2023 – 2024

MID-TENURE REVIEW GUIDELINES

Mid-Tenure Review Guidelines

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Mid-Tenure Review Guidelines

MID-TENURE GUIDELINES

The mid-tenure review addresses all aspects of the faculty member's performance relevant to tenure and functions as the annual pre-tenure review for that year. This document describes the Mid-Tenure Review Guidelines of the College of Education and Professional Studies (CEPS). The guidelines are maintained on the College Faculty Resources website:
https://www.southalabama.edu/colleges/ceps/facresources.html.

The mid-tenure review process begins in the department and includes administrative and peer recommendations at the departmental and college levels. The review involves consideration of the quality of teaching, the level of scholarship, and the regular performance of duties, including the ability to participate in a healthy learning environment. The degree of professional achievement is thereby evaluated in teaching effectiveness; research, scholarship and creative activity; and professional service to the department, college, university, and where appropriate, the community.

The parties involved in the mid-tenure process should rely on the policies, criteria, and procedures explained in the *Faculty Handbook* pertaining to tenure and promotion (see Sections 3.10 and 3.11) and mid-probationary tenure review (see Section 3.11.4.1).

2 . 3 The *Faculty Handbook* ...

Mid-Tenure Review Guidelines

MID-TENURE REPORT

The Candidate's Promotion and/or Tenure Report should reflect time-in-rank. Time-in-rank requirements refer to service at the University of South Alabama (Faculty Handbook; Section 3.10.2).

The following items should be entered and included in the Promotion and/or Tenure report:

General Information
Teaching
Scholarship, Research, and Creative Activities
Service
Narratives
o   Teaching Self-Evaluation Statement
o   Professional Development Narrative
o   Service Self

VITA

The Candidate's vita generated from Watermark Faculty Success should reflect accomplishments across the entirety of his/her academic career.

Use the following steps to generate the Vita:

1. Log in to Watermark Faculty Success.
   https://www.digitalmeasures.com/login/southalabama/faculty/authentication/showLogin.do

   Click "Reports" found on the top menu.
   Step 1. Select and click "Vita" from the list.
   Step 2. Select and enter the appropriate date range.
   Step 3. Select the file format as Microsoft Word (.doc) and page size as "Letter".
   Step 4. Click "Run Report".

2. An MS Word file will be generated that you can save and edit.

3. Once the Candidate is satisfied that the content accurately reflects his or her activities and
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REVIEW COMMITTEES

The Department and College Mid-Tenure Committees are guided by the policies and procedures as outlined in the *Faculty Handbook*. The members of the faculty charged with review and evaluation of their colleagues' applications are responsible for the strictest professionalism and confidentiality during and after the review process. Department and college committees reach their decisions by review and discussion of each faculty candidate.

Departmental Review

The Department Mid-Tenure Committee is normally comprised of all tenured faculty members in the department, excluding the Department Chair. The Committee reviews all materials with the realization that evidence of continuing scholarly/research/creative productivity as well as teaching effectiveness are typically the essence of all tenure (and promotion) recommendations. The members of the Department Mid-Tenure Committee are expected to distinguish between scholarship and popularization, and between research for scholarly p (w)9.2r3(p)-12.3 (inh)-12 (bet)C( )-12 (al002 T.012 -1.157 9[-12.3 (.6.4 (cCd(i)3.1 7n6 (m)-13.2 (h

DEPARTMENT CHAIR

The Department Chair's mid-tenure review should be carefully documented and provide a recommendation based on the assessment of the candidate's strengths and concerns in teaching, research and creative activities, service, and collegiality. The Department Chair is responsible for each of the following:

Appoints the Chair of the Department Mid-Tenure Committee who in turn notifies the Department Committee members when there is a candidate for review.

Evaluates the candidate's performance and develops a written report.

Meets with the faculty member to discuss the results of the chair's review and provides a written summary to the candidate.

Provides a copy of the written report submitted by the Department Mid-Tenure Committee to the Candidate.

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Mid-Tenure Review Guidelines

February 2024

5 Candidate given access to Google Drive folder to upload T&PReport.pdf and Vita.pdf; provides supplemental materials (if applicable) to Department Chair.

9 Candidate access to Goggle Drive removed.

12 Department Chair and Department Mid-Tenure Committee given access to Candidate's Google Drive folder.

29 Department Mid-Tenure Committee completes their review and the Committee Chair uploads to the Candidate's Google Drive folder the Department Committee Report as DepartmentCommitteeReview.pdf and forwards the signed original report to the Department Chair.

Department Mid-Tenure Committee Google Drive access removed.

March 2024

11 Department Chair meets with the Candidate to discuss the results of his/her review and the Department Committee's report. The Candidate is provided a written summary of the Chair's review and a copy of the Department Mid-Tenure Committee report.

Department Chair uploads to the Candidate's Google Drive folder his/her review as DepartmentChairReview.pdf and forwards the signed original Chair's review and Departmental Committee report to the Dean.

Department Chair Google Drive access removed.

12 College Mid-Tenure Committee given access to Candidate's Google Drive folder.

27 College Mid-Tenure Committee completes their review and the Committee Chair uploads to the Candidate's Google Drive folder the College Committee Report as CollegeCommitteeReview.pdf and forwards the Committee's signed original review to the Dean.

College Committee Google Drive access removed.

Dean given access to Candidate's Google Drive folder.

April 2 024

4 The Dean and Department Chair meet with the Candidate undergoing review to discuss the results of the college and department level reviews. The Dean provides the candidate a copy of the college level review. All signed original letters are maintained in the Dean's office.

5 Dean's access to Google Drive removed.

* Dates indicate the action or task is performed prior to or no later than 5:00 PM on the specified date.

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