

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

Department of _____

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):

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. The candidate must display evidence of excellence in teaching.
- b. Student advising or equivalent academic activity (where assigned).
- c. The candidate must display evidence of professional development appropriate to the faculty member's assigned academic role.
- d. The candidate must demonstrate significant and sustained work in departmental, college and/or university-related services.

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:

Signature	Chair, Department Promotion Committee	Date
Signature	Member, Department Promotion Committee	Date
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