

**College of Engineering
University of South Alabama
Tenure and Promotion
Statement of Policies and Procedures**

Achieving tenure and 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 tenure and promotion are set forth in the latest **Faculty Handbook** at

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

This document describes the tenure and promotion procedures for the College of Engineering, and is

<http://www.southalabama.edu/colleges/engineering/resources/egpromotiontenure.pdf>. College procedures are designed to assist in the process although policies in the Faculty Handbook supersede any College procedures. The promotion and tenure process is accomplished using electronic files and access to those files is controlled by Academic Affairs to assure confidentiality. Note that the college timeline is intended to guide candidates, college

2. A candidate who is applying for **tenure and promotion** should submit the same portfolio for both tenure and promotion.
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Selection of External Reviewers

1. It is the Departmental Committee received in a timely manner. three lists are
2. The Chair of the Departmental Promotion and/or Tenure Committee compiles a list of potential reviewers ~~at~~ at least six names, with one or more names coming from each of the three lists. This Chair of the Departmental Promotion and/or Tenure Committee sends the compiled list of potential reviewers to the Department Chair by the date indicated in the P&T Timeline.

Contacting External Reviewers

Chair

1. The Department Chair will contact

2. In departments that have a written policy on expected standards of performance for tenure and promotion, the committee should include this information in their recommendation.
3. In the case of split decisions, the Department Promotion and/or Tenure Committee recommendations must clearly represent both the majority and minority viewpoints.

Reporting Committee Recommendations

1. The Department Promotion Committee and the Department Tenure Committee are separate committees (even if there is overlapping membership); hence the recommendations from each committee (even about the same candidate) must be kept separate.
2. The Chairs of the Department Promotion and Tenure Committees must each submit to the Department Chair a ~~separate~~ separate recommendation,

Appeal Procedures

Any challenge of promotion and/or tenure
Grievance Procedure, which is found in the latest ***Faculty Handbook***, **Section 4.2 Faculty Grievance
Procedures**.