Teaching Evaluation On an annual basis, faculty members should prepare information concerning their effectiveness as teachers. This information may be used at any time when a faculty member’s teaching is being evaluated, but primarily during consideration for retention, promotion, or tenure. 5. Student Evaluation Each department shall have for student evaluation purposes an appropriate instrument or instruments which must include the School-wide evaluation instrument. An additional departmental program of teaching evaluation may be discussed and developed by the entire faculty of the Department. Such programs must be presented to the School Faculty Affairs Committee and approved by the Dean. The student evaluations should be administered near the end of each term and should be conducted as outlined below in order to ensure the confidentiality of the students’ response and the impartiality of the application of these evaluations. Faculty should describe the procedure prior to administration of the evaluations. Forms are available from department offices. Guidelines for Student Evaluation: • A responsible student should be assigned to distribute the student evaluation forms and to administer the process. • The instructor should not be present in the classroom during the evaluation process. • The assigned student should collect the evaluation forms, place them into an envelope and seal it, then return them to a designated secure area in the departmental office. • The instructor may not examine the student evaluations for any course prior to submitting the grades for that course. • Tenure-earning faculty will save all evaluations collected prior to the award of tenure. All subsequent evaluations will be maintained until the faculty member’s promotion to the next rank. In no case should student evaluations be retained for a period of less than three years. At no time may a class set of evaluations be edited or destroyed in part. • The student evaluation forms are to be retained in accordance with departmental standards for the review procedures associated with promotion, tenure and annual evaluations. Colleague Evaluation Each department should include methods for peer evaluation such as: • Examination by colleagues of course content and materials—syllabi, hand-outs, exams, quizzes and other appropriate determinants of course content. • Evaluation by colleagues observing one’s teaching, viewing videotapes of one’s class, or any other appropriate means. • General reputation as a teacher among students and faculty. 6. Faculty Evaluations The work of each faculty member is to be periodically evaluated. Each department is urged to define further specific policies amid procedures for such evaluations. Faculty evaluations in the School of Arts and Humanities are of two kinds—formal and informal. In all reviews, faculty members should be given sufficient notice and time to bring their personnel files up to date prior to review. Formal Evaluations for Tenure, Retention, and Promotion Each faculty member who is being considered for tenure, retention, or promotion shall be given a formal review culminating in a letter of recommendation from the Department Chair to the Dean. All full-time faculty of the department shall be given the opportunity to discuss recommendations for retention, tenure, and promotion with the Chair. All full-time tenured and tenure-earning faculty shall have the opportunity to vote on recommendations for retention, while only full-time tenured faculty will have the opportunity to vote on recommendations for tenure. Only full-time faculty at or above the rank in question shall be given the opportunity to vote on recommendations for promotion. Normally, procedures for recommendations for promotion and tenure should be arranged to conform to the following schedule: 1. The Dean will notify faculty who will be reviewed for tenure, retention, or promotion by the end of the preceding term. 2.
The Department Chair, in consultation with the faculty member, will solicit outside evaluations during the preceding summer. The faculty member being reviewed will have materials available for faculty review by the middle of October. The Department Chair will ensure that outside evaluations are included with these materials. The Department will forward its recommendation to the Dean before the end of the calendar year. The Dean will refer the evaluation to the Committee on Promotion and Tenure by the second week of January. The Committee on Promotion and Tenure will return their decision to the Dean. Informal Evaluations to Assist Professional Growth The primary purpose of informal reviews is to encourage and assist individual faculty members in their professional development and progress, and to keep them informed about the quality of their work as it is perceived by their colleagues and Chair. It is the responsibility of each department to provide informal reviews annually for all non-tenured faculty, and at least once every three years for tenured faculty other than Chairs who have not been otherwise formally evaluated within that time. A written report of the essential conclusions of the informal evaluation shall be given to the individual faculty member and a copy placed in the confidential professional file. The copy placed in the confidential professional file shall be signed by the individual faculty member to acknowledge his/her reading of the report. Any faculty member may request an informal review each year. Criteria for Retention, Promotion and Tenure In teaching, research/creative activities, and service, the School of Arts and Humanities distinguishes between activities which constitute ordinary performance of duty and the various means by which a faculty member may exceed these minimal requirements and demonstrate degrees of excellence. Candidates for tenure must demonstrate excellence in the three areas of teaching, research/creative activities, and service. Continuing excellence within the three areas is required for promotion to the higher ranks. An individual will be judged by these criteria in proportion to their relative importance to each academic rank and to the program priorities of the appointing unit. Teaching: The minimum classroom obligations of teaching faculty include careful preparation for scheduled classes, consideration of academic policies and departmental programs in structuring course content, and meeting all classes except when unavoidably absent. The minimum obligations of the teaching faculty also include cooperation in staffing the necessary service courses of the department, maintaining required files, and keeping scheduled office hours. Degrees of excellence in teaching may be demonstrated by such things as: • Ratings and evaluations of students and faculty. • Offering a variety of courses demonstrating competence in a broad range of ideas and subject matter. • Development of new courses which contribute significantly to the curriculum. • Extra-curricular educational activities with students and faculty. • Receiving teaching awards, distinguished teaching fellowships or professorships, or similar kinds of recognition. Documentation of teaching excellence should include not only copies of student teaching evaluations but also such items as peer review, copies of syllabi and course handouts, a complete listing of all courses taught, evidence of course development and innovative teaching, and evidence of grading policies and practices. Research/Creative Activities All faculty members are minimally expected to continue educational and professional growth, follow current developments in their fields of interest, and participate in scholarly activities including research/creative activities sponsored by the departments, the School, and the University. Excellence in research/creative activities will be
determined by the worth and number of the faculty member’s contributions such as: • Published scholarly books, articles, and other literary works. • The creation, presentation, and publication of new works in the fields of art, music, literature, theater, dance, and audio-visual productions. • Performances in music, theater, and dance. • Workshops directed, papers presented, and consultations. • Awards or grants received from within or from outside the University. • Service as an officer or committee member of professional organizations. • Participation in professional meetings, seminars, institutes, and other similar professional activities. Service All faculty members are minimally expected to perform all assigned duties relating to the academic operations of the various departments, the School of Arts and Humanities, and the University, including regular attendance at departmental and school-wide faculty meetings. Excellence in service may be demonstrated by the degree and quality of the following: • Work on standing or ad hoc committees or organizations of the various departments, the School, or the University, especially those having important and demanding responsibilities. • Service to agencies or groups within or outside the University which involves one’s professional competencies. • Administration of special grants and programs. • Work with students in such areas as publications, student government, academic and social organizations. In documenting service activities, those which are considered to be especially significant should include an explanation of that significance. Retention Decisions Retention concerns the reappointment of faculty members during the probationary period prior to tenure. Faculty members appointed to a tenure-earning position are informally reviewed annually during their probationary period. These faculty members are reviewed formally for retention in accordance with the terms of their appointment. Such reviews are to be in accordance with this document and with the UAB Faculty Handbook. Faculty members and Chairs are required to meet specified deadlines for proper notification in each instance. 9. In making a recommendation regarding retention, the Chair shall meet with all full-time faculty of the department, other than the candidate under consideration, in a review session culminating in a vote. The Chair shall then write a personal recommendation regarding retention, which must report the vote of the faculty. The candidate shall be informed of the recommendation of the Chair and the vote of the faculty as soon as possible. When a Chair intends to recommend non-reappointment, notification of that intention must be given to the Dean as required by the UAB Faculty Handbook. A faculty member may appeal the decision of the Department Chair to the Dean. The Dean shall review the report of the Chair and the appeal, if any, from the candidate. The Dean may refer the case to the Committee on Promotion and Tenure. The faculty member shall be informed, in writing, of the reasons for the non-reappointment. Tenure Decisions A faculty member eligible for tenure must receive a formal review and a tenure decision before the end of the sixth year of service, in time for any notice of non-reappointment to comply with the standards set forth in the UAB Faculty Handbook. A faculty member may receive a formal review and a tenure decision earlier than the sixth year of service only if a shorter tenure earning period has been stipulated, in writing, at the time of the faculty member’s initial tenure-earning appointment. In making tenure recommendations, the Chair shall consult with all full-time faculty. Each department shall establish a tenure committee of all tenured members of the department. The Chair shall then meet with the tenure committee in a formal review session culminating in its vote. The Chair shall report his/her recommendation and the committee’s vote to the
faculty member under tenure review as soon as possible. The Chair shall then send the Dean no later than the first week in January his/her official recommendation, and report the vote of the tenure committee, providing the reasons for the recommendation. A minimum of three letters of external evaluation of the candidate’s scholarly/creative activities must be received prior to the departmental review. All solicited letters which are received must be included as a part of the candidate’s file to be reviewed by the Committee on Promotion and Tenure. Candidates may waive the right to see external letters of evaluation. Such a waiver shall be communicated to the reviewers and shall become a part of the candidate’s tenure file. Care should be taken to assure that these external reviewers are highly qualified in the candidate’s field and that they are in a position to make an objective assessment The Chair shall assume the responsibility of securing these evaluations. Reviewers should be given copies of the School-wide and University-wide criteria for tenure and should be asked specifically to evaluate the candidate in light of those criteria. The Chair’s letter of recommendation to the Dean must indicate how the reviewers have been chosen, and must be accompanied by a vita for each reviewer. The Chair’s letter should indicate which of the candidate’s published or publicly presented works were peer reviewed in some manner. It is helpful to the evaluation process to indicate the acceptance/rejection rate or reputation of the venue, if that is known. In the case of a positive recommendation, the report of the Department Chair shall be reviewed by the Dean and forwarded to the School’s Committee on Promotion and Tenure for consideration. The Committee on Promotion and Tenure may seek additional information about a candidate for promotion or tenure by asking the Chair or other members of the faculty of the candidate’s department to meet with the Committee to provide this whenever the Committee deems it appropriate. The Committee shall write its recommendation to the Dean. The Dean, after appropriate consultations, shall report his/her decision to the candidate, the candidate’s Department Chair, and the Provost. A candidate who has received a negative departmental decision may appeal that decision to the Dean. In that case, the report of the Department Chair shall be reviewed by the Dean and forwarded to the School’s Committee on Promotion and Tenure for consideration. The Dean, after appropriate consultation, shall report his/her decision to the candidate, the candidate’s Chair, and the Provost. If the decision is not appealed, no further action will be taken. The UAB Faculty Handbook allows for review of the tenure decision in the terminal year, but only in cases where there is substantial new evidence in support of candidacy for tenure. Promotion Decisions Only in exceptional cases may a faculty member be reviewed for promotion to Professor before serving three full years as Associate Professor. The procedure for external evaluation for such a proposed promotion shall be identical to that described above. In making a recommendation regarding promotion, the Chair shall consult with all full-time faculty in the department, and shall then meet with the faculty of the department who are of the rank or above that for which the candidate is being considered. This department group shall meet in a formal review session culminating in a vote. The Chair shall then write a personal recommendation regarding promotion and report the vote taken in the meeting. This information should be sent to the Dean no later than the end of January. The candidate shall be informed in writing of this action as soon as possible. All comments regarding reviewers and content of the Chair’s letter apply as described above in the tenure consideration process. The University-wide criteria for promotion to
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Colleague Evaluation Each department should include methods for peer evaluation such as: • Examination by colleagues of course content and materials—syllabi, hand-outs, exams, quizzes and other appropriate determinants of course content. • Evaluation by colleagues observing one’s teaching, viewing videotapes of one’s class, or any other appropriate means. • General reputation as a teacher among students and faculty.

Faculty Evaluations The work of each faculty member is to be periodically evaluated. Each department is urged to define further specific policies amid procedures for such evaluations. Faculty evaluations in the School of Arts and Humanities are of two kinds—formal and informal. In all reviews, faculty members should be given sufficient notice and time to bring their personnel files up to date prior to review. Formal Evaluations for Tenure, Retention, and Promotion Each faculty member who is being considered for tenure, retention, or promotion shall be given a formal review culminating in a letter of recommendation from the Department Chair to the Dean. All full-time faculty of the department shall be given the opportunity to discuss recommendations for retention, tenure, and promotion with the Chair. All full-time tenured and tenure-earning faculty shall have the opportunity to vote on recommendations for retention, while only full-time tenured faculty will have the opportunity to vote on recommendations for tenure. Only full-time faculty at or above the rank in question shall be given the opportunity to vote on recommendations for promotion. Normally, procedures for recommendations for promotion and tenure should be arranged to conform to the following schedule: 1. The Dean will notify faculty who will be reviewed for tenure, retention, or promotion by the end of the preceding term. 2. The Department Chair, in consultation with the faculty member, will solicit outside evaluations during the preceding summer. 3. The faculty member being reviewed will have materials available for faculty review by the middle of October. The Department Chair will ensure that outside evaluations are included with these materials. 4. The Department will forward its recommendation to the Dean before the end of the calendar year. 5. The Dean will refer the evaluation to the Committee on Promotion and Tenure by the second week of January. 6. The Committee on Promotion and Tenure will return their decision to the Dean. Informal Evaluations to Assist Professional Growth The primary purpose of informal reviews is to encourage and assist individual faculty members in their professional development and progress, and to keep them informed about the quality of their work as it is perceived by their colleagues and Chair. It is the responsibility of each department to provide informal reviews annually for all non-tenured faculty, and at least once every three years for tenured faculty other than Chairs who have not been otherwise formally evaluated within that time. A written report of the essential conclusions of the informal evaluation shall be given to the individual faculty member and a copy placed in the confidential professional file. The copy placed in the confidential professional file shall be signed by the individual faculty member to acknowledge his/her 7. reading of the report. Any faculty member may request an informal review each year. Criteria for Retention, Promotion and Tenure In teaching, research/creative activities, and service, the School of Arts and Humanities distinguishes between activities which constitute ordinary performance of duty and the various means
by which a faculty member may exceed these minimal requirements and demonstrate
degrees of excellence. Candidates for tenure must demonstrate excellence in the three
areas of teaching, research/creative activities, and service. Continuing excellence within
the three areas is required for promotion to the higher ranks. An individual will be judged
by these criteria in proportion to their relative importance to each academic rank and to
the program priorities of the appointing unit. Teaching: The minimum classroom
obligations of teaching faculty include careful preparation for scheduled classes,
consideration of academic policies and departmental programs in structuring course
content, and meeting all classes except when unavoidably absent. The minimum
obligations of the teaching faculty also include cooperation in staffing the necessary
service courses of the department, maintaining required files, and keeping scheduled
office hours. Degrees of excellence in teaching may be demonstrated by such things as:
• Ratings and evaluations of students and faculty. • Offering a variety of courses
demonstrating competence in a broad range of ideas and subject matter. • Development
of new courses which contribute significantly to the curriculum. • Extracurricular
educational activities with students and faculty. • Receiving teaching awards,
distinguished teaching fellowships or professorships, or similar kinds of recognition.
Documentation of teaching excellence should include not only copies of student teaching
evaluations but also such items as peer review, copies of syllabi and course handouts, a
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teaching, and evidence of grading policies and practices. Research/Creative Activities All
faculty members are minimally expected to continue educational and professional
growth, follow current developments in their fields of interest, and participate in
scholarly activities including research/creative activities sponsored by the departments,
the School, and the University. 8. Excellence in research/creative activities will be
determined by the worth and number of the faculty member’s contributions such as:
• Published scholarly books, articles, and other literary works. • The creation, presentation,
and publication of new works in the fields of art, music, literature, theater, dance, and
audio-visual productions. • Performances in music, theater, and dance. • Workshops
directed, papers presented, and consultations. • Awards or grants received from within or
from outside the University. • Service as an officer or committee member of professional
organizations. • Participation in professional meetings, seminars, institutes, and other
similar professional activities. Service All faculty members are minimally expected to
perform all assigned duties relating to the academic operations of the various
departments, the School of Arts and Humanities, and the University, including regular
attendance at departmental and school-wide faculty meetings. Excellence in service may
be demonstrated by the degree and quality of the following: • Work on standing or ad hoc
committees or organizations of the various departments, the School, or the University,
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seek additional information about a candidate for promotion or tenure by asking the Chair or other members of the faculty of the candidate’s department to meet with the Committee to provide this whenever the Committee deems it appropriate. The Committee shall write its recommendation to the Dean. The Dean, after appropriate consultations, shall report his/her decision to the candidate, the candidate’s Department Chair, and the Provost. A candidate who has received a negative departmental decision may appeal that decision to the Dean. In that case, the report of the Department Chair shall be reviewed by the Dean and forwarded to the School’s Committee on Promotion and Tenure for consideration. The Dean, after appropriate consultation, shall report his/her decision to the candidate, the candidate’s Chair, and the Provost. If the decision is not appealed, no further action will be taken. The UAB Faculty Handbook allows for review of the tenure decision in the terminal year, but only in cases where there is substantial new evidence in support of candidacy for tenure. Promotion Decisions Only in exceptional cases may a faculty member be reviewed for promotion to Professor before serving three full years as Associate Professor. The procedure for external evaluation for such a proposed promotion shall be identical to that described above.

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faculty members may attend, speak and vote in department and School meetings. They may serve by election or by appointment as members of department and School faculty committees. The following are the sections from the School Faculty Manual which apply to faculty evaluation. In addition, each department has its own manual which is shown under that department. The outcome at the school level is a recommendation for or against promotion or tenure, not a specific evaluation. It is based on all materials submitted by the candidate after departmental evaluation. "Teaching Evaluation On an annual basis, faculty members should prepare information concerning their effectiveness as teachers. This information may be used at any time when a faculty member’s teaching is being evaluated, but primarily during consideration for retention, promotion, or tenure. 5.

Student Evaluation Each department shall have for student evaluation purposes an appropriate instrument or instruments which must include the School-wide evaluation instrument. An additional departmental program of teaching evaluation may be discussed and developed by the entire faculty of the Department. Such programs must be presented to the School Faculty Affairs Committee and approved by the Dean. The student evaluations should be administered near the end of each term and should be conducted as outlined below in order to ensure the confidentiality of the students’ response and the impartiality of the application of these evaluations. Faculty should describe the procedure prior to administration of the evaluations. Forms are available from department offices.

Guidelines for Student Evaluation: • A responsible student should be assigned to distribute the student evaluation forms and to administer the process. • The instructor should not be present in the classroom during the evaluation process. • The assigned student should collect the evaluation forms, place them into an envelope and seal it, then return them to a designated secure area in the departmental office. • The instructor may not examine the student evaluations for any course prior to submitting the grades for that course. • Tenure-earning faculty will save all evaluations collected prior to the award of tenure. All subsequent evaluations will be maintained until the faculty member’s promotion to the next rank. In no case should student evaluations be retained for a period of less than three years. At no time may a class set of evaluations be edited or destroyed in part. • The student evaluation forms are to be retained in accordance with departmental standards for the review procedures associated with promotion, tenure and annual evaluations. Colleague Evaluation Each department should include methods for peer evaluation such as: • Examination by colleagues of course content and materials—syllabi, hand-outs, exams, quizzes and other appropriate determinants of course content. • Evaluation by colleagues observing one’s teaching, viewing videotapes of one’s class, or any other appropriate means. • General reputation as a teacher among students and faculty. 6. Faculty Evaluations The work of each faculty member is to be periodically evaluated. Each department is urged to define further specific policies amid procedures for such evaluations. Faculty evaluations in the School of Arts and Humanities are of two kinds— formal and informal. In all reviews, faculty members should be given sufficient notice and time to bring their personnel files up to date prior to review. Formal Evaluations for Tenure, Retention, and Promotion Each faculty member who is being considered for tenure, retention, or promotion shall be given a formal review culminating in a letter of recommendation from the Department Chair to the Dean. All full-time faculty of the department shall be given the opportunity to discuss recommendations for retention, tenure, and promotion with the Chair. All full-time tenured and tenure-earning
faculty shall have the opportunity to vote on recommendations for retention, while only full-time tenured faculty will have the opportunity to vote on recommendations for tenure. Only full-time faculty at or above the rank in question shall be given the opportunity to vote on recommendations for promotion. Normally, procedures for recommendations for promotion and tenure should be arranged to conform to the following schedule: 1. The Dean will notify faculty who will be reviewed for tenure, retention, or promotion by the end of the preceding term. 2. The Department Chair, in consultation with the faculty member, will solicit outside evaluations during the preceding summer. 3. The faculty member being reviewed will have materials available for faculty review by the middle of October. The Department Chair will ensure that outside evaluations are included with these materials. 4. The Department will forward its recommendation to the Dean before the end of the calendar year. 5. The Dean will refer the evaluation to the Committee on Promotion and Tenure by the second week of January. 6. The Committee on Promotion and Tenure will return their decision to the Dean. Informal Evaluations to Assist Professional Growth The primary purpose of informal reviews is to encourage and assist individual faculty members in their professional development and progress, and to keep them informed about the quality of their work as it is perceived by their colleagues and Chair. It is the responsibility of each department to provide informal reviews annually for all non-tenured faculty, and at least once every three years for tenured faculty other than Chairs who have not been otherwise formally evaluated within that time. A written report of the essential conclusions of the informal evaluation shall be given to the individual faculty member and a copy placed in the confidential professional file. The copy placed in the confidential professional file shall be signed by the individual faculty member to acknowledge his/her reading of the report. Any faculty member may request an informal review each year. Criteria for Retention. Promotion and Tenure In teaching, research/creative activities, and service, the School of Arts and Humanities distinguishes between activities which constitute ordinary performance of duty and the various means by which a faculty member may exceed these minimal requirements and demonstrate degrees of excellence. Candidates for tenure must demonstrate excellence in the three areas of teaching, research/creative activities, and service. Continuing excellence within the three areas is required for promotion to the higher ranks. An individual will be judged by these criteria in proportion to their relative importance to each academic rank and to the program priorities of the appointing unit. Teaching: The minimum classroom obligations of teaching faculty include careful preparation for scheduled classes, consideration of academic policies and departmental programs in structuring course content, and meeting all classes except when unavoidably absent. The minimum obligations of the teaching faculty also include cooperation in staffing the necessary service courses of the department, maintaining required files, and keeping scheduled office hours. Degrees of excellence in teaching may be demonstrated by such things as: • Ratings and evaluations of students and faculty. • Offering a variety of courses demonstrating competence in a broad range of ideas and subject matter. • Development of new courses which contribute significantly to the curriculum. • Extracurricular educational activities with students and faculty. • Receiving teaching awards, distinguished teaching fellowships or professorships, or similar kinds of recognition. Documentation of teaching excellence should include not only copies of student teaching evaluations but also such items as peer review, copies of syllabi and
course handouts, a complete listing of all courses taught, evidence of course development and innovative teaching, and evidence of grading policies and practices.

Research/Creative Activities All faculty members are minimally expected to continue educational and professional growth, follow current developments in their fields of interest, and participate in scholarly activities including research/creative activities sponsored by the departments, the School, and the University. 8. Excellence in research/creative activities will be determined by the worth and number of the faculty member’s contributions such as: • Published scholarly books, articles, and other literary works. • The creation, presentation, and publication of new works in the fields of art, music, literature, theater, dance, and audio-visual productions. • Performances in music, theater, and dance. • Workshops directed, papers presented, and consultations. • Awards or grants received from within or from outside the University. • Service as an officer or committee member of professional organizations. • Participation in professional meetings, seminars, institutes, and other similar professional activities. Service All faculty members are minimally expected to perform all assigned duties relating to the academic operations of the various departments, the School of Arts and Humanities, and the University, including regular attendance at departmental and school-wide faculty meetings. Excellence in service may be demonstrated by the degree and quality of the following: • Work on standing or ad hoc committees or organizations of the various departments, the School, or the University, especially those having important and demanding responsibilities. • Service to agencies or groups within or outside the University which involves one’s professional competencies. • Administration of special grants and programs. • Work with students in such areas as publications, student government, academic and social organizations. In documenting service activities, those which are considered to be especially significant should include an explanation of that significance. Retention Decisions Retention concerns the reappointment of faculty members during the probationary period prior to tenure. Faculty members appointed to a tenure-earning position are informally reviewed annually during their probationary period. These faculty members are reviewed formally for retention in accordance with the terms of their appointment. Such reviews are to be in accordance with this document and with the UAB Faculty Handbook. Faculty members and Chairs are required to meet specified deadlines for proper notification in each instance. 9. In making a recommendation regarding retention, the Chair shall meet with all full-time faculty of the department, other than the candidate under consideration, in a review session culminating in a vote. The Chair shall then write a personal recommendation regarding retention, which must report the vote of the faculty. The candidate shall be informed of the recommendation of the Chair and the vote of the faculty as soon as possible. When a Chair intends to recommend non-reappointment, notification of that intention must be given to the Dean as required by the UAB Faculty Handbook. A faculty member may appeal the decision of the Department Chair to the Dean. The Dean shall review the report of the Chair and the appeal, if any, from the candidate. The Dean may refer the case to the Committee on Promotion and Tenure. The faculty member shall be informed, in writing, of the reasons for the non-reappointment. Tenure Decisions A faculty member eligible for tenure must receive a formal review and a tenure decision before the end of the sixth year of service, in time for any notice of non-reappointment to comply with the standards set forth in the UAB Faculty Handbook. A faculty member may receive a
formal review and a tenure decision earlier than the sixth year of service only if a shorter tenure earning period has been stipulated, in writing, at the time of the faculty member’s initial tenure-earning appointment. In making tenure recommendations, the Chair shall consult with all full-time faculty. Each department shall establish a tenure committee of all tenured members of the department. The Chair shall then meet with the tenure committee in a formal review session culminating in its vote. The Chair shall report his/her recommendation and the committee’s vote to the faculty member under tenure review as soon as possible. The Chair shall then send the Dean no later than the first week in January his/her official recommendation, and report the vote of the tenure committee, providing the reasons for the recommendation. A minimum of three letters of external evaluation of the candidate’s scholarly/creative activities must be received prior to the departmental review. All solicited letters which are received must be included as a part of the candidate’s file to be reviewed by the Committee on Promotion and Tenure. Candidates may waive the right to see external letters of evaluation. Such a waiver shall be communicated to the reviewers and shall become a part of the candidate’s tenure file. Care should be taken to assure that these external reviewers are highly qualified in the candidate’s field and that they are in a position to make an objective assessment. The Chair shall assume the responsibility of securing these evaluations. Reviewers should be given copies of the School-wide and University-wide criteria for tenure and should be asked specifically to evaluate the candidate in light of those criteria. The Chair’s letter of recommendation to the Dean must indicate how the reviewers have been chosen, and must be accompanied by a vita for each reviewer. The Chair’s letter should indicate which of the candidate’s published or publicly presented works were peer reviewed in some manner. It is helpful to the evaluation process to indicate the acceptance/rejection rate or reputation of the venue, if that is known. In the case of a positive recommendation, the report of the Department Chair shall be reviewed by the Dean and forwarded to the School’s Committee on Promotion and Tenure for consideration. The Committee on Promotion and Tenure may seek additional information about a candidate for promotion or tenure by asking the Chair or other members of the faculty of the candidate’s department to meet with the Committee to provide this whenever the Committee deems it appropriate. The Committee shall write its recommendation to the Dean. The Dean, after appropriate consultations, shall report his/her decision to the candidate, the candidate’s Department Chair, and the Provost. A candidate who has received a negative departmental decision may appeal that decision to the Dean. In that case, the report of the Department Chair shall be reviewed by the Dean and forwarded to the School’s Committee on Promotion and Tenure for consideration. The Dean, after appropriate consultation, shall report his/her decision to the candidate, the candidate’s Chair, and the Provost. If the decision is not appealed, no further action will be taken. The UAB Faculty Handbook allows for review of the tenure decision in the terminal year, but only in cases where there is substantial new evidence in support of candidacy for tenure. Promotion Decisions Only in exceptional cases may a faculty member be reviewed for promotion to Professor before serving three full years as Associate Professor. The procedure for external evaluation for such a proposed promotion shall be identical to that described above. In making a recommendation regarding promotion, the Chair shall consult with all full-time faculty in the department, and shall then meet with the faculty of the department who are of the rank or above that for which the candidate is
being considered. This department group shall meet in a formal review session culminating in a vote. The Chair shall then write a personal recommendation regarding promotion and report the vote taken in the meeting. This information should be sent to the Dean no later than the end of January. The candidate shall be informed in writing of this action as soon as possible. All comments regarding reviewers and content of the Chair’s letter apply as described above in the tenure consideration process. The University-wide criteria for promotion to Professor include having earned a national reputation. In the case of a positive recommendation from the department, the report of the Department Chair shall be reviewed by the Dean and forwarded to the School’s Committee on Promotion and Tenure for consideration. The Dean, after appropriate consultation, shall report his/her decision to the candidate and the candidate’s Department Chair, and to the Provost in the case of a positive decision. In the case of a negative departmental recommendation, no further action will be taken unless the candidate appeals. In the case of a negative decision which has been appealed by the candidate, the report of the Department Chair shall be reviewed by the Dean and, at his/her discretion, forwarded to the School’s Committee on Promotion and Tenure for consideration. The Dean, after appropriate consultation, shall report his/her decision, and reasons for the decision, in writing, to the candidate and the candidate’s Department Chair, and to the Provost in the case of a positive recommendation. If a negative decision by the Dean is not appealed, no further action will be taken. Non-Tenure-Earning Faculty Persons appointed to non-tenure-track full-time or half-time positions shall have an initial appointment of one year. If reappointed, their term of reappointment shall be for two years. A person may be reappointed three times for such two-year terms. The rank for such one- and two-year appointments shall generally be as Instructor. 11. Review for reappointment for a fifth term shall take place in the sixth year of service. Such reappointment shall be for three years, at the rank of Senior Instructor or Senior Lecturer. Such three-year appointments are renewable for an unlimited number of times. Senior Instructor and Senior Lecturer faculty members may attend, speak and vote in department and School meetings. They may serve by election or by appointment as members of department and School faculty committees. Decisions on the appointment and retention (reappointment) of non-tenure-track faculty members shall be made in accordance with appropriate departmental procedures. Decisions on the appointment and retention (reappointment) of non-tenure-track faculty members shall be made in accordance with appropriate departmental procedures.