School Computing (SoC) Tenure and Promoticatement of Department and School Procedure and Criteria

Achievingenure and promotion at the University of South Alabama's 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/facultlandbook.pdf).

The present document describes the tenure and promotion policies of the SoC and docuritivals 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 tatement and the current Faculty Handbook policy, the policy of the Faculty Handbook prevails.

A. Eligibility List

- x The Executive Vice President and Postwill provide a list of candidate seligible for promotion and/or tenure to the Dean of SoC during the summer semester.
- x TheDeanwill notify first-time candidatesof eligibility to apply for promotion and/or tenure in writing no later than <u>September 1, 20</u>23.
- x The Deanwill provide a list of candidate sapplying, their tenure/promotion committee (using the Tenure and Promotion Committee Form), and the SoC's lectronic Promotion and Tenure

- ii. If the SoCcannotconstitute such a committee, the Deanwill appoint an appropriate committee, following the spirit of the review process.
- b. TenureCommittee TheCollegiateTenureCommitteeshallconsistof at leastfive (5) membe :M(1)42.87(e,)]T1.4 ()] ()-1sae

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x Promotion Procedures:

- 1. A candidate is required to upload all materials relevanthe review for promotion to a providedGoogleDrivefolder. Candidateswill be givenaccessto this drive on <u>September 29</u>, <u>2023</u>. 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

- 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 views.pdf. All reviews received by the deadlinemust be included in the file. The Departmental Promotion Committees and the Chair of the Department will be given access to the candidate's Google Drive on January 17, 2024
- 4. DepartmentalReview: DepartmentalPromotionCommitteereviewsthe candidate'smaterials, including the external reviews(except for candidates or SeniorInstructor), in the GoogleDrive, and makes a recommendation.

a. TheDepartmentalPromotionCommitteewill form its recommendation.
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