

the department, the college/school, the University, and, where appropriate, the community). While not exhaustive, the following descriptions provide broad definitions of the three areas.

The area of teaching effectiveness includes classroom and laboratory performance, academic advising and counseling, availability to students, supervision of students' independent research or study, course and curriculum development, and guest lectures to classes.

The areas of research, scholarship and creative activity involve all forms of scholarly activity including: publications, exhibitions, performances, professional awards, grants and fellowships, inventions and patents, presentations to professional organizations, service on editorial and advisory boards, offices held in professional organizations, participation in professional institutes and workshops, and lecture appointments.

The area of university-related service includes committee and administrative work at any level of the University, assisting in student activities and university-related community, and clinical services rendered in a professional capacity.

Within the university, these broad areas for promotion may be actualized in a number of ways depending upon the characteristics of the unit and the professional responsibilities expected of faculty members in the unit. Each academic unit may develop a written statement of criteria and expectations that elaborates on the general criteria listed above. The function of the statement is to clarify unit expectations for promotion.

Candidates recommended for promotion must meet the following minimum qualifications as well as the highest standards of the discipline according to the general criteria found above, and must display evidence of substantial research, scholarship, and creative activity since attaining their present rank. Exceptions: While all criteria and formal requirements normally must be met for promotion to the ranks indicated, it is conceivable that, in rare instances, truly outstanding performance will carry sufficient weight to make exceptions appropriate. In such instances, a compelling case for

The requirements for promotion from instructor to senior instructor are given in Section 3.15.2.

2. Assistant Professor

The rank of assistant professor is open only to faculty members considered terminally qualified in their field, or to one whose credentials have been accepted by the University as equivalent to terminal qualifications. In exceptional cases, an assistant professorship may be granted for clearly distinguished achievement to one who has not met the prescribed degree requirements. The following requirements must be met for promotion from instructor to assistant professor:

- The candidate must have the appropriate terminal degree.
- The candidate must display evidence of effective teaching and advising.
- The candidate must display evidence of participation in research and

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committee, given the above exclusions. In that event, the Chair appoints an appropriate committee, following the spirit of the review process. All involved faculty must have an opportunity to examine whatever supporting information and materials the candidate may have submitted in support of his/her candidacy. Faculty members who serve on

University policy supersedes and prevails.

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3.11.3 Academic Tenure General Criteria

Ongoing faculty achievements in teaching, scholarship, research, and/or creative activities and services reflect on the quality of the University and ability of the University to achieve its vision and goals. Tenure is awarded to faculty in recognition of the faculty members' professionalism and professional achievements.

After the expiration of a probationary period, tenure track faculty members who are retained should have permanent or continuous tenure unless tenure was not granted (see 3.11.4.). A faculty member who has been granted permanent or continuous tenure should not have their service terminated except for adequate cause, retirement, or for extraordinary circumstances because of financial exigency.

In the interpretation of this principle it is understood that the following represent acceptable academic practice:

defined as fulltime employment as a faculty member for the entire academic year. An “academic year” is nine months (August-May) normally covering Fall and Spring semesters. For faculty appointed on a twelve month basis, an “academic year” is twelve months covering Fall, Spring, and Summer terms.

Tenure constitutes recognition of an individual’s professionalism and professional achievement. The pertinent attributes of professionalism are identified in the “AAUP Statement on Professional Ethics” (see section 4.5). The degree of professional achievement is evaluated in four broad areas: teaching effectiveness; research, scholarship, and creative activity; professional service (to the department, the college, the University, and where appropriate, the community); and collegiality. While not exhaustive, the following descriptions provide broad definitions of the areas.

The area of teaching effectiveness includes classroom and laboratory performance, academic advising and counseling, availability to students, supervision of students’ independent research or study, course and curriculum development, and guest lectures to classes.

The areas of research, scholarship and creative activity involve all forms of scholarly activity including: publications, exhibitions, performances, professional awards, grants and fellowships, inventions and patents, presentations to professional organizations, service on editorial and advisory boards, offices held in professional organizations,

Candidates recommended for tenure must meet rank requirements (see 3.11.4.2) and the following minimum qualifications:

1. The candidate must display evidence of research, scholarship, and creative activity of sufficient quality to indicate the continuation of a significant scholarly or creative career.
2. The candidate must display evidence of effective teaching and student advising.
3. The candidate must demonstrate competent work in university-related services at one or more levels.
4. The candidate must display professionalism and collegiality toward their colleagues, staff, students, and other members of the university family.

1. Pre-Tenure Review of Assistant Professors

In addition to the Annual Affirmative Action Plan Evaluation, tenure-track faculty members will be reviewed annually for progress toward tenure during their probationary period by the Department Chair. The annual pre-tenure reviews should address all aspects of the faculty member's performance relevant to tenure. As part of this annual review, the faculty member has the responsibility of providing timely and accurate documentation to ensure adequate consideration. The Chair will meet with the faculty member

2. Time of Service Requirements

The period of required full-time probationary service is defined in the table below:

RANK	YEARS OF FULL-TIME PROBATIONARY SERVICE BEFORE BEING ELIGIBLE FOR TENURE
Professor, Senior Librarian	2
Associate Professor, Associate Librarian	3
Assistant Professor, Assistant Librarian	6

A tenure track faculty member who has not achieved at least the rank of assistant professor or assistant librarian normally shall not serve on the faculty more than six years. Years of service as a faculty member on fractional appointment(s) cannot be accumulated to be counted toward tenure (see section 3.12). Academic service must be full-time to be counted toward tenure. Full-time academic service is defined as full-time employment as a faculty member for the entire academic year. Academic service includes both administrative and academic activities while holding faculty rank. Time on leave from the University of South Alabama normally may not be counted toward the required probationary period.

Faculty at the rank of assistant professor, assistant librarian, or above may be granted credit up to a maximum of three years toward tenure for prior full-time academic service at the University of South Alabama or other institutions of higher education. If credit is granted toward tenure, the number of years of credit will be stated in the letter of appointment, and the same number of years of credit, also, must be granted toward promotion. In exceptional cases, at the time of appointment, tenure may be granted to persons who are tenured at another university at the rank of Professor. For appointments with tenure, reviews and recommendations shall occur prior to appointment at the departmental level, the collegiate level, and the University level.

3.11.4.3 Tenure Procedures

The review process for awarding tenure is conducted during the faculty member's final year of probationary service. The process begins in the department and includes administrative and peer recommendations at both the departmental and the collegiate levels. Following are the procedures for each level of review including departmental, collegiate, Dean, Provost/Senior Vice President for Academic Affairs, and President.

1. Departmental Procedures

The Departmental Tenure Committee shall be notified by Department Chair to consider a faculty member who is in the final year of probationary service. The departmental tenure committee is normally composed of all tenured faculty members in the department except the Chair. The committee shall have an opportunity to examine whatever supporting information and materials the candidate may have

