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Issued By: Tenured Faculty of the Department of
Biological Sciences
Date: 1 January 1985
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19 September 2001 & 23 October 2002.

**This policy replaces that adopted 29
September 1975, amended 22 March 1976;
17 April 1978.**

ACADEMIC AFFAIRS

SUBJECT: *Departmental Policy and Procedures for Faculty Tenure and Promotion*

In matters of tenure and promotion, the Department of Biological Sciences will follow the procedures of the University Faculty Manual.

The appropriate tenured faculty of higher rank will act as Committees-of-the-Whole to evaluate faculty for promotion. The tenured faculty of equal or higher rank will evaluate for tenure. Exceptions include the candidate's spouse or relatives, who will not participate in either the discussion of, or the voting on, the candidate

All non-tenured Faculty and all Faculty below the rank of full professor shall be considered annually for tenure and/or promotion unless the faculty member requests, in writing, that consideration be deferred. Candidates for tenure and/or promotion will be notified by May 1 of the timetable for submission and review of files. At least one month prior to any tenure or promotion consideration, eligible faculty will be requested to add any pertinent documents to their file. Each file should contain the following items:

- **Updated curriculum vita, prepared by candidate.**
- **Summary of teaching performance and load.**
- **Reprints of publications.**
- **Other pertinent letters or documents, including special awards, citations for community service, etc.**

The file of all eligible candidates shall be made available annually to the Committees-of-the-Whole. The Committee in assembly shall then receive nominations from its members for candidates to be considered further. A vote, by secret ballot, "to consider further" will be taken. A faculty member will be notified in writing of the decision of the Committee-of-the-Whole. The candidate will also be notified of the right to appeal and of the fact that an unfavorable decision will not jeopardize any

future considerations. Following this meeting the Committee Chairman will request external letters of evaluation for candidates being considered further by the committee.

The candidate will provide the names of five potential referees. The Chair will request letters from at two of the referees suggested by the candidate. In consultation with senior faculty members of the Department the Chair will obtain letters from at least three additional referees familiar with the candidate's field of research. At least five external evaluations from professional peers must accompany the file; those proposed by the candidate will be identified as such. The majority of the outside letters must be from referees selected by the Department of Biological Sciences and not named by the candidate. None of the potential referees suggested by the candidate or by the Department may be the candidate's dissertation advisor(s), coauthors, or colleagues with whom the candidate has served at other institutions. In the case of a primary Marine Science faculty member, the choice of external reviewers will be jointly approved by the Chair of the Department of Biological Sciences and the Chair of the Marine Science Tenure and Promotion Committee. The Chair will include a concise biographical sketch of each external reviewer. Confidentiality of the peer review letters will be respected, to the extent allowed by law.

Upon receipt of the letters of the external evaluators the Committee members shall examine all relevant documents. The Committee in assembly shall then discuss the candidates individually and thereafter vote by secret ballot whether "to recommend" for tenure and/or promotion. At the meeting at which Tenure and Promotion of a candidate is discussed, attendance by 2/3 of the faculty eligible to participate is required. Faculty on leave are not required to participate in this discussion and will not be counted towards the quorum. At any time during the meeting that this requirement is not met, the meeting will cease until the mandatory attendance is regained. It is the duty of the Committee Chair to monitor this requirement. At the end of the Committee meeting the Committee Chair shall distribute ballots to all faculty eligible to vote. Completed ballots, along with a written rationale for each individual's vote, will be returned to the Chair within three days of the meeting. Sealed proxy votes will be accepted by the Chair and counted with the total. A record of the voting will be maintained by the Chair.

The file containing the recommendations of the Committee together with a record of the vote (positive, negative, and abstentions) and all pertinent letters and documents then will be transmitted to the Dean of the College. A faculty member under consideration will be notified in writing of the decision of the Committee-of-the-Whole, but not of the vote. The candidate will also be notified of the right to appeal and of the fact that an unfavorable decision will not jeopardize any future consideration. The Chair shall also transmit to the Dean a list of all faculty who were considered but not recommended and those who requested that they not be considered.

The Chair will be available to confer with all candidates and discuss their attributes and deficiencies as judged by the Committees-of-the-Whole.

In all votes by the Committees-of-the-Whole a majority of the yes and no votes constitutes a recommendation. Abstentions will be recorded but not used in passing a motion or sustaining a recommendation.

In Committee proceedings the Department Chair shall serve as Committee Chair and shall retain the right to nominate. Because the Department Chair writes a separate statement regarding the candidate, including a recommendation which constitutes a vote, he or she may not vote again as part of the proceeding of the Committee-of-the Whole. In the event that the Department Chair does not qualify for Committee Membership, he/she shall not be present, and the responsibilities of Committee Chair shall be assumed by the senior faculty member (by date of rank) present.

CRITERIA IN CONSIDERATIONS FOR TENURE AND/OR PROMOTION

The Department of Biological Sciences has established the following guidelines, which will be used in evaluation of a faculty member for promotion and/or tenure. Faculty employed prior to 1 January 1985, may, at their option, choose to be evaluated for tenure and promotion under the criteria of 1975 as amended.

I. Tenure at Assistant and Associate Professor and/or Promotion to Associate Professor

General. The Department of Biological Sciences is striving to continue to develop a national reputation in research. Therefore, it is essential that research excellence in junior faculty be stressed. In considerations for tenure and promotion to associate professor, greater weight must be assigned to the research ability of the faculty member relative to teaching or service. The candidate for tenure and promotion must demonstrate (1) substantial accomplishment in research and productive scholarship, and (2) proficiency as a teacher. A junior faculty member is expected to cooperate in and effectively contribute to the necessary service functions of the department, college and/or university as assigned.

Research and Productive Scholarship. Knowledge is generated through original research and productive scholarship. Original research is defined as expanding the understanding of nature through observation and experimentation. Productive scholarship is defined as the systemization of knowledge and the construction of theory. Tenure track Biological Sciences faculty are expected to be skilled as researchers and productive scholars. Competence in research and productive scholarship is ultimately measured by the contribution made to the body of scientific knowledge.

Required criteria:

1. The candidate must present a record of original research or scholarship in recognized, peer-reviewed publications of national or international scope. Articles should reflect work accomplished principally at the University of South Carolina. Whereas the research publication record should be judged by quality, and not necessarily on the number of articles, a publication rate exceeding one per year is the norm for junior faculty.
2. There must be an independent assessment of the significance and quality of the published research. This is attested to by external peer review letters. The overall external review must be construed as primarily positive. Other relevant information may supplement this assessment.
3. The candidate must demonstrate the ability to sustain a high quality research program. Research programs require effective management, appropriate personnel and material resources. While these factors may vary depending upon the nature of

the research, generation of funding by the candidate through external grants or contracts, sufficient to accomplish the research objectives, is ordinarily expected. In cases where the candidate has collaborative grant support a letter from the senior co-principal investigator, describing the candidate's contribution to the project, is required.

Additional, but not requisite, evidence of research and scholarly activity:

1. Publications in books and articles in regional journals or elsewhere.
2. Presentations at scientific or professional meetings, and the publication of abstracts.
3. Presentation of research seminars, particularly at other institutions or by invitation.
4. Research-related activities such as reviewing grants, refereeing papers, organizing symposia, etc.
5. When the candidate has collaborative grant support, a letter from the senior co-principal investigator describing the candidate's contribution to the project is recommended.

Teaching and Educational Activity. The transmission of knowledge in a university is accomplished through formal teaching and other means of communication. Tenure track faculty are expected to become effective teachers as judged by the learning imparted, regardless of means. Evidence of effective teaching may be direct or indirect.

Required criteria:

1. The candidate must demonstrate proficient formal classroom teaching. A positive reputation for teaching among students, former students and colleagues is evidence for effective teaching. A candidate's teaching effectiveness will be judged based on her or his performance on student and peer evaluations of teaching. Student evaluation of teaching effectiveness should be considered in perspective relative to other factors, including class level, course enrollment and total teaching load. Continued efforts to improve teaching effectiveness are essential.
2. Candidates must be effectively involved in graduate student research training.

Additional, but not requisite, evidence of instruction-related activity:

1. Participation in course organization.

2. Authorship or development of instructional books, manuals, audio/visual aids, etc.
3. Second readership on theses and dissertations.
4. Organization of and participation in journal clubs, seminars, etc.
5. Direction of undergraduate independent study, senior thesis, or research.
6. Direction of graduate students in laboratory rotations.

Service. Certain administrative and community service functions are essential in any academic setting. Faculty are expected to cooperate fully in these activities as necessary and as requested. Among these activities are service on departmental, college and university committees, participation in student advisement, presentation of professional talks and other services in the community. While these activities are of secondary importance in the overall performance of junior faculty, willing service contributes to a positive recommendation for tenure and promotion.

II. Promotion to Full Professor or Tenure at the Professorial Rank

General. The rank of Professor in the Department of Biological Sciences is awarded to those faculty who have achieved a significant level of academic stature and accomplishment worthy of general acknowledgement among professional peers at the national level. Candidates for promotion to Full Professor will be evaluated on the basis of his or her combined record in the areas of research, teaching and service. The candidate must demonstrate substantial achievement in research and in at least one other area. His/her performance in the third area must be acceptable. Evaluation of the candidate will be on the entire professional record, but will emphasize performance since promotion to (or appointment at) Associate Professor.

Research and Productive Scholarship. The candidate for promotion to, or tenure at, Full Professor is expected to meet the following criteria:

1. The candidate must present a substantial record of original research or scholarship in recognized, peer-reviewed, specialty or general publications of national or international scope. What is considered substantial may vary with the area of inquiry.
2. There must be an independent assessment of the significance and quality of the published research. This is attested to by external peer review letters. The overall external review must be construed as primarily positive. Other relevant information may supplement this assessment.
3. The candidate must demonstrate the ability to sustain a high quality research program. Research programs require effective management, appropriate personnel and material resources. While these factors may vary depending upon the nature of the research, generation of funding by the candidate through external grants or contracts, sufficient to accomplish the research objectives, is ordinarily expected.

Additionally, the candidate is expected to have attained national recognition and a favorable reputation among peers within a special area of research and scholarship. The department acknowledges that each candidate has his/her own special talents and strengths which may contribute to a national reputation. It is incumbent upon the candidate to provide sufficient evidence that he/she has attained national recognition. Examples of such supporting evidence are given below:

1. Invitations to present special seminars, lectures or addresses.
2. Invitations to contribute to symposia.
3. Authorship of review articles.
4. Authorship and/or editorship of any academic or scholarly book or monograph.

5. Invitations to referee or review professional literature or grant proposals.
6. Awards or special recognition for research accomplishments.
7. Receipt of career development awards, senior faculty fellowships or grants.
8. Invitations to serve on grant review panels as either a regular or ad hoc member.

Teaching. Promotion to, or tenure at the rank of Full Professor assumes ability to teach effectively at the university level. Among the objective criteria of substantial achievement in teaching, a simple majority of which must be met, are:

1. A positive reputation for teaching among students, former students and colleagues. This reputation must be centered on transmission of knowledge. A candidate's teaching effectiveness will be judged based on her or his performance on student and peer evaluations of teaching. Student evaluation of teaching effectiveness should be considered in perspective relative to other factors including class level, course enrollment and total teaching load.
2. Skill as a communicator either orally or through development of textbooks or other instructional materials.
3. A consistent record of successfully directing graduate students.
4. Enthusiasm for teaching and participation in instruction-related activity.
5. Receipt of awards or recognition for teaching excellence.

Service. Associate and Full Professors are expected to provide leadership through service within the university, the state and local community, and the scientific community at large. The candidate for promotion to, or tenure at, the professorial rank should present a record of noteworthy service, which demonstrates a willingness and ability to contribute expertise in the university, community and scientific realms. Appropriate examples of service commensurate with professorial rank are:

Within the University ...

1. Appointments or elections to chair or other offices of university-wide committees or service in the Faculty Senate.
2. Active leadership within the department, such as heading search committees, engaging in special projects, undertaking administrative

functions, organizing professional meetings, and conducting in-depth studies.

3. Appointment to and effective performance in compensated administrative posts within the department, college or university. However, in no instance will promotion to full professorship be based primarily upon administrative service or position.

Within the community ...

1. Service on public advisory panels, boards or workshops.
2. Election to office or other special recognition by civic organizations.
3. Consulting service, whether compensated or not.
4. Professional service to the media as a scientific consultant, or broadcast or telecast participant.
5. Public educational activities, including educational (K-12) outreach activities.

Within the scientific community ...

1. Editor of a journal.
2. Officer in a professional organization.
3. Service on grant panels or editorial review boards.
4. Organization of symposia, conferences, etc.
5. Consultation.

III. The general qualifications for each rank are described in the Faculty Manual, page 28, under "Appointments".

Notice particularly:

Professor

"...As a general guideline, the faculty member is expected...to have at least nine years of effective and relevant experience."

Associate Professor

"...He/she must possess strong potential for further development as a teacher and as a scholar."

Formulated by the Advisory Committee of the Biology Department (W.D. Dawson, B.E. Ely, J.M. Herr, R.H. Sawyer, E.A. Thompson, F.J. Vernberg, L.T. Wimer). Adopted by the Tenured Faculty of the Department without dissenting votes 1 October 1984.

Formulated by the Ad Hoc Committee to review the Tenure and Promotion policy of the Biological Sciences Department (F.F. Bolander, M.R. Felder, J.M. Quattro, D.C. Yoch).

Adopted by the Tenured Faculty of the Department without dissenting votes 15 February 1996.

Formulated by the Ad Hoc Committee to review the Tenure and Promotion policy of the Biological Sciences Department (T.J. Hilbish, S.A. Woodin, D. Reisman, R.M. Showman, and E.L. Connolly).

Adopted by the Tenure-Track Faculty without dissenting votes 23 October 2002.