Department Senior Instructor Promotion Committee Recommendation Form

1. Candidate's Name: _____________________________________________________________
2. Present rank: Instructor
3. Rank for which candidate is being considered: Senior Instructor
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. List the names and ranks of other Promotion Committee members including all those senior in rank (Senior Instructors, Associate Professors, Full Professors; no Assistant Professors):
   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________
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   __________________________________________________________________________
   __________________________________________________________________________

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 self-evaluation statements
_____ Candidate’s course syllabi, enrollment figures
_____ Candidate’s course handouts, course projects (or exercises / laboratory experiments)
_____ Candidate’s student evaluations
_____ Candidate’s awards, paper presentations, grants / contracts, publications / Portfolio
_____ Candidate’s participation in professional workshops, courses to enhance professional development
_____ Candidate’s participation in professional organizations, professional activities
_____ 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 to Senior Instructor Statement of Policies and Criteria). The evaluation should be attached to this recommendation form.

   a. Effective teaching.

   b. Student advising (where assigned).

   c. Professional development. Focus is on improving teaching, advising, and knowledge of subject matter.

   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:

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