

College of Arts and Sciences
Mid-Probationary Review
Statement of Procedures and Criteria

Mid-

Two Sections of the Portfolio

Section 1: Application.

This section should consist of the following:

- 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

, placed after section 1, and saved as a PDF document in the Application.PDF file. The report will include hyperlinks to materials uploaded to Digital Measures by the candidate. To preserve these hyperlinks, please create the report directly as an MS Word or PDF report; *do not print and then scan the document*. The following summarizes the sections of the Digital Measures

candidate enters their data in the appropriate Digital Measures screens.

I. Biographical Information

- A. Name
- B. Academic Rank
- C. Date of Appointment to Current Rank at the University of South Alabama
- D. Reverse Chronology of Academic Appointments at all institutions of higher l

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- 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

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in the Mid-Probationary Review process include:

- a. informing the candidate at the beginning of the academic year when her/his portfolio and supplementary materials are due,
- b. setting a due date for the Department Mid-Probationary Review report, and circulating the candidate's application and USB drive with supplemental materials, if any, to the committee after receipt.
- c. Scanning, upon receipt, the Department Review
- d. preparing a written report that summarizes the results of the Department Mid-Probationary Review and which states her/his evaluation of the candidate relevant to tenure, including scholarship, teaching, service and collegiality.
- e. meeting with the candidate to discuss the results of both the Department Mid-Probationary Review evaluation and her/his own evaluation. The chair will also provide the faculty with a copy of the written report submitted by the mid-