I. Guidelines from the CHES Promotion and Tenure Committee

The College of Human Environmental Sciences (CHES) uses Digital Measures as a platform for hosting and reviewing the dossiers of faculty candidates with research responsibilities who are seeking promotion and/or tenure (P&T) at The University of Alabama. For the purpose of this document, faculty members seeking to be promoted and/or tenured will be referred to as “candidates”.

The primary responsibility for preparing a dossier rests with the faculty candidate, but the department chairperson will provide appropriate assistance upon request (please also see Section II below). Following university protocols, completed dossiers should be submitted for review to the CHES administrators by the appropriate deadline. Listed below are the types of annual reviews required by The University of Alabama, along with the annual deadlines for submitting dossiers, and the levels of review for each type.

Table 1: Schedule for Types of Review, Submission Deadlines, and Review Levels

<table>
<thead>
<tr>
<th>Type of Review*</th>
<th>Submission Deadline</th>
<th>Review Levels</th>
</tr>
</thead>
</table>
| 1st year Probationary Review | January 10th | Department Chair  
College P&T Committee  
Dean |
| 2nd year Probationary Review | August 16th | Department Chair  
College P&T Committee  
Dean |
| 3rd year Probationary Review | August 16th | Department Chair  
College P&T Committee  
Dean |
| 4th year Mandatory Retention Review | August 16th | Department Chair  
College P&T Committee  
Dean  
Provost/VP for Academic Affairs |
| 5th year Probationary Review | August 16th | Department Chair  
College P&T Committee  
Dean |
| 6th year Mandatory Promotion and Tenure Review | August 16th | Department Chair  
College P&T Committee  
Dean  
Provost/VP for Academic Affairs  
President |
| Other Candidates Seeking Promotion | August 16th | Department Chair  
College P&T Committee  
Dean  
Provost/VP for Academic Affairs |
*Except for 1st year review, each subsequent review is conducted at the beginning (not the end) of the candidate’s position year. For example, 2nd year probationary review is conducted at the beginning of the candidate’s 2nd year, 3rd year probationary review is at the beginning of the candidate’s 3rd year, etc.

The CHES P&T committee follows the guidelines in the UA Faculty Handbook when reviewing dossiers. The P&T committee strongly encourages candidates to carefully read the faculty handbook paying particular attention to Chapter 2 and the appropriate section(s) relevant for review (i.e., promotion, awarding tenure, preparation of dossiers, etc.) to be informed of the university policy regarding application for promotion and/or tenure. The link to the faculty handbook and passages relevant to promotion and tenure can be located at: https://facultyhandbook.ua.edu/. However, since this link may change, candidates are encouraged to search the UA website using the keywords “Faculty Handbook” for the most recent version.

Prior to submission of the dossier for review, the P&T committee recommends that the candidate consider:
- Starting early.
- Seeking advice from tenured colleagues.
- Working with your chairperson prior to the deadline to determine adequacy of dossier materials.
- Confirming the accuracy of all materials prior to the deadline.

Please also review Sections II and III of this document for additional information in preparing your dossier.

**II. Guidelines from CHES Administrators**

The process for submitting and reviewing dossiers follows the sequence depicted below, with candidates having an opportunity to submit a written explanation or rebuttal, if desired, at each level of review (i.e., Steps 2, 3 and 4 on Table 2). Any explanation or rebuttal becomes part of the candidate’s dossier and will be reviewed and responded to in writing by the level reviewer before it advances to the next review. Both the candidate’s rebuttal and the level reviewers’ response will be added to Digital Measures and become part of the candidate’s dossier materials.

**Table 2: CHES Sequence for Probationary and Mandatory Reviews**

<table>
<thead>
<tr>
<th>Step 1</th>
<th>Step 2</th>
<th>Step 3</th>
<th>Step 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Materials Submitted to Digital Measures</td>
<td>Materials Reviewed by Department Chairperson</td>
<td>Materials Reviewed by CHES P&amp;T Committee</td>
<td>Materials Reviewed by CHES Dean</td>
</tr>
</tbody>
</table>
CHES Promotion and Tenure Guidelines

The candidate will submit the dossier materials to Digital Measures for review by the appropriate deadline (see Sections I and III).

STEP 1: Submit Materials for Review

Each candidate has a unique Digital Measures profile. Access to this profile is available through “Digital Measures“ link on the “Faculty” tab on myBama: https://mybama.ua.edu/cp/home/displaylogin. Candidates will complete entries for their dossier materials in the following sections of Digital Measures by the appropriate deadline. Entries must be accurate, including dates.

- **General Information**: Candidates should review and, where needed, correct the general information provided in their Digital Measures profile. In addition, candidates should complete, update, add, or delete entries to any of the sub-areas that might inform their candidacy.

- **Teaching/Mentoring**: Candidates should document the quality and effectiveness of classroom instruction and student mentoring. Entries that are auto-populated (e.g., Scheduling Teaching, Student Opinions of Instruction) should be closely reviewed for accuracy. If an error is found it should be immediately communicated to the department chairperson. Note that Learning Outcomes Matrices are no longer required.

- **Scholarship/Research**: Candidates should document the quality and quantity of their scholarship/research efforts. Entries should be filled out completely to provide the most accurate and comprehensive information, including dates. Entries that are auto-populated (e.g., Contracts, Grants and Sponsored Research) or may be other-populated (e.g., Publications) should be closely reviewed for accuracy and completeness. If an error is found it should be immediately communicated to the department chairperson.

- **Service**: Candidates should document responsible academic citizenship and, where possible, provide specific dates.

In addition, the following dossier materials should be uploaded to Digital Measures. Save files using the following format: file name_faculty last name_year. For example, Application_Letter_Smith_2020.

- **Original Letter of Appointment**: A copy of the original letter of appointment will be uploaded to each candidate’s Digital Measures repository by the Dean’s office.

- **Application for Promotion and Tenure Review**: The candidate should provide an application letter summarizing contributions to teaching, research, and service.
Highlight evidence that demonstrates progress toward, and supports candidacy for, promotion and/or tenure in the areas of:

- **Scholarship/Research**: Candidates should document the quality and quantity of their scholarship/research efforts. This should include evidence of a strong, continuing record of productive research, grant activities, publications and presentations, creative activities, and scholarly achievements appropriate to your field of specialization and demonstrating substantial progress toward an outstanding level of performance.
- **Teaching/Mentoring**: Candidates should document the quality and effectiveness of classroom instruction and student mentoring. This should include evidence from student opinions of instruction, academic advising, directed student learning, and teaching innovation and curriculum development where applicable.
- **Service**: Candidates should document responsible academic citizenship. This should include evidence of professional, community, and university service.

- The application letter should be a maximum of three single-spaced pages, one for scholarship/research, one for teaching/mentoring, and one for service.
- Summarize accomplishments since the date of hire or promotion.
- Upload the application letter to the Digital Measures workflow page.

**Review Letters**: Copies of recommendation letters received in previous years will be uploaded to each candidate’s Digital Measures repository by the Dean’s office including:
- Previous letter(s) from the department chairperson
- Previous letter(s) from the CHES Promotion and Tenure Committee
- Previous letter(s) from the Dean
- Letter from Academic Affairs (for candidates following the 4th year review)
- Letters from three external reviewers (for candidates in their 6th year review or other candidates seeking promotion)

**STEP 2: The Department Chairperson Review**

The candidate’s department chairperson will review the candidate’s dossier materials through Digital Measures. The chairperson may add information considered relevant. If information is added, the candidate will have the right to submit a written explanation or rebuttal to the added information (except in the case of external letters of review). The candidate would upload this rebuttal to Digital Measures.

The department chairperson will write an independent letter to the Dean discussing the candidate’s progress toward promotion and/or tenure. For first year candidates, the chairperson’s letter will be uploaded to Digital Measures no later than January 18th. The candidate will have the right to submit a written explanation or rebuttal in response to the letter by no later than January 20th. For second thru sixth year candidates the chairperson’s letter will be uploaded to Digital Measures no later than September 5th. The candidate will have the right
to submit a written explanation or rebuttal in response to the letter by no later than September 8th.

**STEP 3: The College Promotion and Tenure Committee Review**

The CHES P&T committee will review the candidate’s dossier materials through Digital Measures, including the chairperson’s letter (along with any rebuttal from candidate), and any letters from external reviewers (sixth year candidates), if applicable. Once under committee review, no additions or corrections may be made to the dossier materials.

The committee will write a letter to the Dean discussing the candidate’s progress towards promotion and/or tenure, focusing on the areas of research, teaching and service. The committee letter will make recommendations to the Dean about the candidate’s appointment, including the committee vote totals. For first year candidates, the committee’s letter will be uploaded to Digital Measures no later than **January 28th**. The candidate will have the right to submit a written explanation or rebuttal in response to the letter by no later than January 30th. If the candidate submits a rebuttal, the committee will review it and submit a written response and/or call for a new vote on the candidate’s materials no later than February 1st. This response would be uploaded to Digital Measures.

For second thru sixth year candidates, the committee’s letter will be uploaded to Digital Measures no later than **October 26th**. In addition, a copy of the letter will be sent to the candidate and the candidate’s chair. The candidate will have the right to submit a written explanation or rebuttal in response to the committee’s letter no later than October 29th. The candidate would upload this rebuttal to Digital Measures. If the candidate submits a rebuttal, the committee will review it and submit a written response and/or call for a new vote on the candidate’s materials no later than November 1st. This response would be uploaded to Digital Measures.

**STEP 4: The Dean Review**

The Dean will review the candidate’s dossier materials through Digital Measures, including the chairperson’s letter (along with any rebuttal from candidate), any letters from external reviewers (sixth year candidates), and the committee’s letter (along with any rebuttal from candidate).

The Dean will write a letter to the Provost discussing the candidate’s progress towards promotion and/or tenure. The dean’s letter will be uploaded to Digital Measures no later than **February 20th** for first year candidates. The candidate will have the right to submit a written explanation or rebuttal in response to the dean’s letter by no later than February 23rd. The candidate would upload this rebuttal to Digital Measures.

For second thru sixth year candidates, the dean’s letter will be uploaded to Digital Measures no later than **December 9th**. The candidate will have the right to submit a written explanation or rebuttal in response to the dean’s letter by no later than December 12th. The candidate would upload this rebuttal to Digital Measures.
If the candidate submits a rebuttal, the Dean will review it and submit a written response within 3 calendar days. This response would be uploaded to Digital Measures.

### III. Timeline for Review, Procedures for External Reviews, and Letter Template

#### Table 3: Timeline for Review for 1st Year Candidates

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 10</td>
<td>First-year candidates submit completed dossier materials and documents are uploaded to Digital Measures.</td>
</tr>
<tr>
<td>January 18</td>
<td>Department chairperson adds any additional relevant materials to first-year candidate’s dossier, if desired, and submits recommendation letter to Digital Measures.</td>
</tr>
<tr>
<td>January 28</td>
<td>CHES P&amp;T Committee submits recommendation letter for first-year candidates to Digital Measures with copies provided to the candidate and their department chairperson.</td>
</tr>
<tr>
<td>February 20</td>
<td>Dean submits recommendation letter to Digital Measures with copies provided to the candidate and their department chairperson.</td>
</tr>
</tbody>
</table>

#### Table 4: Timeline for Review 2nd to 6th Year Candidates and Others Seeking Promotion and/or Tenure

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 1</td>
<td>Candidates who intend to apply for promotion and/or tenure the following year notify the department chairperson and the dean of his/her intent to apply.</td>
</tr>
<tr>
<td>March 15</td>
<td>Department chairperson and candidates identify potential external reviewers.</td>
</tr>
<tr>
<td>April 1</td>
<td>Department chairperson solicits letters from three external reviewers. External letters are due to chairperson no later than August 1.</td>
</tr>
<tr>
<td>August 16</td>
<td>Candidates seeking retention, promotion, and/or tenure upload completed dossier materials and documents to Digital Measures.</td>
</tr>
<tr>
<td>September 5</td>
<td>Department chairperson adds any additional relevant materials to candidate’s dossier, if desired, and submits recommendation letter to Digital Measures.</td>
</tr>
<tr>
<td>October 26</td>
<td>CHES P&amp;T Committee submits recommendation letter to Digital Measures with copies provided to the candidate and their department chairperson.</td>
</tr>
<tr>
<td>December 9</td>
<td>Dean submits recommendation letter to Digital Measures with copies provided to the candidate and their department chairperson.</td>
</tr>
<tr>
<td>April 1</td>
<td>Estimated date for receipt of provost letter for 4th and 6th year candidates and for other candidates seeking promotion and/or tenure.</td>
</tr>
</tbody>
</table>

The process outlined below will be followed for all candidates who are to include external reviews in the dossier:
• Once notified of a candidate’s intent to apply for promotion and/or tenure, the
department chairperson will request from the candidate a list of 3-4 potential external
reviewers. Additionally, the chairperson will generate a list of 3-4 potential external
reviewers.
  o Potential reviewers should be recognized as experts in professional areas of
    relevance to the candidate’s evaluation. Potential reviewers must be external to
    the candidate’s university community and cannot be mentors, former teachers, or
    collaborators. In addition, the potential reviewers must, at minimum, hold the
    academic rank for which the candidate is applying – applicants for the rank of
    associate professor must be reviewed by faculty at the rank of associate or full
    professor while applicants for full professor must be reviewed by faculty at the
    rank of full professor. The expertise, reason for why the reviewer is suggested (e.g.
    does the reviewer have published manuscripts in similar areas as the candidate?),
    and rank of potential reviewers as well as the nature of the candidate’s
    relationship, if any, with them should be included in the nomination.
• The chairperson will select three potential reviewers, two from the candidate’s list and
  one from the chair’s list.
• The chairperson will contact the potential reviewers to determine their willingness to
  provide a review within the expected timeline. Once three willing reviewers are identified,
  the chairperson will formally solicit from them external reviews.
• The chairperson will submit to reviewers the UA guidelines for Tenure and Promotion,
  reprints of three articles authored by the candidate, or creative activities, and the
  candidate’s curriculum vita.
  o Reviewers should evaluate and comment on the candidate's scholarship/research
    or creative activities.
  o Reviewers should not provide a recommendation regarding personnel decisions.
  o Reviewers should submit letters to the chairperson by August 1.
• The chairperson will include a statement of personal and/or professional relationships
  between the candidate and the three external reviewers along with the reviewer’s
  qualifications as an addendum to his/her letter to the tenure/promotion committee.
• The chairperson will keep 2 versions of the external letters on file, one unredacted and
  one redacted only to remove any information that could identify the external reviewer
  (name, university, and any references in the letter body with reviewer-identifying
  criteria). The chairperson will work with the Dean’s office to upload the redacted,
  anonymized external letters to Digital Measures.