College of Education
Tenure Track Promotion and Tenure Process

Tenure Track Faculty

The College of Education will comply with university policies, criteria, and standards for tenure, promotion, and tenure-progress review as specified in the most recent *University of Alabama Faculty Handbook* ([http://facultyhandbook.ua.edu)](http://facultyhandbook.ua.edu).

Procedures for Reviews

The following procedures guide the process for tenure progress, tenure, and/or promotion reviews within the College of Education:

- The dean distributes the *Schedule for Tenure Progress, Tenure, and/or Promotion Reviews* to all regularly appointed faculty as a guide for the review process by April 15th each year.

- Candidates petitioning for tenure and/or promotion must provide a letter of intent to the department head and the dean according to the college's *Schedule for Tenure Progress, Tenure, and/or Promotion Reviews*.

- The candidate for tenure and/or promotion will provide a list of three external reviewers to the department head. In addition, a senior faculty member chosen by the candidate should work with the department head to identify three additional faculty external reviewers.
  The senior associate dean must receive electronically the names/positions/affiliations, addresses, telephone numbers, and email addresses of six external reviewers from the department head (three from the candidate, three from the department head) for candidates seeking tenure and/or promotion. A list of three rank-ordered alternate reviewers should be included, in the event that any of the submitted external reviewers are unable to participate. The senior associate dean will solicit the participation of the external reviewers identified by the candidates and department heads according to the *Schedule for Tenure Progress, Tenure, and/or Promotion Reviews* and the *University of Alabama Faculty Handbook*.

External reviewers for assistant professor candidates applying for tenure and promotion must be tenured and should be, with rare exceptions, appointed at the rank of full professor. Only full professors may serve as external reviewers for candidates seeking a promotion to full professor. External reviewers should also hold positions at peer or aspirational institutions and must testify to an "arm's length" relationship with the candidate. For example, individuals who have presented or published (including edited books) with the candidate, individuals from the candidate's doctoral alumni institution, or those who have participated in a grant with the candidate may not serve as external reviewers. No more than one retired professor may be included on a candidate's external reviewer list.

- The candidate for tenure and/or promotion must submit electronically to the senior associate dean a current vita and three articles that will be examined by the external reviewers. The candidate must also include an electronic statement (3-page maximum) that briefly introduces, describes, and frames the candidate's scholarship, teaching, and service. The senior associate dean will send materials to the external reviewers.

- If a department head has not reached the rank of professor, the senior associate dean will serve as the department head's designee for promotion reviews to full professor. Additionally, the senior associate dean will serve in the department head role when the department head is a candidate in the review process. If the senior associate dean does not hold the rank of professor, the dean will appoint an alternative designee.

- For annual reappointments, only the mandatory review during the fourth year should involve the formal College-wide Promotion & Tenure Committee.

- All evaluation/review letters from all yearly reviews should be included in the Faculty Success submission every year to provide evidence of individual's progress.

- The college-wide committee members are elected from their home departments for staggered, two-year terms. Committee members may be reelected.

- The nature and content of tenure and promotion review meetings and the voting results may not be discussed by anyone outside of the proceedings of the meetings.

Required Dossier Candidate Information

In addition to materials required in the Faculty Success platform and the *University of Alabama Faculty Handbook*, dossiers to be submitted for review must include the following items:

- **Purpose of the Review**
  Clearly state if the dossier supports a request for (1) a tenure review, (2) a promotion review, (3) a mandatory tenure and promotion review or an early tenure and promotion review, or (4) a tenure-progress review that is required annually of all non-tenured faculty members. If years were brought in from another institution, the number of years credited should be clearly indicated with the initial appointment letter from the dean included in the dossier.

- **Personal Data**
  The candidate must include name, department, initial rank with date of appointment, present rank with date of appointment, proposed rank if promotion review, date tenure was earned, highest degree and major field, and date and institution of highest degree.

- **Candidate Narrative**
  The candidate must include a narrative (6 page maximum, single-spaced, 12 font) that provides reflections of the candidate's norm obligations presented in the Faculty Success evidence. This may include visual representations which support the information presented.

- **Faculty-generated CV**
  A current CV must be uploaded in the Faculty Success platform. This may be the CV submitted for the external review process.

- **Summary of Student Opinions of Instruction for courses taught prior to January 2012**
  Candidates should include a chart with the following information: term/year, course name, instructor evaluation score, course section, credit hours, enrollment, new course preparation.

- **External Reviews**
  External evaluations will be submitted by the senior associate dean.

- **Prior Evaluation and Rebuttal Letters**
  All previous evaluation letters from tenure and promotion committees, department head, and dean as well as the provost, if applicable, should be saved in chronological order in a single pdf file.

  All prior rebuttal letters, if applicable, should be saved in chronological order in a single pdf file.

- **Publications**
  3 Sample Publications (These should be the same articles used for the external reviews in years in which tenure and/or promotion are sought).

- **Optional Supporting Materials**
  If there is a topic that was not covered in the Faculty Success categories, the candidate may add up to 5 additional pieces of evidence.

Information to Review in Faculty Success

The candidate should thoroughly review all information in their record in the Faculty Success activity tracking system to ensure that it is accurate and up to date.
Specifically:

1. The candidate should review the following sections that have data imported from other UA information systems:
   a. Personal and Contact Information
   b. Administrative Data
   c. Administrative Assignments
   d. Degrees
   e. Scheduled Teaching
   f. Student Opinions of Instruction
   g. Contracts, Grants, Fellowships, and Sponsored Research
   h. Intellectual Property (e.g., patents)

   If there are errors or omissions, the candidate should contact the College Faculty Success System Administrator for assistance in making the necessary corrections.

2. The candidate should review the following sections that may have data input by co-authors or collaborators:
   a. Contracts, Grants, Fellowships, and Sponsored Research (not through OSP)
   b. Exhibits and Performances
   c. Intellectual Property
   d. Presentations
   e. Publications
   f. Research Activity

   If there are errors in records created by co-authors or collaborators, the candidate should contact the "owner" of the record for assistance in making the necessary corrections.

3. The candidate should review the following sections in which they have been the primary author of the description of their activities or in which they have the ability to add information:
   a. Personal and Contact Information
   b. General Administration Repository
   c. Affiliations
   d. Awards and Honors
   e. Consulting
   f. Degrees
   g. Graduate/Post-Graduate Training
   h. Faculty Development Activities Attended
   i. Licensures and Certifications
   j. Media Appearances and Interviews
   k. Professional Memberships
   l. Work History
   m. Academic Advising
   n. Directed Student Learning (e.g., theses, dissertations)
   o. Mentoring
   p. Non-Credit Instruction Taught
   q. Clinical/Field Teaching
   r. Teaching Innovation and Curriculum Development
   s. Contracts, Grants, Fellowships, and Sponsored Research
   t. Contracts, Grants, Fellowships, and Sponsored Research (not through OSP)
   u. Exhibits and Performances
   v. Intellectual Property (e.g., patents)
   w. Presentations
   x. Publications
   y. Research Activity
   z. University Service
   aa. Professional Service
   bb. Public Service
   cc. General Service Repository

The candidate should strive to include as complete a record as possible in Faculty Success in order to provide the most comprehensive portrait of their work. Wherever possible, it is advisable to add documents or links to other resources that expand upon the information in the data record. For example, the candidate should include PDF files of their journal articles and, if possible, the DOI for each listing in the Publications section.