

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/facultyhandbook.pdf>).

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

- x 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.
- x The Dean will notify first-time candidates of eligibility to apply for promotion and/or tenure in writing no later than September 1, 2023.
- x 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

- 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: M(42.87(e)) T1.4 () () -1 sae

- 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 & 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

x 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" (du85 0 T-0.001 Tc 0.Dlw 0.125 78.3504 763.339]/mar("-)-6164

