

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

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

- 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 Promotion 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 Promotion Committee reviews the candidate's materials, including the external reviews (except for candidates for Senior Instructor), in the Google Drive, and makes a recommendation.

- a. The Departmental Promotion Committee will form its recommendation.

1. The committee is required to give a rationale for the committee's

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