



UNIVERSITY OF SOUTH ALABAMA  
COLLEGE OF EDUCATION  
AND PROFESSIONAL STUDIES

2024 – 2025

**MID-PROBATIONARY TENURE REVIEW GUIDELINES AND PROCEDURES**

Mid-Probationary Tenure Review Guidelines

**Table of Contents**

**MID-PROBATIONARY TENURE**

**GUIDELINES**.....3

**PROCEDURES**.....  
.....3

**MID-PROBATIONARY TENURE**

**REPORT**.....4

**JOURNAL IMPACT**

**TABLE**.....4

**VITA**.....  
.....5

**SUPPLEMENTAL MATERIALS**

.....5

**REVIEW**

**COMMITTEES**.....  
.....5

    Departmental

Review.....6

    College

Review.....  
.....6

Mid-Probationary Tenure Review Guidelines

**DEPARTMENT**

**CHAIR**.....

.6

**DEAN**.....

.....7

**TIMELINE**.....

.....7

## Mid-Probationary Tenure Review Guidelines

### MID-PROBATIONARY TENURE GUIDELINES

The mid-probationary tenure review addresses all aspects of the faculty member's performance relevant to tenure and functions as the annual pre-tenure review for that year. This document describes the Mid-Probationary Tenure Review Guidelines of the College of Education and Professional Studies (CEPS). The guidelines are maintained on the College Faculty Resources website:

<https://www.southalabama.edu/colleges/ceps/facresources.html>.

The mid-probationary tenure review process begins in the department and includes administrative and peer recommendations at the departmental and college levels. The review involves consideration of the quality of teaching, the level of scholarship, 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, college, university, and where appropriate, the community.

The parties involved in the mid-tenure process should rely on the policies, criteria, and procedures explained in the *Faculty Handbook* pertaining to tenure and promotion (see Sections 3.10 and 3.11) and mid-probationary tenure review (see Section 3.11.4.1).

The *Faculty Handbook* is maintained on the Division of Academic Affairs website:

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

The College of Education and Professional Studies Tenure and Promotion Guidelines are maintained on the College Faculty Resources website:

<https://www.southalabama.edu/colleges/ceps/facresources.html>.

### PROCEDURES

The mid-probationary tenure review will be conducted for all untenured tenure-track faculty no later than the completion of the third year of probationary service (or near the mid-point of the probationary term for those faculty members whose probationary term includes credit for prior service). At the beginning of the academic year the review is to be conducted, the Department Chair informs the appropriate mid-probationary faculty about the review process and when his/her supporting materials are due. A candidate for mid-probationary tenure review shall submit the following items:

1. A "Promotion and/or Tenure Report" that must ultimately be submitted in PDF format generated from Watermark Faculty Success (Formerly Digital Measures) reflecting time-in-rank; Go to <https://www.southalabama.edu/departments/academicaffairs/promotiontenure.html>
2. A "Vita" report in PDF format generated from Watermark Faculty Success (reflecting accomplishments across the entirety of one's career); and if applicable.
3. Additional supplemental materials, such as a hard copy of a book, etc.

## Mid-Probationary Tenure Review Guidelines

The candidate bears the primary responsibility for the presentation and review of all materials, uploading of all supporting materials, ensuring all electronic links are active, and making and saving all needed changes on the report electronically.

## Mid-Probationary Tenure Review Guidelines

### MID-PROBATIONARY TENURE REPORT

The Candidate’s Promotion and/or Tenure Report should reflect time-in-rank. Time-in-rank requirements refer to service at the University of South Alabama (Faculty Handbook; Section 3.10.2).

The following items should be entered and included in the Promotion and/or Tenure report:

- General Information
- Teaching
  - the candidate should upload PDF copies of each course evaluation into Watermark and hyperlinks to these evaluations should appear in their report)
- Scholarship, Research, and Creative Activities
  - the candidate should upload PDF version of final publication versions of journal articles, book chapters and other publications, and may also upload galley copies or submitted version of works that are not yet published. Hyperlinks to each of these publication should appear in their report.
- Service
- Narratives - there is a section in Watermark “Activities” tab entitled “Annual Goals & Narratives”. Here you can enter your narrative self-evaluations as listed below.
  - Teaching Self-Evaluation Statement
  - Professional Development (Research/Scholarship) Evaluation Statement
  - Service Self-Evaluation Statement
- Journal Impact Table – after you generate your “Promotion and/or Tenure Report” in Watermark in MS Word format. You will then past the “Journal Impact Table” below into the document following your “Professional Development (Research/Scholarship) Narrative Evaluation Statement.

<b>JOURNAL IMPACT TABLE</b>									
Name of Journal	Title of Manuscript	Authorship Order/Listing	Journal Impact Factor	Refereed (Yes or No)	Acceptance Rate	Level (International, National, Regional, State, etc.)	Journal Indexed (Yes or No) Name of Index	Number of Times Cited	Other

## Mid-Probationary Tenure Review Guidelines


- **Notes on the Journal Impact Table**

- The Journal Impact Factor can be obtained from a number of places including the journal’s web page, Journal Citation Reports (available in Marx Library at USA) or web pages such as <https://www.scimagojr.com/>. After entering the Impact Factor numbers for journals for which an impact factor is available you should add a line below the impact factor denoting the source. Additionally, you should note the time period the impact factor is measuring, e.g. a 2-year impact factor vs. a 4-year impact factor. By example:

1.4  
*Journal Citation Reports*  
*4-year impact factor*

- “Refereed” refers to whether the journal article was blind peer-reviewed by at least two peer reviewers. A peer reviewer by a single source or an editor is not considered “refereed”. Please consult your department leadership or college leadership with questions on this matter.
- The acceptance rate is usually available, if at all, from the journal publisher. You may need to request the acceptance rate from the journal, though.
- The Level of international, national or regional/state is based on how the journal describes its intended audience. That said, a journal that self-identifies with a geographic region or state, by default, should be categorized as a regional/state journal. The distinction between an international or national journal is based on one of three factors, including the journal’s stated audience as well as whether the journal self-identifies as international in its name, and if the geographic location of the journal’s publishing home is outside the United States. Primarily your judgement as to how to categorize a journal should be based on the journal’s stated intended audience.
- A journal is indexed if it appears in one of the many indexes that institutions subscribe to. Examples include ERIC, Psycinfo, PubMed. You should list all relevant indexes that the journal in which you published appears.
- The number of times cited is typically calculated by faculty entering their work in to Google Scholar, which then provides a number of cites each publication is cited by other authors. <https://scholar.google.com/>. Important to note here is that while this table is meant to include peer-reviewed (refereed) journal articles, the applicant may want to also include books and book chapters they have published ant the number of

## Mid-Probationary Tenure Review Guidelines

times these other type of work have been cited as measured by Google Scholar as additional information in their Professional Development (Research/Scholarship) Evaluation Statement.

- The other column is where candidates can provide additional contextual information about the journal article in question. Examples of relevant information here could be that the journal is published by a signature or major professional organization in the candidate's discipline or that the journal article attained a particular distinction or award within the candidate's field.

To run a Promotion and Tenure Report in Watermark Faculty Success, go to <http://www.digitalmeasures.com/login/southalabama/faculty/authentication/showLogin.do>

1. Log in to Watermark Faculty Success.
2. Select **Activities** at the top of your screen.
3. At the bottom of the screen under section Promotion and Tenure, click on **Confirmation and Submission**
4. To add a record, select the **+Add New Item** button
  - Complete Type of Nomination, Promotion to Rank, check box for "I have reviewed this package and believe that to the best of my knowledge it is complete.
  - Enter date
  - Save
  - Screen will return to **Confirmation and Submission**
5. Select **Reports** at the top of your screen.
6. Item 1. Select "**Promotion and/or Tenure Report**" from the list.
7. Item 2. Select the **Date Range** for the information you wish to include in your report. (Refer to your college administrator for the **Date Range** that you should use). Watermark Faculty Success will warn you if you attempt to create a report with an end date before the report's start date.
8. Item 3. Select the **File Format** for your report from the drop-down list. Select Microsoft Word (.doc) and page size as "Letter".
9. Click **Run Report** at the top right of the page.
10. Watermark Faculty Success will build your report and prompt you to either open it or save it locally.
11. An MS Word file will be generated that you can save and edit.
12. Include (by copying and pasting) after the Professional Development Evaluation Statement your completed Journal Impact Table
13. Once the Candidate is satisfied that the content accurately reflects his or her activities and accomplishments, save a copy of the Promotion and/or Tenure Report electronically in PDF format as T&PReport.pdf.



## Mid-Probationary Tenure Review Guidelines

### VITA

The Candidate's vita generated from Watermark Faculty Success should reflect accomplishments across the entirety of his/her academic career.

#### Use the following steps to generate the Vita:

1. Log in to Watermark Faculty Success.  
<https://www.digitalmeasures.com/login/southalabama/faculty/authentication/showLogin.do>  
  
Click "Reports" found on the top menu.  
Step 1. Select and click "Vita" from the list.  
Step 2. Select and enter the appropriate date range that reflects your entire career  
Step 3. Select the file format as Microsoft Word (.doc) and page size as "Letter".  
Step 4. Click "Run Report".
2. An MS Word file will be generated that you can save and edit.
3. Once the Candidate is satisfied that the content accurately reflects his or her activities and accomplishments, a copy of the Vita report should be electronically saved in PDF format as Vita.pdf.

### SUPPLEMENTAL MATERIALS

Candidates may submit, if applicable, supplemental materials such as a hard copy of a book separately to the Department Chair.

## Mid-Probationary Tenure Review Guidelines

### REVIEW COMMITTEES

The Department and College Mid-Probationary Tenure Committees are guided by the policies and procedures as outlined in the *Faculty Handbook*. The members of the faculty charged with review and evaluation of their colleagues' applications are responsible for the strictest professionalism and confidentiality during and after the review process. Department and college committees reach their decisions by review and discussion of each faculty candidate.

#### Departmental Review

The Department Mid-Probationary Tenure Committee is normally comprised of all tenured faculty members in the department, excluding the Department Chair. The Committee reviews all materials with the realization that evidence of continuing scholarly/research/creative productivity as well as teaching effectiveness are typically the essence of all tenure (and promotion) recommendations. The members of the Department Mid-Probationary Tenure Committee are expected to distinguish between scholarship and popularization, and between research for scholarly purposes and activity that is essentially service oriented. This distinction requires a careful evaluation by the committee of the candidate's research objectives, contributions, and publications. The Department Mid-Probationary Tenure Committee should include an assessment of the quality of the journals in which papers have been published and identify refereed and non-refereed journals, and the degree the candidate has engaged in grant funding opportunities.

The Department Committee's written report must include evaluation of the candidate's work by the members of the review committee that specifically addresses strengths and concerns in teaching effectiveness; research, scholarship, and creative activity; professional service; and collegiality. Every member of the Department Mid-Probationary Tenure Committee, including the Committee Chair, must sign the report. The Committee Chair submits the written report to the Department Chair.

#### College Review

The College Mid-Probationary Tenure Committee is appointed each year by the Dean with respect to achieving a balance of disciplines. The college-level review will be conducted either by the College Tenure Committee or by a special committee composed of faculty appointed by the Dean, which may include administrators appointed by the Dean.

The Committee reviews all materials with the realization that evidence of continuing scholarly/research/creative productivity as well as teaching effectiveness are typically the essence of all tenure (and promotion) recommendations. The review should include an assessment of the quality of the journals in which papers have been published and identify refereed and non-refereed journals, and the degree the candidate has engaged in grant funding opportunities.

## Mid-Probationary Tenure Review Guidelines

The written report must include evaluation of the candidate's work by the members of the committee that specifically addresses strengths and concerns in teaching effectiveness; research, scholarship, and creative activity; professional service; and, when appropriate, collegiality. Every member of the College Mid-Probationary Tenure Committee, including the Committee Chair, shall sign the report. The Committee Chair submits the written report to the Dean.

### **DEPARTMENT CHAIR**

The Department Chair's mid-probationary tenure review should be carefully documented and provide a recommendation based on the assessment of the candidate's strengths and concerns in teaching, research and creative activities, service, and collegiality. The Department Chair is responsible for each of the following:

- Appoints the Chair of the Department Mid-Probationary Tenure Committee who in turn notifies the Department Committee members when there is a candidate for review.
- Evaluates the candidate's performance and develops a written report.
- Meets with the faculty member to discuss the results of the chair's review and provides a written summary to the candidate.
- Provides a copy of the written report submitted by the Department Mid-Probationary Tenure Committee to the Candidate.
- Forwards his/her written summary and the Department Mid-Probationary Tenure Committee report to the Dean.

### **DEAN**

The Dean is responsible for each of the following:

- Notifies Department Chair of untenured tenure-track faculty eligible for mid-probationary review during current academic year.
- Appoints the College Mid-Probationary Tenure Committee and appoints a Committee Chair.
- Reviews the recommendations of the Department Mid-Probationary Tenure Committee, the Department Chair, and the College Mid-Probationary Tenure Committee.
- Schedules a meeting with the Department Chair and Candidate to discuss each level of review.

## Mid-Probationary Tenure Review Guidelines

- Provides a copy of the college level committee's written review to the candidate.

### **TIMELINE\***

#### **September 2024**

- 1 Dean notifies Department Chair of faculty eligible for mid-probationary review during current academic year and appoints the College Mid-Probationary Tenure Committee and Committee Chair.

#### **October 2024**

- 1 Department Chair meets with Candidate to review Mid-Probationary Tenure Guidelines.  
  
Department Chair informs members of the Department Mid-Probationary Tenure Committee of their appointment to serve and appoints the Committee Chair.

## Mid-Probationary Tenure Review Guidelines

### **February 2024**

- 17 Candidate given access to Google Drive folder to upload T&PReport.pdf and Vita.pdf; provides supplemental materials (if applicable) to Department Chair.
- 24 Candidate access to Goggle Drive removed.
- 25 Department Chair and Department Mid-Probationary Tenure Committee given access to Candidate's Google Drive folder.

### **March 2025**

- 11 Department Mid-Probationary Tenure Committee completes their review and the Committee Chair uploads to the Candidate's Google Drive folder the Department Committee Report as DepartmentCommitteeReview.pdf and forwards the signed original report to the Department Chair.
- 12 Department Mid-Probationary Tenure Committee Google Drive access removed.
- 17 Department Chair meets with the Candidate to discuss the results of his/her review and the Department Committee's report. The Candidate is provided a written summary of the Chair's review and a copy of the Department Mid-Probationary Tenure Committee report.  
  
Department Chair uploads to the Candidate's Google Drive folder his/her review as DepartmentChairReview.pdf and forwards the signed original Chair's review and Departmental Committee report to the Dean.  
  
Department Chair Google Drive access removed.
- 18 College Mid-Probationary Tenure Committee given access to Candidate's Google Drive folder.

### **April 2025**

- 1 College Mid-Probationary Tenure Committee completes their review and the Committee Chair uploads to the Candidate's Google Drive folder the College Committee Report as CollegeCommitteeReview.pdf and forwards the Committee's signed original review to the Dean.  
  
College Committee Google Drive access removed.  
  
Dean given access to Candidate's Google Drive folder.

## Mid-Probationary Tenure Review Guidelines

- 14 The Dean and Department Chair meet with the Candidate undergoing review to discuss the results of the college and department level reviews. The Dean provides the candidate a copy of the college level review. All signed original letters are maintained in the Dean's office.
- 15 Dean's access to Google Drive removed.

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

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