

Orientation for T&P Candidates

Dr. Scott Gwara, Dept. of English
University Tenure and Promotion Committee Chair,
2025-26

gwaras@mailbox.sc.edu



WHAT WILL THIS PRESENTATION COVER?

- T&P Resources
- T&P Vocabulary
- Overview of T&P Process
- T&P Timeline and Key Dates
- Materials Needed for File Submission
 - Primary File
 - Secondary File
 - Materials for External Reviewers
- General Advice from UCTP
- Answer Questions



RESOURCES

Online (Provost website → Our Services → Tenure and Promotion)

- T&P Clock and Calendar
- Candidate File Preparation Guide
 - Primary File MS-Word template
 - Faculty Manual
 - UCTP Guidelines for Units: Preparing Criteria and Files:
- Unit Criteria

Human Resources

- Unit T&P Chair
- UCTP Committee Members or UCTP Chair
- Faculty that have recently gone through T&P

Office of the Provost

Office of the Provost	TENURE AND PROMOTION
About the Office	Candidate File Preparation Guide
Academic Leadership Recruitment & Review	Tenure and promotion decisions require a record of accomplishment indicative of continuing development of faculty member in research, teaching, and service, and appropriate progress toward development of a national or international reputation in a field.
News and Events	
Our Offices	
Our Services	The initial file is created by the candidate using a template primary files (docx) [doc]. At each step in the review process additional documents are added and a vote summary is updated. Digital letters and signatures are acceptable, and completed files should be submitted electronically as PDF
↓ Tenure and Promotion	
Tenure Clock & Review Calendars	
➤ Candidate File Preparation	Important Resources
File Review Process	• Faculty Manual - final authority on procedures and guidelines for file compilation, submission, and review
File Submission Guide	• UCTP Guidelines for Units: Preparing Criteria and Files [pdf] - helps tenure and/or promotion candidates and
Tenure-Progress Review	
Post Tenure Review	
Annual Review	
Unit Criteria	



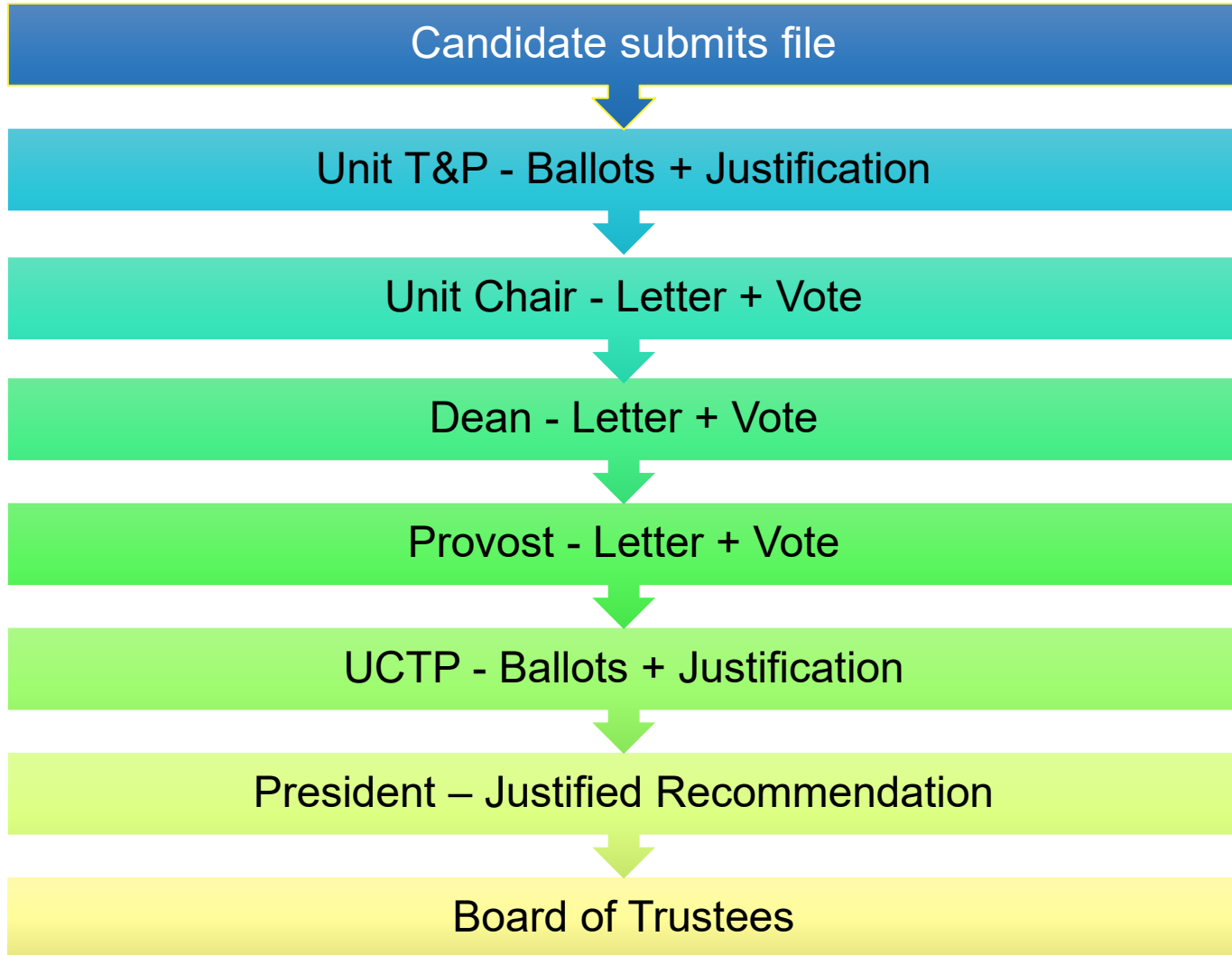
UNIVERSITY OF
South Carolina

T&P VOCABULARY

term	description
T&P Unit	<ul style="list-style-type: none">• Department or College/School-level committee that initially votes on your T&P file
Penultimate Year (decision date)	<ul style="list-style-type: none">• Final year that your T&P file can be submitted
Probationary Period	<ul style="list-style-type: none">• Length of time allowed for a tenure-eligible faculty member to earn tenure
TCE	<ul style="list-style-type: none">• Tenure Clock Extension
UCTP	<ul style="list-style-type: none">• University Tenure and Promotion Committee
MOU	<ul style="list-style-type: none">• Memorandum of Understanding



OVERVIEW OF T&P PROCESS



← your responsibility

*usually Department Chair
(some T&P units are at the
college and school levels
and may not have a Chair's
letter)*

Decisions at each level are
justified in ballots and letters
based on Unit T&P Criteria

*The President has the final authority
for recommending tenure or
promotion with the approval of the
Board of Trustees.*



UNIVERSITY OF
South Carolina

WHAT IS UCTP?

Committee of the Faculty Senate

Faculty Senate
(Chair –Liam Hein)

UCTP Chair
(Scott Gwara or
Alan Waldman)

UCTP Committee
24 Professors
(15 Elected, 9 Appointed)

T&P File Review

UCTP is charged with assessing “whether the candidate’s Unit Criteria were fairly and appropriately applied at all levels” of review.

UCTP considers assessments provided by unit faculty, administrators and external evaluators.

Unit T&P Criteria Review

UCTP also reviews and approves Unit T&P Criteria and Procedures

All dossiers are read comprehensively and conscientiously in respect to Unit Criteria.



WHEN IS MY DECISION YEAR?

Decision Years for Assistant Professors seeking tenure

*For Associate Professors seeking tenure subtract one year.

Start date	Original	1 TCE	2 TCEs	3 TCE
August 2021	Fall 2026	Fall 2027	Fall 2027	Fall 2029
January 2022	Spring 2027	Spring 2028	Spring 2029	Spring 2030
August 2022	Fall 2027	Fall 2028	Fall 2029	Fall 2030
January 2023	Spring 2028	Spring 2029	Spring 2030	Spring 2030
August 2023	Fall 2028	Fall 2029	Fall 2030	Fall 2031

TCE = Tenure Clock Extension



UNIVERSITY OF
South Carolina

CAN FACULTY GO UP “EARLY”?

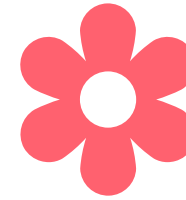
- “ ... assistant professor(s) ... **normally** will not be recommended for tenure until they are in at least their fourth year at the University of South Carolina.” (*Faculty Manual*, p. 30)
- “ ... associate professor(s) or professor(s) ... normally will not be recommended for tenure until they are in at least their third year at the University of South Carolina.” (*Faculty Manual*, p. 30)
- “There is no difference between the standards applied to faculty who apply for tenure in the penultimate year of the probationary period and those who apply for tenure prior to the penultimate year.” (*Faculty Manual*, p. 30)
- If you receive a negative decision prior to your decision year, then you can reapply “without prejudice with respect to future consideration.” This situation includes tenure clock extensions.
- Consult Unit Criteria for exceptions to “normal” conditions for earlier T&P, such as holding a tenure-track position elsewhere.



CANDIDATE T&P KEY DATES

Fall (2026)	Spring (2027)	Action
April 1	April 1	Department chair, director, or dean notifies all eligible faculty in writing of option for filing for tenure and promotion for the upcoming academic year.
April 15	October 1	Faculty notify department chair, director, or dean in writing whether they will seek tenure and/or promotion.
May 1	October 15	candidates for tenure and/or promotion will be advised by Unit T&P Chair of the timetable for file submission and of the date of the unit meeting
August	January	Candidate submits file to the Unit T&P Chair. (Consult Unit T&P Chair for due date. Unit T&P Chair needs to send out files to external reviewers and get letters back by Aug. 25 or Jan. 25.)
September 15	February 15	T&P Unit must vote on candidate file by this date. Candidate is notified of a negative or positive decision
September 25	February 25	Candidate notifies unit if they want to appeal a negative decision
Sept - April	Feb. – Nov.	File reviewed by Department Chair → Dean → Provost → UCTP
May	December	Candidate notified of President's recommendation
June	December	Board of Trustees vote

FALL OR SPRING CYCLE?



cycle	Typical candidates
Fall 2026	<ul style="list-style-type: none">• Assistant Professors seeking tenure and promotion with August 16 start dates
Spring 2027	<ul style="list-style-type: none">• Associate Professors seeking promotion to Professor• Assistant Professors seeking tenure and promotion with January 1 start dates

- Candidates seeking tenure before their decision year are recommended to go up in the same cycle as their decision year.



FOR JOINT APPOINTMENTS

- Faculty Manual has guiding language
- Use the tenure home unit Criteria
- An MOU must be in place
- The secondary unit gets at least one external letter and can propose/comment on primary unit choices
- The secondary unit submits a summary letter to the primary unit. If the secondary unit is not in consensus, a majority and minority report can be submitted.
- “One Person, One Vote” RULE (voting is in the primary unit if the voting faculty affiliates with both the primary and secondary units).



WHAT DO I NEED TO SUBMIT?

1) Primary File

Information for internal review

2) Secondary File

Documentation for internal review

3) Materials for External Reviewers

Includes material from the primary and secondary files



1. PRIMARY FILE

1. Microsoft Word Template* (Provost website)
 - Cover Page (choice of unit criteria)
 - Vita (start date, degrees, work history)
 - Teaching
 - Research and Scholarship
 - Service
 - Personal Statement
 - List of items in secondary files
2. Tenure Clock Extension Letter(s)
3. Memorandum of Understanding (if applicable)
4. Copy of Relevant Unit Criteria
5. Peer Teaching Reviews

(Name Last, Name First)

(Rank)
(Department)
(College)
(USC Columbia)

Seeking **(Tenure and Promotion, or Promotion)** to
(Associate Professor, or Professor)

(Date)

This file will be evaluated based on the approved applicable unit criteria for tenure and promotion which appear immediately after the vote summary page. The candidate accepts these criteria and waives any right to application of other approved unit criteria.

UCTP Approval date of unit criteria used by the candidate

I hereby affirm that the information submitted in this file is complete and accurate to the best of my knowledge.

Candidate (Signature and Date)

*Sections in the template can be deleted or modified to suit the candidate's area of study or the unit criteria



UNIVERSITY OF
South Carolina

2. SECONDARY FILE

“secondary file includes documentation of teaching, research, and service sufficient to establish the claims of the candidate to merit tenure or promotion.” **(UCTP Guidelines, page 9)**

- These may be electronic or physical copies or both.
- Common items in secondary materials include:
 - Copies of Student Evaluations (including comments)
 - Course materials
 - Copies of Publications
 - Letters documenting Awards or Commendations
 - Books and artwork
 - Recordings of performances, movies, and presentations
 - Letters documenting service and outreach activities



3. MATERIALS FOR EXTERNAL REVIEWERS

Materials need to be sent to external reviewers by June 15 (Fall Cycle) or Oct 25 (Spring Cycle) which is 2-3 months before the date the complete file needs to be provided to the Unit T&P committee.

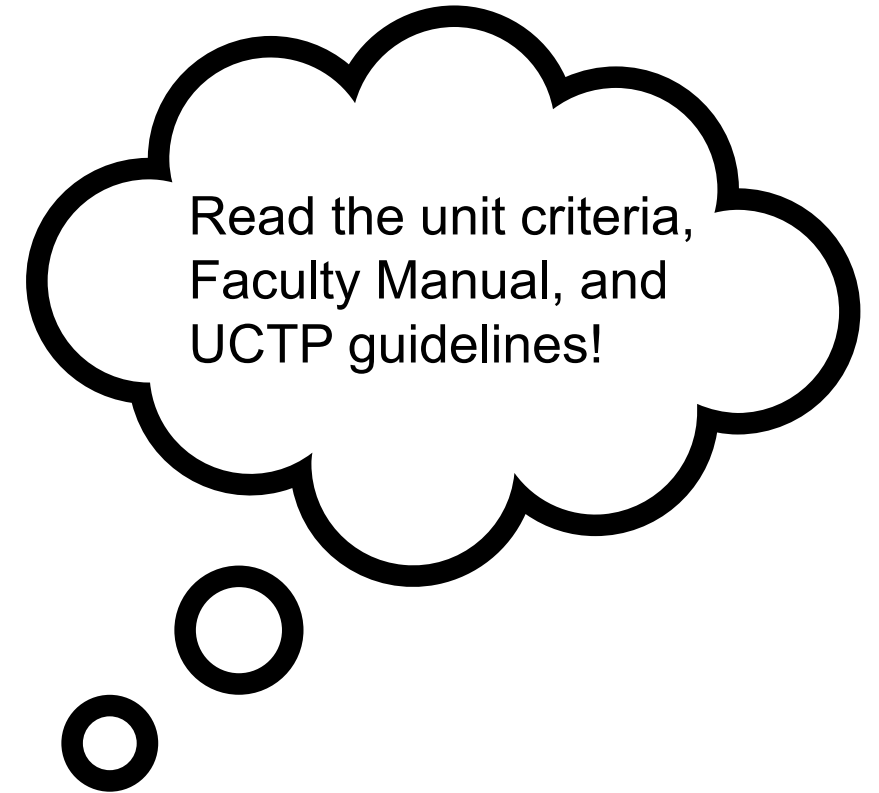
The materials sent to external reviewers vary depending on the unit
(consult with Unit T&P Chair and Unit Criteria)

Examples of materials sent to external reviewers

1. Curriculum Vitae (separate from Vita in the primary file)
2. Copy of Primary File Word Template (might not be the final version)
3. Samples of Research/ Scholarship Common items include copies of publications and books, recordings of movies and performances
4. Customized Personal Statement. The personal statement in the primary file is usually targeted to the internal reviewers who are not experts in your field of study or area of expertise. On the other hand, the external reviewers are more knowledgeable about your area of expertise and are often tasked with specifically assessing the quality and productivity of your research and scholarship.



ADVICE FROM THE UCTP (1)



UNIVERSITY OF
South Carolina

WHICH FACULTY MANUAL AND UNIT CRITERIA?

T and/or P	Faculty Manual	Unit Criteria
Assistant → Associate	may choose* (current or at time of hire)	may choose* (current or at time of hire)
Associate → Full	must use current	must use current

Unit Criteria date must be specified on the cover page of the primary file template.

If there is a conflict between the Faculty Manual and Unit Criteria, the Faculty Manual takes priority.



ADVICE FROM THE UCTP (2)

- Your T&P Chair is an excellent resource. Other good resources are the UCTP and senior colleagues.
- Craft your Personal Statement in the Primary File to demonstrate how you meet the Unit T&P standards in teaching, research/scholarship, and service.
- Include submitted or under review scholarship in your Primary File – and update your T&P Chair of positive changes in status.
- We encourage you to define and describe your contribution in the case of multi-authored scholarly work and your financial and intellectual portion of collaborative grants – consult your T&P Chair.
- “The candidate is allowed some flexibility and may edit the precise format of the tables contained in the primary file to accommodate differences between various disciplines. A key goal in preparing the file is to achieve clarity.” UCTP Guidelines



“GRIDS” IN PRIMARY FILE – YES, PLEASE!

Summary of Courses Taught

			Enrollments by Term														
Course Designator	Contact Hours	Course Title	2022 Summer	2022 Spring	2021 Fall	2021 Summer	2021 Spring	2020 Fall	2020 Summer	2020 Spring	2019 Fall	2019 Summer	2019 Spring	2018 Fall	2018 Summer	2018 Spring	2017 Fall
COUR 101	3	ABC	24			7			7			14	40		11	39	35
COUR 301	3	ABC		47		11	46										
COUR 401	3	ABC			20		15	10		16	6	11		13		11	
COUR 601	3	ABC			24												
COUR 701	3	ABC						27									

- List in course designator order (small to large)
- One row per course
- You may add columns



ADVICE FROM THE UCTP (3)

- Clearly state the basis for the total number of publications or presentations you cite in your Personal Statement or the research/scholarship section.
- Clearly state the basis for the total number of grants and amount of funding you cite in your Personal Statement or the research/scholarship section.
- Identify what documents are needed for your file as early as possible. (Look over the Primary File template and Unit Criteria or ask a colleague for a look at their file.)
- Inconsistencies and errors in your file make it more difficult to review.
- If you are not sure where something goes in your primary file, you can mention it in the Personal Statement.
- Make sure your documentation is consistent across sections of the Primary File. If you have, say, seven refereed publications, these seven articles should be listed in the Vita section of the Primary File.
- If you need a Teaching Statement, and your Unit Criteria allows for it, find an advocate to assemble and analyze your teaching as soon as possible.



ADVICE FROM THE UCTP (4)

- You should **emphasize** but not exaggerate your accomplishments.
- Show how seriously you take the T&P process. A positive impression is generated by an accumulation of small details. Make sure your formatting is consistent, the facts both clear, consistent and accurate across all tables and discursive sections.
- Bear in mind that your colleagues, chair, dean, provost, 24 of the most senior faculty on campus and the president will study your document closely. This is your chance to be recognized for your excellence.
- To alleviate some of the stress you are bound to feel, communicate regularly with your unit T&P chair. Seek advice on your file and follow up on your objectives, such as a Teaching Summary or peer teaching reviews.



QUESTIONS?

Scott Gwara

UCTP Chair, 2025-26

gwaras@mailbox.sc.edu

Alan Waldman

UCTP Chair, 2026-27

awaldman@biol.sc.edu



UNIVERSITY OF
South Carolina