

# UCTP Tenure and Promotion Workshop for Unit T&P Chairs

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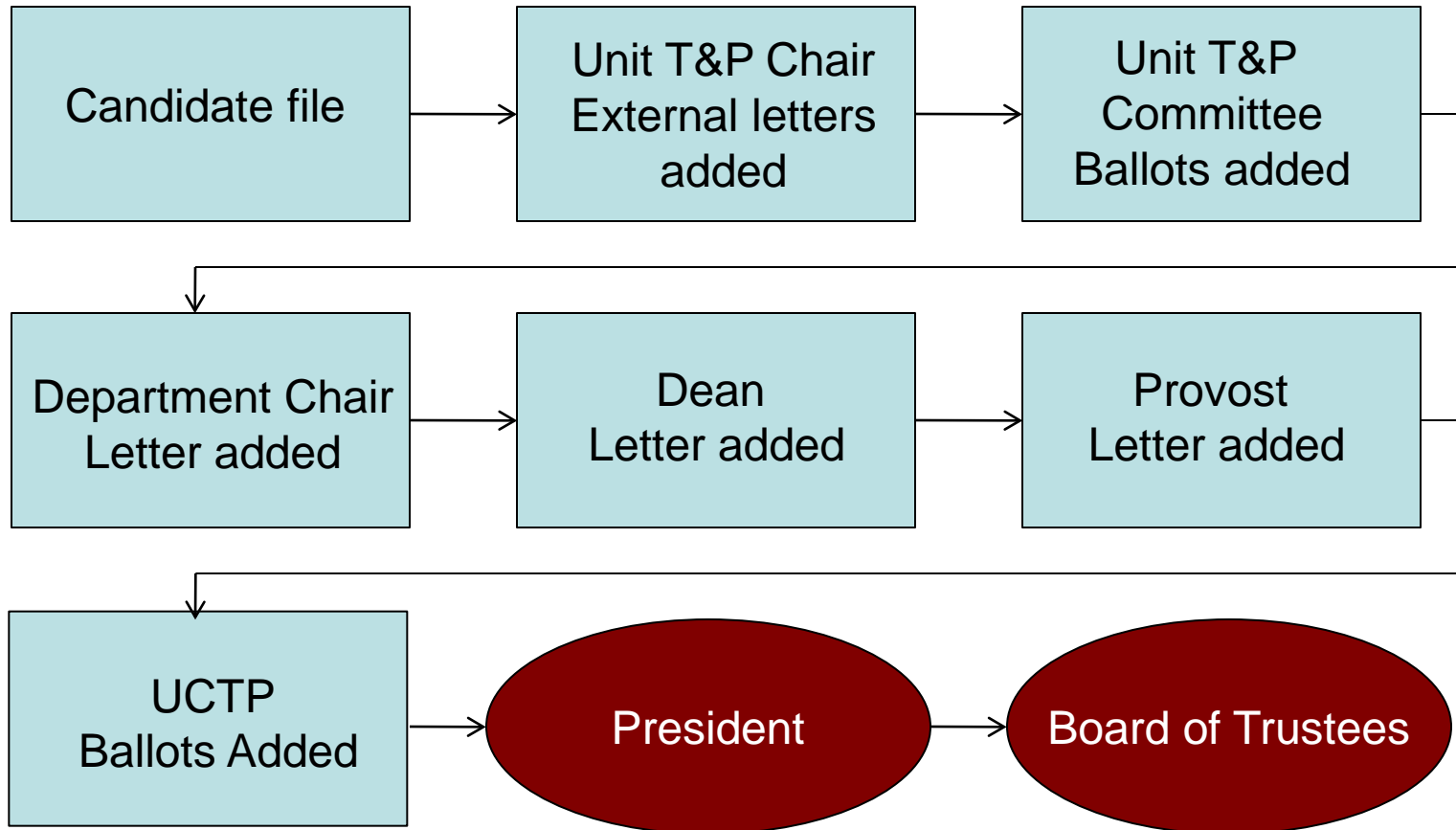
**April 26, 2011**



# Overview

- The T&P Process
- Contents of the File
- Electronic Forms and Process
- Changes to the Calendar

# Flow of Tenure and Promotion Files



# University Tenure and Promotion Committee

- Purpose
  - Ensure that the candidate has been treated fairly in the process
  - Ensure that the criteria have been fairly and appropriately applied
- Activities
  - Independent review of T&P files
  - Review and approval the units' revised criteria

# What makes a successful T&P file?

- A strong record
- A clear and compelling case for meeting or exceeding unit criteria
- Adherence to University and Unit T&P policy and criteria
- A well-assembled file

# A Strong Record

- For tenure and promotion
  - record of accomplishment in research, teaching, and service
  - progress toward national or international reputation
- For tenure at any rank
  - evidence of consistency and durability of performance

[http://www.sc.edu/policies/facman/Faculty\\_Manual\\_Columbia.pdf](http://www.sc.edu/policies/facman/Faculty_Manual_Columbia.pdf)

# Centrality of *Unit Criteria*

- Candidate is judged at all levels by how well the unit criteria have been met
- The external referees evaluate the file with reference to the criteria
- The first thing the Provost and UCTP will do is read the criteria
- The file must make a case for how the candidate meets the unit criteria

# Which Criteria?

- For tenure: criteria in effect at time of hire or those in effect at time of application for tenure
  - The decision must be made before external reviewers are contacted
  - Provost must be informed at least 2 weeks before submission of file
- For promotion only: the criteria in effect at the time of application for promotion

[http://www.sc.edu/policies/facman/Faculty\\_Manual\\_Columbia.pdf](http://www.sc.edu/policies/facman/Faculty_Manual_Columbia.pdf)

# Which Criteria?

- Make sure that the criteria were approved by UCTP, note date approved
- Check T&P web site (should have current and past criteria)  
<http://www.sc.edu/tenure/unitcriteria.shtml>
- Other relevant documents: Faculty Manual, UCTP Guidelines, Memorandum of Understanding
- ***Include a copy of MOU in file***

# Outside Referees

- Candidate may submit a list to T&P Chair
- Majority must be chosen by the unit
- At least five must be solicited
- Referees should:
  - Be at rank that is equal or higher to the rank for which candidate is being considered
  - Be from peer or aspirant institutions
  - Have a national/international reputation
  - Free of conflict of interest

# Referee Conflict of Interest

- Persons with close personal or professional ties to the candidate
- Examples: Co-authors, collaborators, former colleagues or advisors
- Referees should be asked to state relationship to candidate
- If referees are too close, the file may be remanded

# What to Send to Referees

- Candidate's CV
- Candidate's personal statement
- Samples work by the candidate (papers, books, book chapters, proofs, CD)
- Correct Unit T&P Criteria
- Don't ask referees to comment on "strengths and weaknesses"
- Ballots and letters should rebut any unjustified, negative comments by referees

# What to Include in the Candidate file

- List of Referees and affiliations
- Sample cover letter sent to referees
- Referees letters
- One page CV of each referee – if larger, please put at end of referee letters section

# Teaching Summary

- Prepared and signed by a senior faculty member
- Summarizes student *and* peer evaluations
- Summary of student evaluations should be quantitative and qualitative
- Include copies of peer evaluations
- Assesses the teaching **in relation to the criteria**

# Teaching Summary

- Explain rating system
- Include a copy of the assessment instrument
- If you think student evaluations do not fairly describe the candidate, explain
  - E.g., high expectations, hard exams, survey course
- Compare the teaching load of candidate to others in unit
- Describe expectations for PhD students and why the candidate may deviate from expectations

# Personal Statement

- Optional but unwise to omit it
- Speaks to external referees and persons outside the discipline
- Reference the criteria
- Address unique circumstances or potential problems (area traditions, initial problems with teaching etc).
- Be concise

# Unit Votes

- The file must be voted on at the unit level by at least 5 faculty.
- If your unit has fewer than 5 eligible or available faculty, you must recruit appropriate faculty from other units to make up a voting total of 5

# Ballot Justifications

- Reference the criteria using the terminology in the criteria
- Address perceived weaknesses (referee letters, student evaluations)
- Address unit and discipline culture e.g.
  - Is collaborative work expected?
  - What is the convention for senior authorship?
  - Is teaching of doctoral students expected?
  - Are outside grants expected? Are they difficult to obtain? How big are grants in your area?

# Electronic vs. Paper Submission

## E-Submission

- Engineering and Computing
- College of Education
- School of Law
- Moore School of Business
- HRSM
- Mass Communication and Information Studies
- University Libraries
- School of Music
- College of Nursing
- Arnold School of Public Health
- College of Social Work

## Paper Submission

- College of Arts and Sciences
- School of Medicine
- College of Pharmacy

# Paper Submission Options

- Use Phase II templates after using USC Network log-in  
<https://tenure.provost.sc.edu/>
- Or, download [Microsoft Word Candidate Form Template](#) on the T&P website to prepare primary file  
<http://www.sc.edu/tenure/tenureandpromotion.shtml>
- The forms are printed by the candidate and submitted to unit T&P chair as a bound file



TP-Main				
TP #	Name	Updated	Last Update	Templates
TP00	Cover Sheet			
TP01	I.A. Voting Form and Recommendations			
TP02	I.B. Supporting Material Submitted by the Candidate			
TP03	II.A. Curriculum Vitae / Personal Data (History)			
TP04	II.A. Curriculum Vitae / Personal Data (Honors and Awards, Professional Affiliations)			
TP05	II.B.1. Teaching Summary / Courses			
TP06	II.B.2. Teaching Summary / Scholarly and Creative Activities Summary			N/A
TP07	II.B.3. Teaching Summary / Service Activities Summary			
TP08a	II.C. Teaching History / Research Supervision (1) - Post-doctoral Research Programs			
TP08b	II.C. Teaching History / Research Supervision (1) - Supervision of Doctoral Programs			
TP08c	II.C. Teaching History / Research Supervision (1) - Supervision of Masters Research Programs			
TP09	II.C. Teaching History / Research Supervision (1) - Undergraduate Student and Other Research Supervision			
TP10	II.C.2 Teacher Evaluation			
TP11	II.D. Scholarly and Professional Publications (1)			

# Paper Files and Tabs

- If constructing a paper file, be sure to insert tabs
- Tabs should contain descriptive words, in addition to the section numbers.
- The Provost's Office has a model file with such tabs.

# Electronic Forms and Process

- **Candidates** use the [Microsoft Word Candidate Form Template](#) and submit their primary file in PDF format.
- **External Referees** submit letters in PDF format or are converted to PDF at the unit level.
- **Unit T&P Chairs** use Adobe Acrobat to append to primary file all items received at unit level (teaching summaries, external reviewer letters, and ballots).
- **Unit T&P Committee members** review files through Blackboard. Ballots are submitted in PDF format through a secure “double-envelope” process.
- **Deans, Chairs, and the Provost** review files through Blackboard. Letters in PDF format to the primary file.

<http://www.sc.edu/tenure/tenureandpromotion.shtml>

# Assembling the File

- Candidate and the Unit T&P chair are responsible for the correct assembly of the file
- T&P chair role:
  - Teaching summary
  - Outside referees letters
  - Vote record (with explanation of absences)
  - Unit ballots
- **VOTES MUST BE JUSTIFIED!**

# On Having a Orderly File

- **PLEASE:**
  - Do not send in a badly organized file
  - Make sure all parts are there
  - Make sure they are in the correct order
- **REMEMBER:**
  - The file will be read by people who read about 75 files, averaging hundreds of pages
  - Many people who read these files know little about candidate's discipline or research area

# Changes to the T&P Calendar

- Regular Cycle Tenure and Promotion files
  - T&P or tenure candidates hired in August
  - File is submitted to unit in September
- Mid Year Review
  - Promotion-only candidates for should submit their files for mid-year review
  - T&P candidates hired in January
  - File is submitted to Unit in February

[http://www.sc.edu/provost/forms/calendar\\_tenurepromotion\\_2011-12.pdf](http://www.sc.edu/provost/forms/calendar_tenurepromotion_2011-12.pdf)

# Questions?

- Outgoing Chair (Through August):

[korsgaard@moore.sc.edu](mailto:korsgaard@moore.sc.edu)

777-5967

- Incoming Chair:

Mitchell Yell

[myell@sc.edu](mailto:myell@sc.edu)

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