conducted either by the College Tenure Committee or by a special committee composed of faculty appointed by the Dean, which may include administrators appointed by the Dean. Once the review is completed, the Dean and Chair will meet with the candidate undergoing review to discuss the findings. A copy of the written summary of the college level committee's review will be provided to the candidate.

The Dean will also ensure that the mid-probationary evaluation process is in compliance with University policy and procedures.

2. Tenure Policy

Tenure acquisition requires specific procedures and approvals. It is never automatic, regardless of the number of years of service. Tenure is granted only by the Board of Trustees.

If approved, tenure is granted to faculty members in the ranks designated below on August 15th following the completion of a period of probationary service as a full-time member of the faculty of the University of South Alabama. The tenure decision may not be delayed beyond the applicable probationary period indicated by rank.

When this tenure policy differs from the AAUP 1940 Statement of Principles on Tenure, this policy will supersede the AAUP Statement.

3.11.4.2Requirements for Eligibility for Tenure

1. Rank Requirements

Tenure is granted only to faculty members holding the rank of Assistant Professor, Associate Professor, Professor, Assistant Librarian, Associate Librarian, or Senior Librarian.

2. **Time of Service Requirements**

The period of required full-time probationary service is defined in the table below:

RANK	YEARS OF FULL-TIME PROBATIONARY SERVICE BEFORE BEING ELIGIBLE FOR TENURE
Professor, Senior Librarian	2
Associate Professor, Associate Librarian	3
Assistant Professor, Assistant Librarian	6

A tenure track faculty member who has not achieved at least the rank of assistant professor or assistant librarian normally shall not serve on the faculty more than six years. Years of service as a faculty member on fractional appointment(s) cannot be accumulated to be counted toward tenure (see section 3.12). Academic service must be full-time to be counted toward tenure. Full-time academic service is defined as full-time employment as a faculty member for the entire academic year. Academic service includes both administrative and academic activities while holding faculty rank. Time on leave from the University of South Alabama normally may not be counted toward the required probationary period.

Faculty at the rank of assistant professor, assistant librarian, or above may be granted credit up to a maximum of three years toward tenure for prior full-time academic service at the University of South Alabama or other institutions of higher education. If credit is granted toward tenure, the number of years of credit will be stated in the letter of appointment, and the same number of years of credit, also, must be granted toward promotion. In exceptional cases, at the time of appointment, tenure may be granted to persons who are tenured at another university at the rank of Professor. For appointments with tenure, reviews and recommendations shall occur prior to appointment at the departmental level, the collegiate level, and the University level.

3.11.4.3Tenure Procedures

The review process for awarding tenure is conducted during the faculty member's final year of probationary service. The process begins in the department and includes administrative and peer recommendations at both the departmental and the collegiate levels. Following are the procedures for each level of review including departmental, collegiate, Dean, Provost/Senior Vice President for Academic Affairs, and President.

1. **Departmental Procedures**

The Departmental Tenure Committee shall be notified by the Department Chair to consider a faculty member who is in the final year of probationary service. The departmental tenure committee is normally composed of all tenured faculty members in the department except the Chair. The committee shall have an opportunity to examine whatever supporting information and materials the candidate may have

submitted in support of his/her candidacy. Faculty members who serve on both the departmental tenure committee, and on the collegiate tenure committee, shall vote concerning the candidate at the departmental tenure committee only, and must abstain from voting at the collegiate tenure committee.

External Review of Candidates for Tenure

An external review of the candidate's scholarship will be included in all tenure applications. External reviewers must be professionally competent to evaluate the academic credentials of a candidate. External reviewers who have a conflict of interest or the appearance of one or whose objectivity may be questioned may not serve in this role.

Obtaining the reviews will be the responsibility of the Department Chair in accordance with the following procedures:

- The candidate, the Chair of the Departmental Tenure Committee, and tenured faculty of the department each will submit a list of names of external referees who are recognized scholars in the candidate's field of scholarship.

- The Chair of the Departmental Tenure Committee will select name(s) from each of the three lists and will request that the Department Chair contact reviewers. The Department Chair will request that these external reviewers provide a written review of the candidate's scholarship. The candidate will be notified of the names of those selected to serve as referees. The external review will then be included in the candidate's tenure portfolio and will be a component of all levels of the tenure review process.

- The Departmental Tenure Committee shall submit a written report to the Department Chair. The Chair shall submit a written report to the Dean along with the Departmental Tenure Committee's report and the faculty member's supporting documents.

Procedures for Tenure at the Departmental Level

- The candidate for tenure must submit all materials relevant to the tenure decision to the Department Chair by the specified timeline.

- The Department Chair appoints the Departmental Tenure Committee and gives the candidate's materials to the Chair of the committee.

- The Chair of the Departmental Tenure Committee is responsible for convening the committee to review the candidate materials and for developing a narrative report of the committee's evaluation. Each committee member signs the report indicating participation in the voting process, and attesting to the accuracy of the outcome of the vote tally, including abstentions. Proxy votes are not permitted.

- The Chair of the Departmental Tenure Committee returns all materials relevant to the tenure decision to the Department Chair.

- The Department Chair reviews all materials received from the candidate and the Departmental Tenure Committee. The Chair develops a written recommendation for or against tenure along with a justification for the recommended action. The Chair meets with the candidate and informs the candidate of the recommendations, giving the candidate a copy of the written recommendation and justification (which should omit the names of external reviewers). If the candidate wants to include additional materials supporting his/her candidacy for tenure, he/she will have one week to submit the materials. This evidence will be added to the tenure portfolio for review at the college/school level where it must be clearly indicated in an extra section of the candidate's portfolio. 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.

- 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 of the materials to the Provost/Senior Vice President for Academic Affairs.

- The Department Chair then forwards the candidates materials, the Departmental Tenure Committee's Report and the Chair's written recommendation and justification to the Dean of the academic unit.

- The Dean then forwards all materials received from the Department Chair to the college/school Tenure Committee.

2. Collegiate Procedures

Each year, the Dean (or Director) of each college/school shall appoint a collegiate tenure committee of at least five (5) members. Membership on this committee shall be limited to tenured associate and full professors. Normally, Chairs of departments will not serve as members. (Given the above exclusions, some academic units may find it difficult or impossible to constitute such a committee. In that event, the Dean will appoint an appropriate committee, following the spirit of the review process.)

The committee's charge shall be to review the departmental tenure recommendations submitted to the Dean's office and to evaluate the faculty members who are eligible for tenure consideration so that it can make its own recommendations to the Dean. Subject to the Dean's approval, the committee may establish the procedures it wishes to follow in carrying out its charge. These procedures are to provide an adequate opportunity for faculty members who are in their final probationary year to submit relevant information and materials in support of their candidacies. The committee's recommendation shall be signed by all members present for each recommendation for tenure. 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.

The procedures for tenure at the college level are as follows:

- The College/School Tenure Committee reviews all materials received from the Dean relevant to the tenure decision and makes its own recommendations to the Dean.

- The Chair of the college/school Tenure Committee returns all materials received from the Dean, including a written report of the committee's recommendation. The committee's recommendation shall be signed by all members present for each recommendation. Signing indicates participation in the voting process and attests to the accuracy of the outcome of the vote tally, including abstentions. Proxy votes are not permitted.

- The Dean reviews the recommendations of the Departmental Tenure Committee, the Department Chair, the College/School Tenure Committee, external letters of reference, and all materials received from the College/School Tenure Committee relevant to the tenure decision, and forwards these materials including the Dean's written recommendation to the Provost/Senior Vice President for Academic Affairs.

3. Provost and Senior Vice President for Academic Affairs Procedures

After receiving the collegiate recommendations and all related materials and information, the Provost/Senior Vice President for Academic Affairs shall proceed to formulate his/her recommendations, based on the supplied information, and submit those recommendations to the President along with the recommendations of the departmental Tenure committee, the Department Chair, the College/School Tenure committee, and the Dean of the college.

4. Presidential Action

The President takes final action on the recommendations for tenure, subject to the approval of the Board of Trustees.

5. Notification

When the President and the Board of Trustees have acted, letters of tenure are issued by the President's Office. Upon issuance of such letters, the Provost/Senior Vice President for Academic Affairs shall report to the appropriate Deans the approval of tenure for further transmission to the Chairs and faculty.

6. Non-Reappointment of Faculty Not Granted Tenure

When tenure has not been granted by the end of the probationary period, a letter shall be forwarded to the affected faculty member. This letter will be sent no later than August 15th of the year that the faculty member would have been eligible to receive tenure.

In cases of non-reappointment, the period of untenured service is extended beyond the probationary period based upon whether the faculty member's appointment is for nine months or 12 months. For nine-month faculty, the period ends May 15 of the following year; for 12-month faculty, the period ends August 14 of the following year. No reasons, oral or written, need be given for non-reappointment of untenured faculty.

Faculty members given a letter of non-reappointment will receive no salary increases for the terminal year. Furthermore, once the letter of non-reappointment has been given, the annual affirmative action plan evaluation will not be required.

3.12 Leave of Absence During Tenure Probationary Period

Academic service must be full-time to be counted toward tenure. Full-time academic service is defined as employment as a faculty member for the entire academic year. Exception to the policy may be granted under the following conditions:

1. The faculty member must submit a request for leave during the probationary period to the Department Chair. This request must include a description of planned activities, and all materials that would be required for the mid-tenure review.

2. The faculty member must obtain written permission from the departmental Tenure Committee, the Department Chair, the Dean of the college, and the Provost/Senior Vice President for Academic Affairs, if applicable. If permission for a leave during the probationary period is granted, the permission does not imply or mean that the faculty member will receive tenure.

3.13 Tenure Extension Policy for Life Events

A one-year extension for the tenure-track period is permitted for tenure-track faculty members undergoing certain life events that may affect their professional progress at the University of South Alabama. Life events that may qualify for an extension include but are not limited to the extended illness of oneself, the extended illness or death of an immediate family member as defined by Human Resources, or the birth or adoption of a child. Only one one-year extension will be permitted during the probationary period.

Faculty members requesting an extension of the tenure period should submit a formal request to the Department Chair and the Dean as soon as possible after the circumstances justifying the request have occurred. Faculty members must submit requests for extension no later than four weeks prior to the start of the tenure review year according to their contract period.

This request should include the faculty member's current position, current tenure period, and description of qualifying life event. Faculty members seeking an extension for medical reasons should submit all relevant medical documentation to the appropriate office in Human Resources within one week of making the request.

The Department Chair will submit a memorandum to the Dean addressing the request