

GUIDELINES FOR PROMOTION / TENURE PORTFOLIO PRESENTATIONS
Adapted for Libraries
Faculty (Appendix for
Sections 3.3 & 4.3)

Each faculty member eligible for consideration for promotion and/or tenure shall prepare a portfolio for review by the following:

- Library Promotion/Tenure Committee(s)
- Executive Director of University Libraries
- Provost/Senior Vice President for Academic Affairs
- President

The portfolio should be submitted in a three-ring binder obtained from library administration and organized by sections in the format given below. Supporting documentation, i.e., books, photographs, etc, should not be forwarded with the portfolio; such documentation should be referenced in the appropriate sections of the portfolio and made available only upon request by any of the reviewers.

- For promotion, the portfolio begins with a letter of request for consideration for promotion.
- For tenure, the portfolio begins with a cover letter justifying qualifications to be awarded tenure.

SECTION I: Current Curriculum Vita/Biographical Data – Digital Measures Report

(Only one copy of the vita should be included in P/T Portfolio; all previous copies should be removed from the Annual Report in Section II.)

- A. Name
- B. Academic Rank
- C. Dates of appointment to the University of South Alabama to current rank
- D. Educational Credentials
 1. Baccalaureate degree earned, date conferred, granting institution and area of specialization
 2. Master's degree earned, date conferred, granting institution, and area of specialization
 3. Doctorate degree earned, date conferred, granting institution, and area of specialization
- E. Professional designations/licenses
- F. Other credit-earning higher education courses completed
- G. Other courses attended for professional development, including course title, date completed, organization/institution conducting course

SECTION II: Annual Reports

- A. For promotion, include all years since last promotion
- B. For tenure, include all years

SECTION III: Evaluations - Tenure - all required; Promotion - from last promotion

- A. Supervisor's evaluation
- B. Faculty member's rebuttal (optional)
- C. Review by the appropriate library administrator (optional)
- D. Mid-tenure review
- E. Peer reviews (optional for tenured faculty)
- F. Additional reviews

SECTION IV: Candidate's Self-Evaluation

Self-evaluation for the period covered within this Portfolio should cover all three aspects of your position: Job Performance; Research/Professional Development; and University Service. It is separate from the self-evaluations given within each annual report. Suggestions for consideration when constructing your overall self-evaluation may include, but not limited to:

- A. Job Performance & Effectiveness
 - 1. Development of library resources
 - 2. Use of library resources
 - 3. Effectiveness in supervision of library personal
 - 4. Organizational ability
 - 5. Knowledge in area of library responsibility
 - 6. Application of professional knowledge
 - 7. Willingness to accept the appropriate responsibility
 - 8. Productive expenditure of time
 - 9. Rapport with staff, faculty, students
 - 10. Effectiveness in helping patrons
 - 11. Objective decision-making
 - 12. Ability to communicate verbally
 - 13. Ability to communicate in writing
 - 14. Adaptability (adjust to new ideas and changing conditions)
 - 15. Willingness to improve performance
 - 16. Teaching or instructional methods
 - 17. Innovative or creative contributions
 - 18. Timely completion of annual self-evaluation
 - 19. Participation in peer review process

- B. Research/Professional Development
 - 1. Publications and manuscripts accepted for publication (include full bibliographic citations)
 - 2. Manuscripts submitted for publication (copies attached)
 - 3. Grant and contract awards; Grant and contract submissions
 - 4. Research Activities
 - 5. Paper Presentations
 - 6. Participation in professional organizations (offices held, sessions chaired, etc.) – indicate national, regional, state, or local organizations and dates of service
 - 7. Honors and awards earned for professional activities
 - 8. Participation in short courses, workshops, etc.

- C. University Service
 - 1. Service on University-level committees, including Faculty Senate
 - 2. Service on College-level and Department-level committees
 - 3. Extracurricular activities, i.e., student organization advisor, counseling, etc.
 - 4. University-related community services

SECTION V: Recommendations [This section will contain signed recommendations from the various reviewers.]

- A. Supervisor (if applicable)
- B. Library Promotion/Tenure Committee (signed by all members)
- C. Executive Director of University Libraries
- D. External Reviewers (required for tenure applications only)