

of the probationary term for those faculty members whose probationary terms includes credit for prior service (*Faculty Handbook*, Section 3.11.4.1) 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 -point

- Application
- Mid-Probationary Review Report

The Candidate should submit a copy of his/her portfolio to each full-time tenured faculty, plus the Department Chair. In addition, the Candidate should submit an electronic copy of the Digital Chair.

Supplementary Materials must be uploaded to Digital Measures or, if the file size is too large, placed on a CD/DVD as described below.

### **Two Sections of the Portfolio**

The candidate is responsible for supplying both sections of the Portfolio, and the Supplementary Materials. Note that the Supplementary Materials will be uploaded electronically by the candidate to Digital Measures and not included in the loose-leaf binder.

#### **Section 1: Application**

- 1.1 Letter of Application.

Candidates must include a letter stating that they are applying for Mid-Probationary Review.

- 1.2 Curriculum Vitae.

Candidates must include a current copy of their CV.

- 1.3 A List of all Supplementary Materials that have been uploaded to Digital Measures.

#### **Section 2: Mid-Probationary Review Report**

This section is g added to the loose-leaf binder (this section of the Mid-Probationary Review Report is identical to a Digital Measures Promotion and Tenure Report). Note that the Supplementary Materials will be uploaded electronically by the candidate to Digital Measures and are not included in the loose-leaf binder.

##### **I. Biographical Information**

- A. Name
- B. Academic Rank
- C. Date of Appointment to Current Rank at the University of South Alabama
- D. Reverse Chronological Academic Appointments at all institutions of higher learning beginning with current academic appointment.
- E. Educational Credentials

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- of any award, and inclusive dates of grant or contract.
- D. Research Activities.
- E. Presentations (include full bibliographic citation).
- F. Concerts, recital; art shows, design displays, performances, productions, etc.
- G. Participation in Professional Organizations (e.g., offices held, sessions chaired, etc), indicating national, regional, state, or local organization and dates of service.
- H. Professional Activities as advisor, consultant, clinician, workshop leaders, editor, etc.
- I. Honors and Awards earned for professional publications, performances, etc.
- J. Participation in short courses, workshops, etc.

**V. Service**

- A. University committees (e.g., Faculty Senate), including committee name, offices held/role, and dates of service
- B. College (e.g., APPC, African-American Studies Committee, etc.), including committee name, offices held/role, and dates of service
- C. Department (e.g., Academic Program), including committee name, offices held/role, and dates of service
- D. Extracurricular Activities (e.g. Student Organization), including organization name, offices held/role, and dates of service
- E. University-related community services that involve field of expertise (e.g., advisory board, expert testimony, career, guidance, consultation).

**Supplementary Materials.**

Candidates must upload to Digital Measures copies of all scholarly presentations, publications and documentation of exhibits, productions, and performances as well as other documents evidencing teaching, research/creative activities, service, and collegiality during the years in the probationary period. The Candidate may submit a hard copy of a book separately. A hard copy of these materials is not required in the loose-leaf binder.

supplementary materials exceed this file size, include separate CD/DVDs with supplementary materials along with the loose-leaf binder submitted to the Department Chair.

**Mid-**

The Department Mid-Probationary Review Committee evidence of teaching effectiveness, research / creative productivity, service, and collegiality. The Department Mid-Probationary Review Committee must communicate the sense of its deliberations and decisions and should address each category (teaching effectiveness, research / creative productivity, service, and collegiality) specifically. In the case of split decisions, both the majority and minority viewpoints should be clearly represented in the recommendation.

The Chair of the Department Mid-Probationary Review Committee, on behalf of the Department Mid-Probationary Review Committee, must submit to the Department Chair a narrative letter reporting the sense of the deliberations and decisions of the committee, addressing each category specifically, and in the case of split decisions, clearly representing the majority and minority viewpoints.

Each member of the Department Mid-Probationary Review Committee, including the Committee Chair, must sign this letter.

**The Depa**

