Electronic Tenure & Promotion

UNIVERSITY OF
SOUTH ALABAMA

Electronic Tenure & Promotion Process

Getting Started

Uploading Responsibilities

Watermark Faculty Success

Tenure & Promotion Report
Confirmation and Submission Sheet

Google Drive

Security Roles
File Names
Uploading Documents

Getting Started

Provost Office notifies Colleges/Schools of eligible T&P candidates & deadlines

Dean reviews list for accuracy

Dean provides college timeline, Google timeline, policies/guidelines, names of candidates and College/Department committees to Provost Office

Provost Office Sets-up Google Drive folders

Watermark Faculty Success

The following instructions can be found on the AA webpage:

Watermark Guides

https://www.southalabama.edu/departments/academicaffairs/promotiontenure.html

Running Report/Confirmation & Submission

https://www.southalabama.edu/departments/academicaffairs/resources/howtorunpandt.pdf

Questions/concerns regarding placement of information in the system, please contact your Watermark College/School representative

Uploading Responsibilities

Candidate

Department Committee Chair Department Chair

Dean

College/School Committee Chair Dean

Executive Vice President and Provost

President

Candidate

Receives email notification of access from Academic Affairs Tenure & Promotion (via Google Drive)

Downloads T&P report* (including Confirmation & Submission sheet) from Watermark as a PDF

Saves/Uploads T&P report* to Google Drive Folder– save as DMReport.pdf

Uploads portfolio** to Google drive – save as Portfolio.pdf

*Specific materials and date range based on College/School guidelines.

**Documents/materials required by the College/School at the time of submission. May include letter of application, letters of support, etc.

Department Committee Chair & Committee

Receives email notification of access from Academic Affairs Tenure & Promotion (via Google Drive)

Committee Chair:
Uploads (or provides to Department Chair to upload)* external reviews – save as Reviews.pdf

Committee:
Reviews candidate's packet (Watermark report, portfolio, reviews)

Committee Chair:
Develops a narrative report of committee's evaluation and adds to the front of the Reviews.pdf document.

*Each College/School may differ as to whether the Department Chair or the Department Committee Chair uploads the external reviews

USA

Department Chair

Reviews candidate's packet & recommendation/review(s)

Meets with candidate and provides written recommendation/justification & *Departmental Review Notification Form*. Chair will initial form. (signed form will be uploaded by the Dean at a later date)

Uploads into <u>Reviews.pdf</u> their written recommendation & justification and adds to front of the document

< 8 >

Candidate

Has one week to return the signed original *Departmental Review Notification Form* to Dean

If candidate chooses to include supplemental material with this form, it is to be emailed, as a PDF, to the Dean to be included with the T/P application

Dean

Receives email notification of access from Academic Affairs Tenure & Promotion (via Google Drive)

The Dean uploads/saves the following as Departmental Review Notification.pdf

Departmental Review Notification Form (signed) supplemental materials (if applicable)

originating email as pdf (if applicable)

College/School Committee

Receives email notification of access from Academic Affairs Tenure & Promotion (via Google Drive)

Committee:

Reviews candidate's packet (Watermark report, portfolio, reviews, Departmental Review Notification form/supplemental materials)

Committee Chair:

Develops a narrative report of committee's evaluation and adds narrative to front of Reviews.pdf document.

Dean

Reviews candidate's packet, recommendations/ reviews, supplemental materials, etc.

Adds written recommendation* in front of Reviews.pdf document

*The Dean's recommendation must be separated by individual candidate. One comprehensive review of all candidates will no longer be accepted.

Executive Vice President and Provost

Reviews candidates packet, recommendations/reviews, supplemental materials, etc.

Adds written recommendation into Reviews.pdf document

President

Reviews candidates packet, recommendations/reviews, supplemental materials, etc.

Makes decision as to his/her recommendation to Board of Trustees

Security Roles

President – Unlimited Access

Executive Vice President and Provost – Unlimited Access

Provost Staff – Unlimited Access

Dean – View/Edit

Dean's Representative (Optional) – View/Edit

College/School Committee Chair – View/Edit

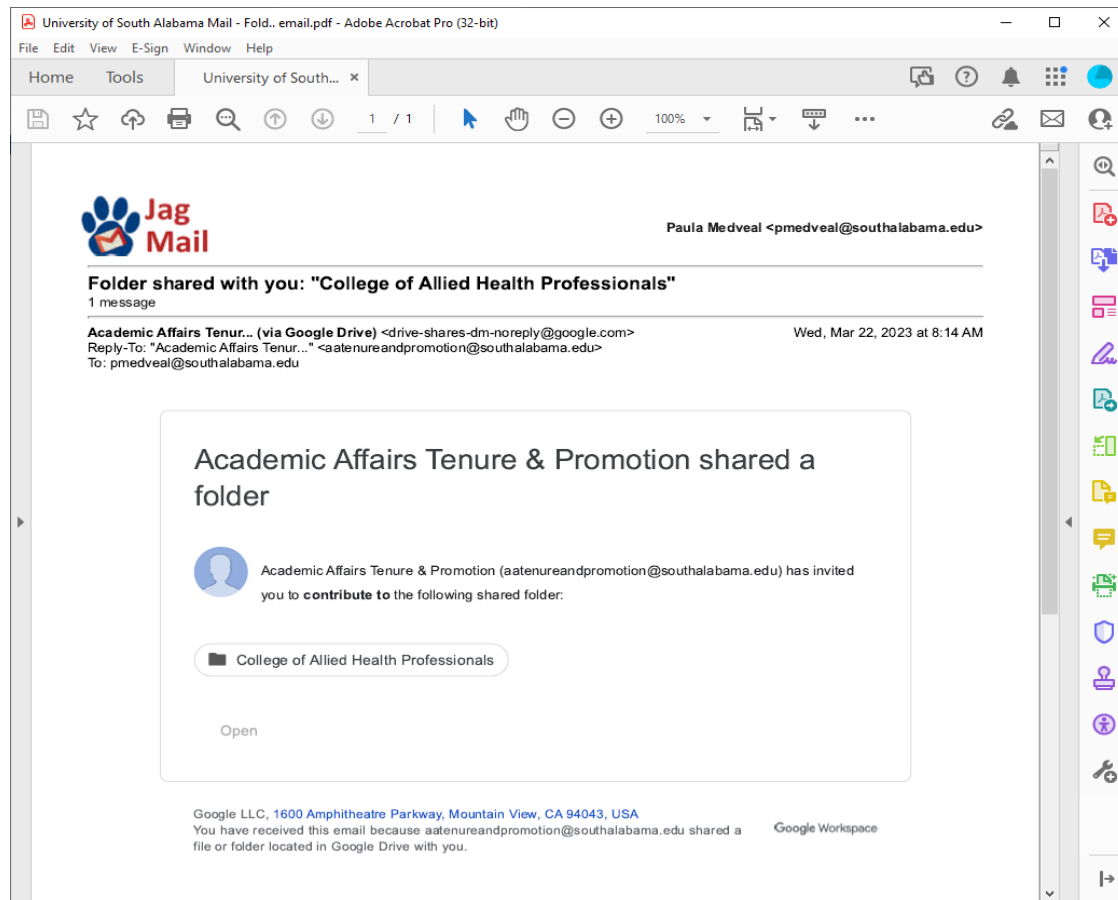College/School Committee Members – View

Department Chair – View/Edit

Department Committee Chair – View/Edit

Department Committee Members – View

Candidate – View/Edit

*access dates are based on google timeline submitted by College/School

Email Notification - Contribute

Email Notification – View
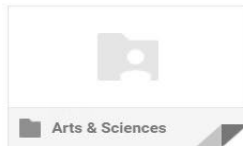
Google Drive

Candidate's google folder may contain up to 4 documents using the following naming conventions

https://www.southalabama.edu/departments/academicaffairs/resources/namingconventions.pdf

DMReport.pdf
Candidate's Watermark tenure and promotion report & Confirmation and Submission sheet*

*For the links to work correctly in the report the document must be saved as a PDF. If the report is printed out, scanned and uploaded the links will not work

Responsible Party - Candidate

Google Drive

Reviews.pdf

Contains all of the candidate's reviews.

Final document should look like this:

    Dean's Review

    College Committee Recommendation

    Department Chair Recommendation

    Department Committee Report

    External Reviews

Responsible Parties– Dean, College Committee Chair, Department Chair, Department Committee Chair

Google Drive

Departmental Review Notification.pdf
This is the form issued to the candidate by the department chair

Candidates have one week to sign and return form to the Dean's Office

Dean uploads form, copy of justification/recommendation provided to candidate and any supplemental materials provided (if applicable)

Responsible Party – Dean

Google Drive

Portfolio.pdf*
These are the documents/materials required by the school/college at the time of submission (may include letter of application, letters of support, etc.)

*Not all Colleges/Schools may require this; Please refer to your College/School Policy

Responsible Party – Candidate

Google Drive

College google folder will contain up to 2 documents using the following naming conventions

Promotion Recommendation Summary.pdf
Dean's promotion recommendation summary table

Tenure Recommendation Summary.pdf
Dean's tenure recommendation summary table

Responsible Party – Dean

Academic Affairs Contact Information

Bobbie Hancock

Director, Academic Affairs Business Services

Paula Medveal

Faculty Records Specialist

Email: aatenureandpromotion@southalabama.edu

Telephone: 460-6261