MEMORANDUM

TO: Academic Deans
   Department Chairs
   Unit Tenure and Promotion Committee Chairs

FROM: Lacy Ford
      Senior Vice Provost and Dean of Graduate Studies

DATE: June 18, 2015

SUBJECT: Tenure and Promotion for 2015-2016

I would like to bring to your attention several important things to remember as you prepare tenure and promotion candidate files for the upcoming cycles:

- **Website Information:** The Provost Office website includes a great deal of information about the tenure and promotion process, and can be accessed through the link listed here:
  
  [http://www.sc.edu/about/offices_and_divisions/provost/faculty/tenure/](http://www.sc.edu/about/offices_and_divisions/provost/faculty/tenure/)

- **Teaching Information:** Please ensure that candidate primary files in your college/school include the teaching information requested by the 2013-2104 UCTP committee and former Provost Michael Amiridis in their joint memo of March 7, 2014 (attached). Peer reviews of teaching must be included in the primary file. The teaching summary must also be included in the primary file. Please ensure that the teaching summary includes comparative data as discussed in the aforementioned memo, and that the comparative data is also in the primary file.

- **External Reviewers:** Please be sure that those selecting external reviewers abide by the provisions of the *Faculty Manual*. Be sure to ask the reviewers to disclose their relationship if any, with the candidate. Be sure that reviewers are chosen from peer or peer aspirant institutions unless expertise in a relevant area can be shown. Be sure that co-authors, collaborators, colleagues, former professors or mentors are excluded, as the *Faculty Manual* states, (p.24)

  "...at least five evaluations of the candidate's research and scholarship be obtained from impartial scholars at peer or aspirant institutions within the field, outside the University of South Carolina. If a person can be shown to be one of the leading scholars in a particular field, that person may be used as an outside evaluator even if he or she is at an institution that is not peer or aspirant. Non-university specialists may be used as outside evaluators if allowed by unit procedures; however, the majority of evaluators normally must be persons with academic affiliations. Persons who have..."
co-authored publications, collaborated on research, or been colleagues or advisors of the applicant normally should be excluded from consideration as outside evaluators. All evaluators must be asked to disclose any relationship or interaction with the applicant.”

- **Clarification of Grant documentation:** In the Research section, under Grants and Contracts, in the table where funded contracts and grants are listed, please include the total amount of the award as well as the candidate’s share of the funding.

- **Presentation Order of Information in the Primary File:**
  1. Please ensure that files are assembled according to the guidelines and using the bookmarks given on the website list linked here:

    [http://www.sc.edu/about/offices_and_divisions/provost/faculty/tenure/candidatefileprep.php](http://www.sc.edu/about/offices_and_divisions/provost/faculty/tenure/candidatefileprep.php)

  2. As explained on the website, in order to account for appropriate years of work, table columns can be added or deleted as necessary in each of the sections listing teaching, scholarship, and service activities.

  3. Due to the diverse nature of disciplines and in order to best present candidates’ scholarship, sub-headings under the standard headings used in the tenure and promotion form template may be created, or alternate headings may be used if those better describe the scholarly activities. It is always up to the candidate to decide how to best present their file in a way that demonstrates fulfillment of unit criteria.

- **Submitting Files under the Correct Tenure and Promotion Cycle:**
  1. Tenure and promotion files for faculty with tenure start dates of January 1 are submitted in the spring of their penultimate year. These files are called “Mid-Year Cycle” files.

  2. Tenure and promotion files of faculty with tenure start dates of August 16 are submitted in the fall of their penultimate year. These files are called “Regular Cycle” files.

  3. All files for candidates seeking promotion to professor will be submitted in Mid-Year cycle, except as noted in 4 below.

  4. If the file is a tenure and promotion to professor or a tenure file for either an associate professor or professor, the date of the file submission is determined by the tenure start date, unless the file is submitted prior to the penultimate year.

  5. Retention files may be submitted in either the spring and fall semester as needed.

  4. The tenure and promotion calendars can be found by using the following link:

    [http://www.sc.edu/about/offices_and_divisions/provost/faculty/tenure/tenureclockcalendars.php](http://www.sc.edu/about/offices_and_divisions/provost/faculty/tenure/tenureclockcalendars.php)

- **References:** Please remind candidates and committee members to refer to these documents in all of their tenure and promotion activities:
➢ The Faculty Manual, which assigns the University Committee on Tenure and Promotion (UCTP) the responsibility to establish guidelines:

http://www.sc.edu/about/offices_and_divisions/provost/policiesandprocedures/facultymanuals.php

➢ The UCTP Guidelines for Units: Preparing Criteria and Files which contains the official guidance from the UCTP:

http://www.sc.edu/provost/forms/goldenrod.pdf

➢ Individual unit criteria:

http://www.sc.edu/about/offices_and_divisions/provost/faculty/tenure/unitcriteria.php

Please contact Dr. Terrie Smith tlsmith0@mailbox.sc.edu in the Provost Office at 803-777-2808, or the Faculty Senate Office at 803-777-6073 with any questions or concerns you have about the tenure and promotion process.

Attachment:
UCTP/Provost March 2014 Teaching Summary and Student and Peer Evaluations in Tenure and Promotion Files Memo
MEMORANDUM

TO: Academic Deans
    Department Chairs
    Unit Tenure and Promotion Committee Chairs

FROM: The University Committee on Tenure and Promotions (UCTP)
      and Michael D. Amiridis, Executive Vice President for Academic Affairs
      and Provost

DATE: March 7, 2014

SUBJECT: Teaching Summary and Student and Peer Evaluations in Tenure and Promotion Files

This memo updates and replaces the June 27, 2012 memo, "Teaching Summary in the Tenure and Promotion Files," co-signed by Provost Amiridis and M. Yell, former Chair of the University Committee on Tenure and Promotions as well as the follow-up memo dated June 17, 2013 issued by the Provost's office (see attachments). According to the 2010 USC Columbia Faculty Manual, "Procedures for the evaluation of classroom teaching must require peer and student evaluations, conducted periodically throughout the faculty member's tenure-track or tenured appointment at the university. A summary and evaluation of the faculty member's classroom teaching, based on clearly specified criteria, must be included in the faculty member's promotion and/or tenure file." Although provision of both peer and student evaluations along with a summary of these evaluations are required by the Faculty Manual among the responsibilities of the tenuring units, in the last several years a number of files have come forward lacking peer evaluations and/or with summaries that do not do justice to the candidate’s teaching performance.

Peer Evaluations

As a mandatory component of each candidate’s primary file, peer evaluations should be conducted periodically during a candidate’s review period. In the case of joint appointments, peer evaluations from the secondary units must be included as well. A new, separate tab for peer evaluations has already been added to primary files. Please note that it is the responsibility of the units rather than the candidates to arrange these peer evaluations as well as to ensure that they are completed and ultimately placed in each candidate’s file.
Student Evaluations

The Faculty Manual also requires student evaluations of classroom teaching. Student evaluations must be conducted periodically throughout the faculty member’s tenure-track or tenured appointment at the university and should ideally be conducted during each semester of a candidate’s review period that the candidate has taught at least one course.

Teaching Summaries

A teaching summary must be prepared by the unit and included in the faculty member’s promotion and/or tenure file. This summary should cover the faculty member’s tenure-track or tenured appointment with particular emphasis placed on the teaching that occurred during the review period. Each unit will determine the format of these evaluative summaries; the formal table recommended in the previous memos offers one model of data-driven analysis that could be useful but is not required.

Please also bear in mind that this summary should, as The Faculty Manual stipulates, be “based on clearly specified criteria” and “give context to student evaluations of the faculty member’s classroom teaching by noting, e.g., whether evaluations of a particular class historically have been low; in a multi-section course, how the faculty member’s evaluation scores compare with those in other sections; or whether poor evaluation scores are correlated to a faculty member’s strict grading standards.”

Along these lines and regardless of the format used, the teaching summaries should include comparative data from other sections of multi-section courses and from the same — or when applicable comparable — courses taught by other faculty members in the recent past. If such comparisons are neither possible nor applicable, a short explanation should be provided.

These required teaching materials are intended to ensure that candidates receive fair consideration. Please make certain that all who are engaged in the evaluation of our faculty during the tenure and promotion process know and understand the requirements concerning the teaching component of the file. Units that have not consistently adhered to the above-referenced Faculty Manual requirements concerning peer and student evaluations along with teaching summaries are strongly encouraged to adhere to them henceforward in order to strengthen the candidate’s tenure and/or promotion application.