



UNIVERSITY OF
SOUTH ALABAMA

2019 – 2020
Promotion Guidelines

English Language Center



Table of Contents

STATEMENT OF PROMOTION PROCEDURES AND CRITERIA (2019 – 2020)3

CRITERIA FOR PROMOTION TO SENIOR INSTRUCTOR3

GENERAL PROCEDURES3

ELECTRONIC ACCESS PROCEDURES3

REVIEW and RECOMMENDATIONS4

REVIEW COMMITTEES5

EXTERNAL REVIEWS5

CANDIDATE APPLICATION PROCEDURES5

 Documents Submission Instruction6

 Digital Measures Promotion Report6

 Portfolio Report6

 Supplementary Documentation7

REVIEW COMMITTEE PROCESS7

 Departmental Review7

DEPARTMENT DIRECTOR.....8

ASSOCIATE VICE PRESIDENT8

TIMELINE9

APPEAL PROCEDURES10

STATEMENT OF PROMOTION PROCEDURES AND CRITERIA (2019-2020)

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. This document describes the promotion policies, procedures, and criteria of the English Language Center, a unit within Global USA. These Guidelines are maintained on the Global USA Division website at:

<https://www.southalabama.edu/departments/globalusa/resources/globalusapromotionalguidelines.pdf>

University policies pertaining to promotion are set forth in the *Faculty Handbook (2017)* and found on the Division of Academic Affairs website:

<https://www.southalabama.edu/departments/academicaffairs/resources/policies/tenurepromotionguidelines.jan2017.pdf>

CRITERIA FOR PROMOTION TO SENIOR INSTRUCTOR

The parties involved in the promotion process at the Departmental, College, and University levels rely on the principles and criteria as defined in the Faculty Handbook (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 teaching effectiveness; research, scholarship, and creative activity; and professional service to the Department, Division, University, and where appropriate, the Community.

GENERAL PROCEDURES

Peer review is required in arriving at 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.

ELECTRONIC ACCESS PROCEDURES

The English Language Center within Global USA adheres to the University Promotion Policy and Procedures. The procedures explaining electronic access, uploading responsibilities, security roles, file naming, and uploading documents are maintained on the Division of Academic Affairs website at: <https://www.southalabama.edu/departments/academicaffairs/promotiontenure.html>. A summary of these guidelines and procedures are provided in this document for each level of review.

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 Engagement.
6. The Associate Vice President for Global Engagement 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.

REVIEW COMMITTEES

The Global USA Promotion Committee is appointed each year when a faculty member is eligible for promotion by the Associate Vice President for Global Engagement with respect to achieving a balance of disciplines. Membership on this Committee shall be limited to senior instructor, 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.

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

EXTERNAL REVIEW

An external review of the Candidate's are not required in the English Language Center.

CANDIDATE APPLICATION PROCEDURES

In addition to the college guidelines, the University Promotion Guidelines should be consulted to prepare and organize the Candidate's materials. The Candidate bears the primary responsibility for the presentation of material in support of promotion. Candidates should clearly distinguish materials produced before and after the last promotion. Important dates associated with the promotion process are summarized at the end of this document.

Document Submission Instructions

A Candidate who is applying for promotion should submit the Digital Measures Promotion and Portfolio Report. Prior to submission, the Candidate receives email notification from Academic Affairs of Google Drive access with instructions for uploading of documents. The following two documents are required from all candidates applying for promotion:

Digital Measures Promotion Report

A digital copy of the Candidate's Promotion Report from Digital Measures (<https://www.digitalmeasures.com/login/usouthal/faculty>) must be included that reflects time-in-rank. Time-in-rank requirements refer specifically to service at the University of South Alabama at a specified rank (Faculty Handbook; Section 3.10.2)

1. **Log in to Digital Measures. Under Manage Activities menu click "Run Reports"**
 - 1.1 **Step 1. Select and click "Promotion and/or Tenure Report" from the dropdown list.**
 - 1.2 **Step 2. Select and enter the appropriate date range.**
 - 1.3 **Step 3. Select the file format as Microsoft Word (.doc) and page size as "Letter".**
 - 1.4 **Step 4. Click "Run Report".**
2. **An MS Word file will be generated that you can save and edit.**
3. **Go to the top of the MS Word file and type in your response to the following statements: "Candidate for promotion to:"**

The Candidate is responsible for reviewing the report, ensuring all electronic links are active, 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, a copy of the report should be electronically saved from MS Word as a PDF file for uploading to the Candidate's Google Drive folder as DMReport.pdf.

Portfolio Report

The following documents must be organized and included in the Candidate's digital portfolio report:

1. **Table of Contents.** A paginated table of contents (should be the first entry in the portfolio).
2. **Global USA Promotion Guidelines.** A copy of the Global USA English Language Center Promotion Guidelines.
3. **Letter of Application.** A cover letter of application specifying what the Candidate is applying for promotion.
4. **Letter of Eligibility from the Associate Vice President for Global Engagement.** A copy of the Promotion notification letter received from the Dean.

5. **Curriculum Vita.** A copy of the Candidate's *vita* generated from Digital Measures reflecting accomplishments across the entirety of one's career.
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. **Journal Impact Table.** The candidate will include a Journal Impact Table (see below) that includes the listed elements (if known). If unknown indicate with 'UN'.

Supplementary Materials

1. The Candidate may submit a hard copy of a book separately.

The Candidate is responsible for reviewing the Portfolio for accuracy and ensuring all electronic links are active. Once the Candidate is satisfied that the Portfolio report accurately reflects his or her activities and accomplishments, a copy of the report should be electronically saved from MS Word as a PDF file for uploading to the Candidate's Google Drive folder as Portfolio.pdf.

REVIEW COMMITTEE PROCESS

The Departmental and Division Promotion Committees are guided by University policies as outlined in the Faculty Handbook. 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. Department and Division Committees reach their decisions by discussion and secret written vote of each Candidate. Faculty members who participate in the peer review process at both the department and division level must abstain from voting at the division level when Department colleagues are considered.

Departmental Review

The review process begins with email notification to committee members from Academic Affairs of Google Drive access for review of the Candidate's materials.

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 reviewer 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 "yeas," "nays," and "abstentions") 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 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 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 AVP for Global Engagement.

INFORMATION REQUIRED FROM THE ASSOCIATE VICE PRESIDENT FOR GLOBAL ENGAGEMENT

1. Provides the Candidate with a notification letter that specifies whether the Candidate is eligible for promotion. If the Candidate is eligible for promotion, the appropriate rank should be specified.
2. Appoints and charges the division promotion committee.
3. Reviews the recommendations of the external reviewers, Departmental Promotion Committee, the Department Director, and the Division Promotion Committee.

4. Uploads via Google Drive the signed Promotion Departmental Review Notification form, supplemental materials (if applicable), and the AVP's report.
5. Maintains in the Division the original signed external review letters, Departmental Promotion Committee report, Department Director report, Promotion Departmental Review Notification form and summary letter, Division Promotion Committee report, and the AVP's report.

TIMETABLE FOR PROMOTION*

Aug	<p>Associate Vice President (AVP) for Global Engagement informs Candidate of eligibility</p> <p>The Chair of the Departmental Committee and the Candidate meet with Department Director to review tenure and/or promotion procedures. The Candidate, via email, digitally (in PDF format) provides a letter of application, vita generated from Digital Measures, and sample materials as evidence of the Candidate's scholarship to the Department Director</p> <p>The AVP appoints the Division Promotion Committee and appoints the committee chair.</p>
Sep 30	<p>A list of candidates and their promotion committees due to Academic Affairs. Division Electronic Promotion Timeline due to Academic Affairs</p>
Oct 25	<p>The Department Director schedules a meeting of the members of the Departmental Promotion Committee. Candidate is given access to Google Drive folder to upload DMReport.pdf and Portfolio.pdf</p>
Oct 31	<p>Candidate's access to Google Drive folder removed</p> <p>Department Chair given access to Candidate's Goggle Drive</p> <p>Division Promotion Committee given access to Candidate's Google Drive folder</p>
Nov 15	<p>The ELC Review Committee and Division Promotion Committee complete the evaluations and uploads them to the Google Drive folder as Reviews.pdf</p> <p>The Committee Chair forwards the original signed report to the Department Chair</p> <p>Departmental Promotion Committee Google Drive access removed</p>
Dec 2	<p>The ELC Director forwards the portfolio with necessary documentation and the recommendation of the ELC Director to the Associate Vice President Department Chair by uploading his/her review and forwards to the Dean signed originals of the Department Director's review, and the Departmental Promotion Committee review</p> <p>Department Director Google Drive access removed.</p>
Dec 6	<p>The Associate Vice President charges the Global USA Review Committee</p> <p>The AVP given access to the Candidates Google Drive and forwards the portfolio with necessary documentation to the Chair of the Global USA Review Committee.</p> <p>Global USA Review Committee given access to Candidate's Google Drive folder</p>

Promotion

10

Jan 10 The Global USA Review Committee completes its evaluation. The committee Chair uploads via Google Drive the committee report as Reviews.pdf and forwards the signed original of the Committee's review to the AVP.

Global USA Review Committee Google Drive access removed.

Feb 21 The Associate Vice President completes the candidate's review and uploads review in Reviews.pdf. All original letters are maintained in the AVP's office.

AVP's Google Drive access removed

Deadline is **Mar 2**

April/May/June 2020

Provost and 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

University Board of Trustees formally approves those Candidates recommended for promotion. 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.

*Timeline dates indicate the action or task is performed prior to or no later than 5:00 PM on the specified date.

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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