



# THE UNIVERSITY OF SOUTHERN MISSISSIPPI

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Office of the Provost and  
Vice President for Academic Affairs

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TO: Academic Chairs and Directors

FROM: Steven Moser  
Interim Provost

DATE: August 27, 2015

SUBJECT: Revision to Tenure and Promotion Documentation

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On August 13, 2013, then Provost Denis A. Wiesenburg issued a directive to modify the preparation of promotion and tenure dossiers as allowed in Section 9.5.1 and 9.7.3 of the USM Faculty Handbook. At the request of members of the Faculty Senate, this directive has been reviewed and will continue as previously presented, with minor modifications (*italicized below*).

In submitting materials as evidence of scholarly or creative activities and research, the curriculum vitae of the promotion or tenure candidate should include for each activity the percentage contribution of the candidate. Per the 2013 directive:

“...if a scholarly publication has multiple authors, candidates should specify the percentage (e.g. 50%) of their specific contribution to the publication. Percentages of contribution must also be provided for research activities (proposals, funded research awards, performances, etc.).”

*For refereed or peer-reviewed publications, **either** the acceptance percentage for the journal or other form of publication **or** the journal impact factor (available through Google Scholar - [scholar.google.com](http://scholar.google.com) > Metrics) must be provided. Additional categories such as citations per year, total citations, etc., are encouraged but not required.*

I reiterate Dr. Wiesenburg’s previous caution that peer and college committees carefully review the publication quality and consider excluding articles in questionable journals in their review of faculty for promotion and tenure.

cc: Dr. Rodney Bennett, President  
Academic Deans  
General Counsel  
Faculty Senate Executive Committee