Department of _________________________________

Department Promotion Committee Recommendation Form

1. Candidate’s Name: __________________________________________________________________

2. Present rank: ______________________________________________________________________

3. Rank for which candidate is being considered: ____________________________________________

4. Years at present rank at University of South Alabama (including current year): ______________

5. Number of years credit granted for prior experience at present rank: _________________________

6. Record of Vote:
(Secret Ballot Required; Record Number)

   _____ Recommend for promotion
   _____ Not recommend for promotion
   _____ Abstain
   _____ Recuse

7. Recommendation of the Promotion Committee:
______________________________________________________________

8. Name and rank of Promotion Committee chair:
______________________________________________________________

9. Names and ranks of other Promotion Committee members:
______________________________________________________________
______________________________________________________________
______________________________________________________________
______________________________________________________________
______________________________________________________________
______________________________________________________________
______________________________________________________________
______________________________________________________________

   Recusal: Who and why: __________________________________________
   ____________________________________________________________

10. Method used to select the Promotion Committee:
______________________________________________________________
   ____________________________________________________________

   ____________________________________________________________
11. Method used to select the Promotion Committee chair:

____________________________________________________________________________________
____________________________________________________________________________________

12. Please identify (X) all of the materials that were examined by Promotion Committee:

____ Candidate’s curriculum vitae
____ Candidate’s publications / Portfolio
____ Copies of papers / creative works 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 Promotion Committee’s deliberations:

____________________________________________________________________________________

14. Application of criteria. The Promotion Committee should critically evaluate the candidate’s performance in each category and level of achievement specified for the rank to which the candidate is being considered (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.

15. Exceptions. If the Promotion Committee feels that the candidate’s performance justifies making exceptions to the stated criteria, it must present specific, detailed, and compelling arguments as part of this recommendation. The justification should be attached to this recommendation.
16. Certification. The Promotion Committee chair and the Promotion Committee members must personally sign and date this recommendation:

<table>
<thead>
<tr>
<th>Signature</th>
<th>Chair, Department Promotion Committee</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature</td>
<td>Member, Department Promotion Committee</td>
<td>Date</td>
</tr>
<tr>
<td>Signature</td>
<td>Member, Department Promotion Committee</td>
<td>Date</td>
</tr>
<tr>
<td>Signature</td>
<td>Member, Department Promotion Committee</td>
<td>Date</td>
</tr>
<tr>
<td>Signature</td>
<td>Member, Department Promotion Committee</td>
<td>Date</td>
</tr>
<tr>
<td>Signature</td>
<td>Member, Department Promotion Committee</td>
<td>Date</td>
</tr>
<tr>
<td>Signature</td>
<td>Member, Department Promotion Committee</td>
<td>Date</td>
</tr>
<tr>
<td>Signature</td>
<td>Member, Department Promotion Committee</td>
<td>Date</td>
</tr>
<tr>
<td>Signature</td>
<td>Member, Department Promotion Committee</td>
<td>Date</td>
</tr>
<tr>
<td>Signature</td>
<td>Member, Department Promotion Committee</td>
<td>Date</td>
</tr>
<tr>
<td>Signature</td>
<td>Member, Department Promotion Committee</td>
<td>Date</td>
</tr>
</tbody>
</table>