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)

   _____ Recommend for tenure
   _____ Not recommend for tenure
   _____ Abstain
   _____ 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 (X) 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