



UNIVERSITY OF SOUTH ALABAMA  
COLLEGE OF EDUCATION  
AND PROFESSIONAL STUDIES

**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).

The *Faculty Handbook* is maintained on the Division of Academic Affairs website:

<https://www.southalabama.edu/departments/academicaffairs/facultyhandbooks.html>.

The College of Education and Professional Studies Tenure and Promotion Guidelines are maintained on the College Faculty Resources website: <https://www.southalabama.edu/colleges/ceps/facresources.html>.

### PROCEDURES

The mid-tenure review will be conducted for all untenured tenure-track faculty no later than the completion of the third year of probationary service (or near the mid-point of the probationary term for those faculty members whose probationary term includes credit for prior service). At the beginning of the academic year the review is to be conducted, the Department Chair informs the appropriate mid-probationary faculty about the review process and when his/her supporting materials are due. A candidate for mid-tenure review shall submit the following items:

1. A Promotion and/or Tenure Report in PDF format generated from Watermark Faculty Success (Formerly Digital Measures) reflecting time-in-rank; Go to <https://www.southalabama.edu/departments/academicaffairs/promotiontenure.html>
2. A Curriculum Vita in PDF format generated from Watermark Faculty Success (reflecting accomplishments across the entirety of one's career); and if applicable.
3. Additional supplemental materials, such as a hard copy of a book, etc.

The candidate bears the primary responsibility for the presentation and review of all materials, uploading of all supporting materials, ensuring all electronic links are active, and making and saving all needed changes on the report electronically.

## 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
  - Teaching Self-Evaluation Statement
  - Professional Development Narrative
  - Service Self-Evaluation Statement

To run a Promotion and Tenure Report in Watermark Faculty Success, go to <http://www.digitalmeasures.com/login/southalabama/faculty/authentication/showLogin.do>

1. Log in to Watermark Faculty Success.
2. Select **Activities** at the top of your screen.
3. At the bottom of the screen under section Promotion and Tenure, click on **Confirmation and Submission**
4. To add a record, select the **+Add New Item** button
  - Complete Type of Nomination, Promotion to Rank, check box for "I have reviewed this package and believe that to the best of my knowledge it is complete."
  - Enter date
  - Save
  - Screen will return to **Confirmation and Submission**
5. Select **Reports** at the top of your screen.
6. Item 1. Select "**Promotion and/or Tenure Report**" from the list.
7. Item 2. Select the **Date Range** for the information you wish to include in your report. (Refer to your college administrator for the **Date Range** that you should use). Watermark Faculty Success will warn you if you attempt to create a report with an end date before the report's start date.
8. Item 3. Select the **File Format** for your report from the drop-down list. Select Microsoft Word (.doc) and page size as "Letter". However, if you are using a MAC you may have to select PDF as the output option instead of Word if the links do not work.
9. Click **Run Report** at the top right of the page.
10. Watermark Faculty Success will build your report and prompt you to either open it or save it locally.
11. An MS Word file will be generated that you can save and edit.
12. Include (by copying and pasting) as the last page of the DM Report the completed Journal Impact Table (see below) that includes the listed elements (if known). If unknown indicate with "UN". Note: Reproduce and modify/format table (as needed) to fit and include relevant elements of published work.
13. Once the Candidate is satisfied that the content accurately reflects his or her activities and accomplishments, save a copy of the Promotion and/or Tenure Report electronically in PDF format as T&PReport.pdf.

## Mid-Tenure Review Guidelines

JOURNAL IMPACT TABLE									
Name of Journal	Title of Manuscript	Authorship Order/Listing	Journal Impact Factor	Refereed (Yes or No)	Acceptance Rate	Level (International, National, Regional, State, etc.)	Journal Indexed (Yes or No) Name of Index	Number of Times Cited	Other

### 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 accomplishments, a copy of the Vita report should be electronically saved in PDF format as Vita.pdf.

### SUPPLEMENTAL MATERIALS

Candidates may submit, if applicable, supplemental materials such as a hard copy of a book separately to the Department Chair.

## Mid-Tenure Review Guidelines

### 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 purposes and activity that is essentially service oriented. This distinction requires a careful evaluation by the committee of the candidate's research objectives, contributions, and publications. The Department Mid-Tenure Committee should include an assessment of the quality of the journals in which papers have been published and identify refereed and non-refereed journals, and the degree the candidate has engaged in grant funding opportunities.

The Department Committee's written report must include evaluation of the candidate's work by the members of the review committee that specifically addresses strengths and concerns in teaching effectiveness; research, scholarship, and creative activity; professional service; and collegiality. Every member of the Department Mid-Tenure Committee, including the Committee Chair, must sign the report. The Committee Chair submits the written report to the Department Chair.

#### College Review

The College Mid-Tenure Committee is appointed each year by the Dean with respect to achieving a balance of disciplines. The college-level review will be conducted either by the College Tenure Committee or by a special committee composed of faculty appointed by the Dean, which may include administrators appointed by the Dean.

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 review should include an assessment of the quality of the journals in which papers have been published and identify refereed and non-refereed journals, and the degree the candidate has engaged in grant funding opportunities.

The written report must include evaluation of the candidate's work by the members of the committee that specifically addresses strengths and concerns in teaching effectiveness; research, scholarship, and creative activity; professional service; and, when appropriate, collegiality. Every member of the College Mid-Tenure Committee, including the Committee Chair, shall sign the report. The Committee Chair submits the written report to the Dean.

## Mid-Tenure Review Guidelines

### **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.
- Forwards his/her written summary and the Department Mid-Tenure Committee report to the Dean.

### **DEAN**

The Dean is responsible for each of the following:

- Notifies Department Chair of untenured tenure-track faculty eligible for mid-probationary review during current academic year.
- Appoints the College Mid-Tenure Committee and appoints a Committee Chair.
- Reviews the recommendations of the Department Mid-Tenure Committee, the Department Chair, and the College Mid-Tenure Committee.
- Schedules a meeting with the Department Chair and Candidate to discuss each level of review.
- Provides a copy of the college level committee's written review to the candidate.

### **TIMELINE\***

#### **September 2023**

- 1 Dean notifies Department Chair of faculty eligible for mid-tenure review during current academic year and appoints the College Mid-Tenure Committee and Committee Chair.

#### **October 2023**

- 1 Department Chair meets with Candidate to review Mid-Tenure Guidelines.

Department Chair informs members of the Department Mid-Tenure Committee of their appointment to serve and appoints the Committee Chair.

## 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 2024**

- 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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