



# Electronic Tenure & Promotion

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UNIVERSITY OF  
SOUTH ALABAMA

# Electronic Tenure & Promotion Process

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## Getting Started

## Uploading Responsibilities

## Watermark Faculty Success

Tenure & Promotion Report  
Confirmation and Submission Sheet

## Google Drive

Security Roles  
File Names  
Uploading Documents

# Getting Started

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Provost Office notifies Colleges/Schools of eligible T&P candidates & deadlines

Dean reviews list for accuracy

Dean provides college timeline, Google timeline, policies/guidelines, names of candidates and College/Department committees to Provost Office

Provost Office Sets-up Google Drive folders

# Watermark Faculty Success

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The following instructions can be found on the AA webpage:

Watermark Guides

<https://www.southalabama.edu/departments/academicaffairs/promotiontenure.html>

Running Report/Confirmation & Submission

<https://www.southalabama.edu/departments/academicaffairs/resources/howtorunpandt.pdf>

Questions/concerns regarding placement of information in the system, please contact your Watermark College/School representative

# Uploading Responsibilities

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Candidate

Department Committee Chair Department Chair

Dean

College/School Committee Chair Dean

Executive Vice President and Provost

President

# Candidate

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Receives email notification of access from Academic Affairs Tenure & Promotion (via Google Drive)

Downloads T&P report\* (including Confirmation & Submission sheet) from Watermark as a PDF

Saves/Uploads T&P report\* to Google Drive Folder– save as DMReport.pdf

Uploads portfolio\*\* to Google drive – save as Portfolio.pdf

\*Specific materials and date range based on College/School guidelines.

\*\*Documents/materials required by the College/School at the time of submission.  
May include letter of application, letters of support, etc.

# Department Committee Chair & Committee

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Receives email notification of access from Academic Affairs Tenure & Promotion (via Google Drive)

## **Committee Chair:**

Uploads (or provides to Department Chair to upload)\* external reviews – save as Reviews.pdf

## **Committee:**

Reviews candidate's packet (Watermark report, portfolio, reviews)

## **Committee Chair:**

Develops a narrative report of committee's evaluation and adds to the front of the Reviews.pdf document.

\*Each College/School may differ as to whether the Department Chair or the Department Committee Chair uploads the external reviews

# Department Chair

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Reviews candidate's packet & recommendation/review(s)

Meets with candidate and provides written recommendation/justification & *Departmental Review Notification Form*. Chair will initial form. (signed form will be uploaded by the Dean at a later date)

Uploads into Reviews.pdf their written recommendation & justification and adds to front of the document



# Candidate

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Has one week to return the signed original *Departmental Review Notification Form* to Dean

If candidate chooses to include supplemental material with this form, it is to be emailed, as a PDF, to the Dean to be included with the T/P application

# Dean

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Receives email notification of access from Academic Affairs  
Tenure & Promotion (via Google Drive)

The Dean uploads/saves the following as Departmental Review  
Notification.pdf

*Departmental Review Notification Form (signed)*  
supplemental materials (if applicable)  
originating email as pdf (if applicable)

# College/School Committee

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Receives email notification of access from Academic Affairs Tenure & Promotion (via Google Drive)

## **Committee:**

Reviews candidate's packet (Watermark report, portfolio, reviews, Departmental Review Notification form/supplemental materials)

## **Committee Chair:**

Develops a narrative report of committee's evaluation and adds narrative to front of [Reviews.pdf](#) document.

# Dean

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Reviews candidate's packet, recommendations/ reviews, supplemental materials, etc.

Adds written recommendation\* in front of Reviews.pdf document

\*The Dean's recommendation must be separated by individual candidate. One comprehensive review of all candidates will no longer be accepted.

# Executive Vice President and Provost

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Reviews candidates packet, recommendations/reviews, supplemental materials, etc.

Adds written recommendation into Reviews.pdf document

# President

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Reviews candidates packet, recommendations/reviews, supplemental materials, etc.

Makes decision as to his/her recommendation to Board of Trustees

# Security Roles

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President – Unlimited Access

Executive Vice President and Provost – Unlimited Access

Provost Staff – Unlimited Access

Dean – View/Edit

Dean's Representative (Optional) – View/Edit

College/School Committee Chair – View/Edit

College/School Committee Members – View

Department Chair – View/Edit

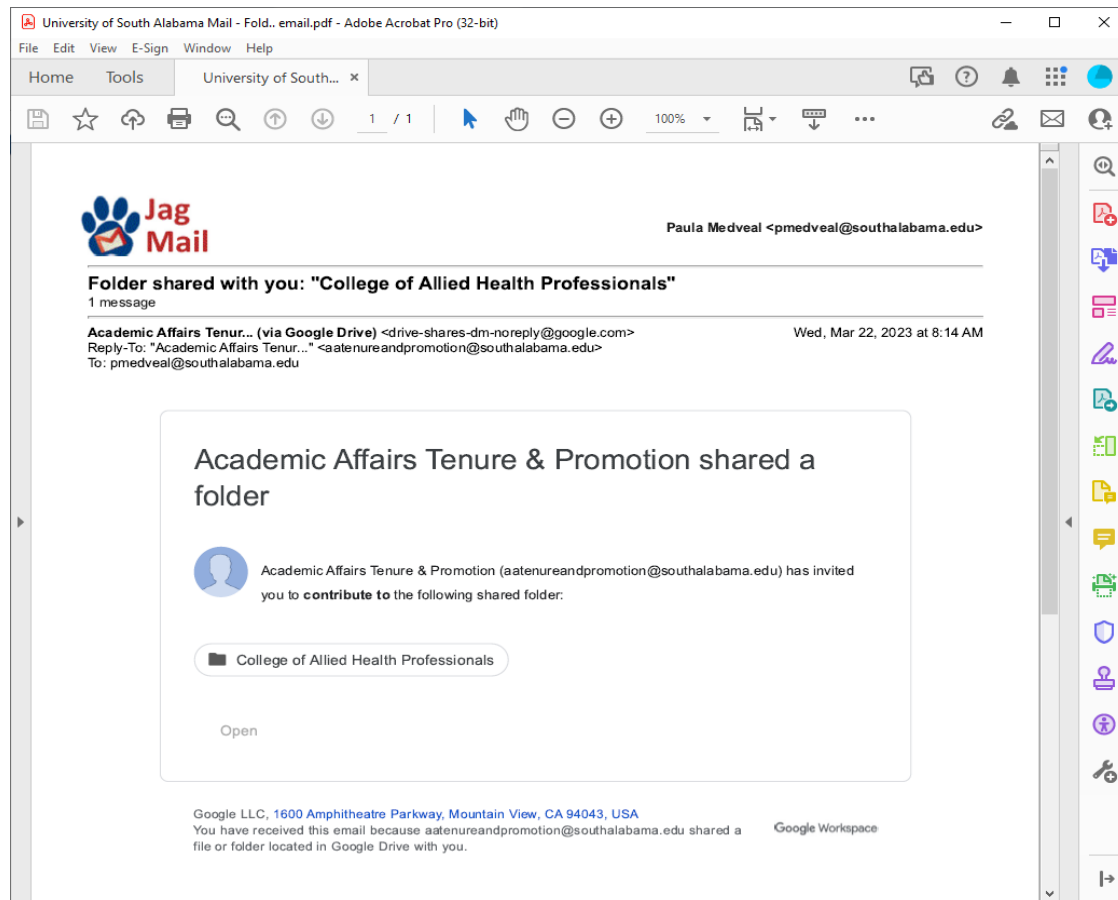
Department Committee Chair – View/Edit

Department Committee Members – View

Candidate – View/Edit

\*access dates are based on google timeline submitted by College/School

# Email Notification - Contribute





# Email Notification – View

Arts & Sciences - Invitation to view Inbox x



Academic Affairs Tenur... (via Google Drive) <drive-shares-noreply@google.com>  
to me

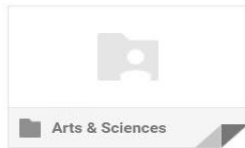
2:39 PM (0 minutes ago) ☆ ↶ ⋮

aatenureandpromotion@southalabama.edu has invited you to **view** the following shared folder:

 [Arts & Sciences](#)

[Open](#)

Google Drive: Have all your files within reach from any device.  
Google LLC, 1600 Amphitheatre Parkway, Mountain View, CA 94043, USA



# Google Drive

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Candidate's google folder may contain up to 4 documents using the following naming conventions

<https://www.southalabama.edu/departments/academicaffairs/resources/namingconventions.pdf>

DMReport.pdf

Candidate's Watermark tenure and promotion report & Confirmation and Submission sheet\*

*\*For the links to work correctly in the report the document must be saved as a PDF. If the report is printed out, scanned and uploaded the links will not work*

Responsible Party - Candidate

# Google Drive

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Reviews.pdf

Contains all of the candidate's reviews.

Final document should look like this:

Dean's Review

College Committee Recommendation

Department Chair Recommendation

Department Committee Report

External Reviews

Responsible Parties– Dean, College Committee Chair, Department  
Chair, Department Committee Chair

# Google Drive

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[Departmental Review Notification.pdf](#)

This is the form issued to the candidate by the department chair

Candidates have one week to sign and return form to the Dean's Office

Dean uploads form, copy of justification/recommendation provided to candidate and any supplemental materials provided (if applicable)

Responsible Party – Dean

# Google Drive

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Portfolio.pdf\*

These are the documents/materials required by the school/college at the time of submission (may include letter of application, letters of support, etc.)

\*Not all Colleges/Schools may require this; Please refer to your College/School Policy

Responsible Party – Candidate

# Google Drive

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College google folder will contain up to 2 documents using the following naming conventions

Promotion Recommendation Summary.pdf

Dean's promotion recommendation summary table

Tenure Recommendation Summary.pdf

Dean's tenure recommendation summary table

# Academic Affairs Contact Information

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