# **Tenure and Promotion File**

**Palmetto College Campuses**

Date: Click here to enter a date.

Candidate’s Name: Click here to enter text.

Campus: Choose an item.

Action Requested by Candidate: Choose an item.

Included on the next page of this file is a copy of the academic unit criteria for tenure and promotion. The candidate’s signature below indicates acceptance of these criteria and an understanding that they will serve as the basis for evaluation of the evidence in and accompanying this file. Vote justifications (required) and other recommendations must also be made with reference to these criteria.

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Candidate’s Signature

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Campus Tenure and Promotion Committee Chair’s Signature

**Criteria for Tenure and/or Promotion**

**Palmetto College Campuses**

Each applicant for tenure and/or promotion should address the following criteria, with documentation.

1. Effectiveness as a Teacher or Librarian

2. Scholarship

3. Service

**Criteria for Tenure and Promotion**

 (*Palmetto College Campuses Faculty Manual* 2016, page 9)

Relative to the central mission of the Palmetto College Campuses, effectiveness as a teacher and/or librarian is of primary consideration for tenure and promotion decisions. Scholarship and Service are important as individual categories and increase in importance as they are considered together, especially elements of categories used to document scholarship as defined and described in Guidelines for Documentation of Standards for Tenure and Promotion below.

1. Effectiveness as a Teacher and/or Librarian

2. Scholarship

3. Service

**Criteria for Faculty Rank sought**

 (insert from current *PCCFM*, Criteria for Tenure and Promotion)

**Criteria for Effective or Highly Effective Teaching or Librarianship, depending on rank being sought**

(insert from current *PCCFM*, Criteria for Tenure and Promotion)

**Scholarship**

(*PCCFM* 2016, page 11)

Scholarship should be documented by activities clearly identified as scholarly relative to the definition, description and checklist located in Guidelines for Documentation of Standards for Tenure and Promotion below. Activities submitted to fulfill this category of the qualifications for tenure and promotion should be appropriate to the individual and of demonstrable value to the local community, campus, or general educational community. Each activity should be judged meritorious in proportion to the degree it matches the categories of scholarship and is consistent with the checklist provided in Guidelines for Documentation of Standards for Tenure and Promotion below.

Since pertinence of scholarship activities is influenced by the expertise and interests of the candidate, mission and needs of the local campus, and availability of support (all of which change over time), the candidate is obligated to justify the nature, extent and value of his or her scholarship. This justification should be in the form of a listing and narrative description of activities. The description should explain scholarly aspects and present a case for the importance of each activity. The candidate’s tenure and promotion file must contain documentation supporting both the fact and value of activities referenced in the narrative.

**Criteria for Effective or Highly Effective Scholarship, depending on rank being sought**

(insert from current *PCCFM*, Criteria for Tenure and Promotion)

**Service**

(*PCCFM* 2016, page 12)

In its mission statement, the University recognizes service as an important function of a university professor. This is particularly true on the Palmetto College Campuses. Service is outreach that faculty members provide to the campus, University, or the greater community. Service may include, but is not necessarily limited to, activities in four categories: service to the community, service to the local campus, service to the Palmetto College Campuses and the greater University, and service to the profession.

In the four categories of service identified above, activities may or may not be predicated on education and professional experience. It is the responsibility of the individual to demonstrate how the activity listed enhances the relationship between the University and the community. A guide for listing the activities for each of these categories can be found in Guidelines for Documentation of Standards for Tenure and Promotion below.

**Voting Form**

Candidate’s Name: Click here to enter text. Date: Click here to enter a date.

Campus: Choose an item. Present Rank: Choose an item.

Date of first appointment at USC: Click here to enter a date.

Date of present rank at USC: Click here to enter a date.

Tenured? [ ]  Yes [ ]  No Date Tenured, if applicable: Click here to enter a date.

Decision Year? [ ]  Yes [ ]  No

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| --- | --- | --- | --- |
| Votes And Recommendations | Promotion | Tenure | Date |
|  | Yes | No | Abstain | Yes | No | Abstain |  |
| Division Chair (if applicable) |  |  |  |  |  |  |  |
| Associate Dean for Academic Affairs (if applicable) |  |  |  |  |  |  |  |
| Campus Committee Vote |  |  |  |  |  |  |  |
| Palmetto College Campus Dean |  |  |  |  |  |  |  |
| Palmetto College Campuses Tenure and Promotion Committee |  |  |  |  |  |  |  |
| Executive Vice Chancellor and Vice Provost |  |  |  |  |  |  |  |
| Palmetto College Chancellor |  |  |  |  |  |  |  |
| Provost |  |  |  |  |  |  |  |

\* Committee justifications and administrative letters of recommendation must be bound to the appropriate section of this file beginning in PCCTP-15.

**Education and Employment History**

1. Name: Click here to enter text.
2. Education History

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| College/University | Major | Dates | Degree |
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1. Employment History

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| Firm/Institution  | Dates | Rank/Position |
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**Personal Statement**

The Personal Statement should be an overview of the candidate’s career, teaching philosophy or philosophy of librarianship, and scholarship and service activities, describing how the criteria for the action sought in this application have been successfully addressed. Detailed discussion and evidence should be confined to the appropriate evidence section. This Personal Statement normally should not exceed 5 typed pages.

**Teaching Responsibilities**

*(Not applicable for librarians)*

Report courses taught (minimum 3 years) indicating contact hours, type of course (lecture/lab, independent study, online, two-way video etc.), credit hours, enrollment, elective vs. required, and site.

| Term | Course | Course Title | Credit / Contact Hours | Type of Course | Required/ Elective | Site | # Enrolled |
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Insert additional or delete rows as needed.

**Evidence of Effective Teaching**

Please refer to the section of the *PCCFM* on Teaching Effectiveness in Guidelines for Documentation of Standards for Tenure and Promotion and address each of the criteria below. (Librarians use the alternate form PCCTP-6L.) All evidence shall be organized in reverse chronological order. Allow extra pages as necessary.

***Course design:***

*Effective teaching involves the development of clear course goals which must be consistent with both the missions of the campus and the role of the course in the curriculum. Effective instructors clearly connect stated goals of the course to the assessment of student learning.*

***Student learning:***

*Student demonstrates progress in achieving course goals.*

***Knowledge:***

*Effective instructors demonstrate a breadth and depth of understanding of the subject appropriate to the level of the course and students’ background.*

***Communication ability:***

*Effective instructors make themselves clear, state objectives, summarize major points and provide examples. They present material in an organized manner and encourage student participation.*

***Instructional improvement:***

*Effective instructors continually reassess their teaching methodologies and course content and seek to enhance their teaching skills.*

***Personal characteristics:***

*Effective instructors are approachable and available. They are respected and are fair in all dealings with students. Their enthusiasm about teaching and their subject serves to motivate and inspire their students.*

**Evidence of Scholarship**

See the *PCCFM* section Guidelines for Documentation of Standards for Tenure and Promotion for suggested evidence.

**Evidence of Service**

See the *PCCFS* section Guidelines for Documentation of Standards for Tenure and Promotion for suggested evidence.

**List of Supporting Materials**

Please include below a list of all supporting material submitted by the candidate, grouped in order of the criteria listed on page PCCTP-2.

(Note that this is a list only. Actual reprints, exhibits, etc. should be separately bound or boxed.)

**Curriculum Vitae**

{Insert full curriculum vitae.}

**Other Items**

Campus-specific policy may dictate the inclusion of certain items in this section.

**Addenda**

If referred to in the file, material information arising as a consequence of actions taken prior to the campus vote, for example (i) letters from outside evaluators solicited before but received after the campus review process is initiated; (ii) notification of acceptance of a manuscript

referred to in the file; (iii) publication of books or articles which had been accepted prior to

initiation of the review process; and (iv) published reviews of a candidate’s work which appear after initiation of the review process.