

**University of South Alabama
College of Arts and Sciences**

Department of _____

Department Tenure Committee Recommendation Form

1. Candidate's Name: _____

2. Present rank: _____

3. Is the candidate also a candidate for promotion? _____ Yes _____ No

4. Total years at University of South Alabama (including current year): _____

5. Number of years credit granted for previous service: _____

6. Record of Vote:

(Secret Ballot Required; Record Number)

_____ Recommending tenure

_____ Not recommending tenure

_____ Abstaining

_____ Recuse

7. Recommendation of Tenure Committee:

8. Name and rank of Tenure Committee Chair:

9. List the names and ranks of other Tenure Committee members :

Recusal, who and why: _____

10. Method used to select the Tenure Committee:

11. Method used to select the Tenure Committee chair:

12. Please identify all of the materials that were examined by the Tenure Committee:

____ Candidate's curriculum vitae

____ Candidate's publications / Portfolio

____ Copies of papers / creative work presented by the candidate

____ Candidate's student evaluations

____ Candidate's course syllabi

____ Candidate's self-evaluation statements

____ Enrollment figures for candidate's classes

____ Published commentaries on the candidate's work

____ Confidential evaluations of candidate's work by recognized experts in the field

____ Other materials (please specify): _____

13. Please describe the Department Chair's participation in the Tenure Committee's deliberations:

14. Application of criteria. The Committee should critically evaluate the performance of the candidate for tenure using the categories specified for promotion for the rank held by the candidate (see *Faculty Handbook*, 3.10.2 and the A&S Promotion and Tenure Statement of Procedures and Criteria). The evaluation should be attached to this recommendation form.

- a. Effective teaching.
- b. Student advising.
- c. Professional development. Creative or scholarly productivity with evidence of more to come. The Committee should distinguish between scholarship and popularization and between scholarly research and activity that is essentially service oriented.
- d. University-related services at department, college, university, or community levels.
- e. Professional service to the field.

- f. Collegiality. Assessment of regular performance of duties, including ability to work constructively with colleagues.

15. Certification. The Tenure Committee Chair and Tenure Committee members must personally sign and date this recommendation:

Signature	Chair, Department Tenure Committee	Date
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Signature	Member, Department Tenure Committee	Date
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