



Global USA  
English Language Center

**STATEMENT OF PROMOTION  
PROCEDURES AND CRITERIA (2017-2018)**

Achieving promotion at the University of South Alabama is a multi-step process that begins in the Department and ends with the Board of Trustees. University policies pertaining to promotion are set forth in the *Faculty Handbook* (2017):

<http://www.southalabama.edu/departments/academicaffairs/resources/facultyhandbook.pdf>.

The present document describes the promotion procedures for the English Language Center, a unit of Global USA.

**GENERAL REVIEW POLICIES**

**REVIEW COMMITTEES**

The Global USA Promotion Committee is appointed each year by the Associate Vice President for Global Engagement with respect to achieving a balance of disciplines. Membership on this Committee shall be limited to associate and full professors from multiple departments on campus in which faculty have expertise in English as a second language or a related discipline. The Committee reviews all departmental recommendations for promotion and reports the results of the reviews directly to the Associate Vice President for Global Engagement. Recommendations are only a part of a larger process in which the Candidates, ELC Director, the Associate Vice President for Global Engagement, the Senior Vice-President for Academic Affairs, the University President, and the Board of Trustees participate.

The Departmental Review Committee consists of three faculty members within the ELC with the rank of senior instructor, excluding the director. In the event that it is not possible to constitute a committee from ELC faculty, the Associate Vice President for Global Engagement will appoint an appropriate committee from USA faculty, following the spirit of the review process. All members of the committee shall hold the rank of senior instructor, associate professor, or full professor.

The Review Committees implement rather than make policy. Deliberations are, therefore, guided by University policies already in place. No external review is required.

Promotion procedures, criteria, and the application of criteria are stipulated in Faculty Handbook, Section 3.10.3.

**GENERAL PROCEDURES**

Peer review is required in arriving promotion decisions; therefore, each Department is required to indicate explicitly how recommendations evolved during the review process and must communicate these procedures to the Candidates and to the administration.

**REVIEW and RECOMMENDATIONS**

1. The Candidate for promotion must submit all materials relevant to the promotion decision(s) to the ELC Director.
2. The ELC Director, in turn, gives the Candidate's materials and to the Chair of the ELC Review Committee.
3. The Chair of the ELC Committee provides all materials received from the ELC Director relevant to the promotion decision ELC Review Committee for review and recommendation(s).
4. The Chair of the ELC Review Committee returns all materials received from the ELC Director relevant to the promotion decision and narrative reports of the Committee's recommendations signed by all members of the Committee, to the ELC Director. Signing indicates participation in the voting process and attests to the accuracy of the outcome of the vote tally, including abstentions. Proxy votes are not permitted.
5. The ELC Director reviews all materials received from the ELC Review Committee relevant to the promotion decision, and forwards these materials including the ELC Director's written recommendation to the Associate Vice President for Global USA.
6. The Associate Vice President for Global USA forwards all materials received from the ELC Director relevant to the promotion decision to the Global USA Promotion Review Committee.
7. The Global USA Committee reviews all materials received from the Associate Vice President relevant to the promotion decision and makes its own recommendation to the Associate Vice President.
8. The Chair of the Global USA Review Committee returns all materials received from the Associate Vice President relevant to the promotion decision to the Associate Vice President, including a written report of the Committee's recommendation. The Committee's recommendation shall be signed by all members present for each recommendation. Signing indicates participation in the voting process and attests to the accuracy of the outcome of the vote tally, including abstentions. Proxy votes are not permitted.
9. The Associate Vice President for Global USA reviews the recommendations of the ELC Review Committee, the ELC Director, the Global USA Review Committee, and all materials received from the Global USA Review Committee relevant to the promotion decision, and forwards these materials including the Associate Vice President's written recommendation to the Senior Vice President for Academic Affairs, who will forward her/his recommendation to the President for review.
10. All submitted materials relevant to promotion will be held until the Board of Trustees takes action on the promotion application.

## CRITERIA FOR PROMOTION TO SENIOR INSTRUCTOR

The parties involved in the promotion process at the all levels rely on the principles and criteria as defined in the *Faculty Handbook* (2017, Section 3.10). These criteria involve consideration of the quality of teaching, the level of scholarship judged by national standards, 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 three broad areas: *teaching effectiveness*, *professional development*, and *professional service* to the Department, College, University, and where appropriate, the Community.

## PRESENTATION OF MATERIALS

The University Guidelines for Promotion/Tenure Portfolio Presentations should be used to organize the Candidate's materials. These guidelines are included in the text of this document (see below in section "Information Required from Candidate").

## GENERAL GUIDELINES

The Candidate bears the primary responsibility for the presentation of material in support of promotion. The ELC Review Committee, ELC Director, Global USA Review Committee, and Associate Vice President for Global Engagement must, in turn, provide reasons and any appropriate additional information in support of their recommendations. All materials and comments should be structured according to specific criteria. Important dates associated with the tenure and/or promotion process are summarized at the end of this document. No external review is required.

## Submission of Materials

Not later than September 1st of the academic year during which the Candidate will be considered for promotion, the Candidate must submit four items to the ELC Director: (1) a letter of application; (2) a Curriculum Vitae generated from Digital Measures; (3) three reprints of published works or similar evidence of the quality of the Candidate's scholarship. The Curriculum Vitae and samples of published works or similar evidence of the quality of the Candidate's scholarship should be provided in digital format as PDF files.

## EXTERNAL REVIEWS

An external review of the Candidate's scholarship is not required.

## SUBMISSION OF WRITTEN REPORTS

The ELC Review Committee shall submit a written report to the ELC Director.

The ELC Director shall submit a written report to the Associate Vice President for Global Engagement along with the report of the ELC Review Committee, and the Candidate's supporting documents.

\* No external review is required.

The Chair of the Global USA Review Committee shall submit a written report to the Associate Vice President for Global Engagement along with the report of the Global USA Review Committee.

The Associate Vice President for Global Engagement shall submit a written report to the Senior Vice President for Academic Affairs along with the reports of the ELC Review Committee, ELC Director, and Global USA Review Committee, and the Candidate's supporting documents.

**INFORMATION REQUIRED FROM CANDIDATE****PORTFOLIO**

Candidates must submit a portfolio, which contains information stipulated in the *Table of Contents* below. Candidates should submit one original of the portfolio and should retain a copy of all materials for themselves.

The Candidate's portfolio should be organized in a ½-inch loose-leaf binder, with seven (7) section-tabs, one for each of the bold-faced sections in the *Table of Contents*. The Candidate is responsible for completing Sections 1-6. Section 4 should contain a printed copy of the *Promotion and Tenure Report*, which is generated by Digital Measures. Section 5 should contain a printed copy of the *Curriculum Vitae* from Digital Measures and a digital file in PDF format of the *Promotion and Tenure Report* with links to documents evidencing teaching, research/creative activities, service and collegiality, as appropriate. Section 6 should contain *Letters of Support*, if the Candidate chooses to include them. A tab should be provided for Section 7, although the Candidate will not provide exhibits for 7. The ELC Director is responsible for the content of Section 7, as are other administrators.

The following documents must be included in a faculty portfolio:

**Table of Contents.** A paginated table of contents should be the first entry in the portfolio.

1. **Letter of Application.** Candidates must include a letter specifying for what they are applying (tenure and/or promotion) that references the *Promotion and Tenure Report* generated from Digital Measures, including the list of *Supplementary Materials*.
2. **Letters of Eligibility from the ELC Director and Associate Vice President for Global Engagement.** Include a copy of the letter that states that the Candidate is eligible for promotion to senior instructor.
3. **Promotion Criteria.** A copy of the Global USA promotion criteria should be included.
4. **Promotion and Tenure Report.** Candidates must include a printed copy of their *Promotion and Tenure Report* from Digital Measures (<https://www.digitalmeasures.com/login/usouthal/faculty>).
  - 4.1. Log in to DM.
  - 4.2. Click "Run Custom Reports"
    - 4.2.1 Item 1. Select "Promotion and/or Tenure Report" from the dropdown list, click "select report."
    - 4.2.2 Item 2. Select the date range.
    - 4.2.3 Item 3. Click on "Click here" then "individual" and select your name.
    - 4.2.4 Item 4. Select the file format as Microsoft Word.
    - 4.2.5 Item 5. Select the page size as Letter.
    - 4.2.6 Click on "Build Report."
  - 4.3. You will receive a MS Word file that you can edit.
  - 4.4. Go to the top of the MS Word file and type in your response to the following statements: "Candidate for promotion to:" and/or "Candidate applying for tenure:"

**NOTE:** The Candidate is responsible for reviewing the report and making all needed changes on the report electronically. Once the Candidate is satisfied that the report accurately reflects his or her activities and accomplishments, the report should be submitted in the Candidate's portfolio to the Department Chair.

**5. Supplementary Materials.**

- 5.1. Candidates must provide a digital copy in PDF format of the *Promotion and Tenure Report* from Digital Measures.
- 5.2. Candidates must include a printed copy of the Curriculum Vitae from Digital Measures covering the Candidate's entire career (not just since last promotion).
- 5.3. Candidates may submit a hard copy of a book separately.

**6. Letters of Support.** Candidates may include statements of support from university and professional colleagues, students, and others who can provide substantive evaluations of the merits of the Candidate's professional activities and achievements.**7. Written Recommendations (inserted by Administrators)**

- 7.1. Signed Copies from the English Language Center (ELC) Director of all annual Faculty Evaluation Forms completed during the period of the review.
- 7.2. Signed Letter from ELC Promotion Committee.
- 7.3. Signed Letter from ELC Director.
- 7.4. Signed Letter from Global USA Promotion Review Committee.
- 7.5. Signed Letter from Associate Vice President for Global Engagement.

**DEPARTMENTAL REVIEW COMMITTEES**

The members of the faculty charged with review and evaluation of their colleagues' applications for promotion are responsible for the strictest professionalism and confidentiality during and after the review process. Committees reach their decisions by discussion and secret written vote concerning each Candidate.

The ELC Review Committee reviews all material with the realization that evidence of continuing scholarly/creative productivity as well as teaching effectiveness are typically the essence of all promotion recommendations. The ELC Review Committee is expected to distinguish between scholarship and popularization and also between research for scholarly purposes and activity that is essentially service oriented. This distinction requires a careful evaluation by the reviewers of the Candidate's research objectives, contributions, and publications and an evaluation of any published commentaries on the Candidate's work. The ELC Review Committee should include an assessment of the quality of the journals in which papers have been published and identify refereed and non-refereed journals.

The Chair of the ELC Review Committee, on behalf of the Committee, must submit to the ELC Director, a narrative letter reporting the sense of the deliberations and the decisions of the Committee's (including a tally of all votes as "ayes," "nays," and "abstain") that specifically addresses teaching, research and creative activity, and service. In the case of split decisions, the recommendations must clearly represent the majority and minority viewpoints. An ELC recommendation must include evaluation of this work by the members of the Committee.. A vote is not enough information. Every member of the ELC Review Committee (whether voting or abstaining), including the Committee Chair, must sign this letter. A minority report may be submitted in writing by any member(s) of the Review Committee.

**INFORMATION REQUIRED FROM THE ENGLISH LANGUAGE CENTER (ELC) DIRECTOR**

For each faculty member being reviewed, the ELC Director will submit the following information:

1. The ELC Director will email a copy of the Candidate's *Promotion Report* with active links to *Supplementary Materials* to the Associate Vice President for Global Engagement and to the Chair of the ELC Review Committee.

2. The ELC Director's recommendation and justification for the recommendation should be carefully documented and provide a considered statement assessing the Candidate's strengths and weaknesses in teaching, research and creative activities, and service. The statement should address all relevant criteria and assess the extent to which the Candidate meets them. If the Director concurs with the ELC Review Committee and is willing to vouch for its appropriateness with respect to adherence to relevant procedures and criteria, the peer review evaluation may serve as the "justification" statement.
3. For each faculty member reviewed, the ELC Director is responsible for reviewing the organization of the portfolio and for forwarding the portfolio, including the report of the Committee and any supplementary materials, to the Associate Vice President for Global Engagement.

#### TIMETABLE FOR PROMOTION

- Aug Associate Vice President for Global Engagement informs Candidate of eligibility
- Sep 1 Candidate provides the English Language Center (ELC) Director with a Curriculum Vitae generated from Digital Measures and sample materials describing the Candidate's performance activities. The ELC Director appoints the Chair of the ELC Review Committee and schedules a meeting with the Associate Vice President to review evaluation procedures.
- Oct 26 The Candidate provides the ELC Director with a complete promotion portfolio including printed and digital copies of the *Promotion and Tenure Report* generated by Digital Measures. In addition, the Candidate must email a copy of the *Promotion and Tenure Report* to the ELC Director. The ELC Director forwards the portfolio to the Chair of the ELC Review Committee, who schedules a meeting of the members of the ELC Review Committee. The Chair emails a copy of the *Promotion and Tenure Report* to members of the ELC Review Committee and the Associate Vice President for Global Engagement. The Associate Vice President appoints the Global USA Review Committee and appoints its Chair. The Associate Vice President requests the Office of the Senior Vice President for Academic Affairs to grant members of the ELC Review Committee and the Global USA Review Committee access to Digital Measures.
- Nov 15 The ELC Review Committee completes the evaluations of the portfolio and forwards the portfolio and the Committee Chair's written report and recommendations with necessary documentation to the ELC Director.
- Dec 1 The ELC Director forwards the portfolio with necessary documentation and the recommendation of the ELC Director to the Associate Vice President.
- Dec 8 The Associate Vice President charges the Global USA Review Committee and forwards the portfolio with necessary documentation to the Chair of the Global USA Review Committee. The Associate Vice President emails a copy of the *Promotion and Tenure Report* to the members of the Global USA Review Committee.
- Jan 12 The Global USA Review Committee completes its evaluation of the portfolio and forwards the portfolio with necessary documentation and the Committee Chair's written report and recommendations to the Associate Vice President.
- Feb 15 The Associate Vice President forwards the portfolio with necessary documentation and a written report with recommendations to the Senior Vice President for Academic Affairs. **Deadline is Mar 1.**

- Mar/Apr The Senior Vice President for Academic Affairs forwards his/her recommendations to the University President who forwards his/her recommendations to the University Board of Trustees.
- Jun University Board of Trustees formally approves those Candidates recommended for promotion and/or tenure. All Candidates are notified of the actions taken by the Board of Trustees.
- Aug 15 Promotions and tenure become effective\*.

\*A faculty member appointed as instructor may receive a midyear promotion if the letter of appointment provides for promotion upon completion of the terminal degree; the requirements for the terminal degree are met before Jan 01; and documentation of the completion of the terminal degree is provided to the Senior Vice President of Academic Affairs along with the recommendation for promotion, by Jan 15.

### **APPEAL PROCEDURES**

Any challenge of promotion and/or tenure decisions must proceed according to the University's Grievance Procedure (see *Faculty Handbook*, Section 4.2).

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