

Proposed Changes to the Faculty Manual, Section B: Tenure-Track Faculty

Justification

These changes are intended to clearly delineate policies relating to tenured and tenure-track faculty. Changes to the order of policies presented in the sections covering tenure and promotion are designed to follow the life cycle of the faculty member. The Faculty Advisory Committee has attempted to keep substantive changes to this section to a minimum.

| Current Faculty Manual Text | Proposed Text |
|---|---|
| <p>REGULATIONS AND POLICIES</p> <p>POLICY CHANGES</p> <p>Changes in the rights, privileges, and benefits accorded faculty members may be made as conditions warrant. Changes providing additional rights, privileges, and benefits shall apply to all faculty members, regardless of when employed.</p> <p>No change shall be made in the university wide tenure and promotion regulations except by vote of the tenured and tenure-track membership of the university faculty or by direction of the Board of Trustees. In no event shall any change in tenure and promotion regulations be made retroactive for faculty hired before January 1, 1995, unless the faculty member chooses otherwise; except that any changes in tenure and promotion regulations shall apply to all faculty, including those hired before January 1, 1995, who are subject to the provisions of Tenure and Promotion in Cases of Reorganization as set forth herein.</p> <p>APPOINTMENTS QUALIFICATIONS AND REQUIREMENTS</p> <p>Qualifications for appointment, set forth below, are not intended as justification for automatic promotion; conversely, justified exceptions may be made.</p> <p>Professor. To be eligible for appointment at the rank of professor, a faculty member must have a record of superior performance usually involving both teaching and research, or creativity or performance in the arts, or recognized professional contributions. The faculty member normally</p> | <p>Section 2.B Tenure-track Faculty and Related Policies</p> <p>[First paragraph moved to Section 2.A]</p> <p>No change shall be made in the university wide tenure and promotion regulations except by vote of the tenured and tenure-track membership of the university faculty or by direction of the Board of Trustees. In no event shall any change in tenure and promotion regulations be made retroactive for faculty hired before January 1, 1995, unless the faculty member chooses otherwise; except that any changes in tenure and promotion regulations shall apply to all faculty, including those hired before January 1, 1995, who are subject to the provisions of Tenure and Promotion in Cases of Reorganization as set forth herein.</p> <p>B.1 Faculty Titles and Qualifications</p> <p>Qualifications for appointment, set forth below, are not intended as justification for automatic promotion; conversely, justified exceptions may be made.</p> <p>Professor. To be eligible for appointment at the rank of professor, a faculty member must have a record of superior performance usually involving both teaching and research, or creativity or performance in the arts, or recognized professional contributions. The faculty member normally is expected to hold the earned doctoral or other</p> |

is expected to hold the earned doctor's degree and have at least nine years of effective, relevant experience.

Associate Professor. To be eligible for appointment at the rank of associate professor, a faculty member must have a record of strong performance usually involving both teaching and research, or creativity or performance in the arts, or recognized professional contributions. The faculty member normally is expected to hold the earned doctor's degree and must possess strong potential for further development as a teacher and scholar.

Assistant Professor. To be eligible for appointment at the rank of assistant professor, a faculty member normally is expected to hold the earned doctor's degree or its equivalent and must possess strong potential for development as a teacher and scholar.

Instructor. To be eligible for appointment at the rank of instructor, a faculty member normally is expected to possess a master's degree in the teaching discipline or a master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).

The qualifications for appointment to these positions and positions bearing other titles, such as lecturer, clinical professor, or research professor, are specified in policy ACAF 1.06 Academic Titles for Faculty and Unclassified Academic Staff Positions.

JOINTLY APPOINTED FACULTY

Jointly appointed faculty are faculty members whose tenure home is in one unit (the "primary unit") and who have a part time appointment, with some combination of teaching, research, and service obligations, in one or more unit or program (the "secondary unit"). A joint appointment is formalized by a Memorandum of Understanding or Charter that specifies the responsibilities of the faculty member to the primary and secondary units.

APPOINTMENT AND TERMINATION OF PROFESSIONAL-TRACK

appropriate terminal degree and have at least nine years of effective, relevant experience.

Associate Professor. To be eligible for appointment at the rank of associate professor, a faculty member must have a record of strong performance usually involving both teaching and research, or creativity or performance in the arts, or recognized professional contributions. The faculty member normally is expected to hold the earned **doctoral or other appropriate terminal** degree and must possess strong potential for further development as a teacher and scholar.

Assistant Professor. To be eligible for appointment at the rank of assistant professor, a faculty member normally is expected to hold the earned **doctoral or other appropriate terminal** degree and must possess strong potential for development as a teacher and scholar.

[Instructor paragraph moved to Section 2.C]

[This paragraph is superseded by Section 2.C]

[This paragraph moved to Section 2.A]

FACULTY

Appointments of professional-track faculty shall be in writing and shall specify the beginning and ending date of appointment. Appointments shall terminate on the date specified and no further notice of non-reappointment is required. If a professional-track faculty member is appointed without a specified ending date, notice of non-reappointment shall be given in writing to the faculty member at least twelve months prior to the termination date.

[This paragraph moved to Section 2.C]

MOVEMENT OF FACULTY BETWEEN TENURE AND PROFESSIONAL TRACKS

The following actions may not be taken without approval of the tenured and tenure-track faculty of the affected unit: (1) movement of a professional-track faculty member to the tenure track without a competitive search; or (2) movement to a professional-track faculty position of a tenure-track faculty member who withdraws from the tenure track during the penultimate year without applying for tenure. For purposes of this section, a tenure-track faculty member who achieves tenure is referred to as a tenured faculty member. See also policy ACAF 1.18 Change of Status to and from Tenure-Track Faculty.

[The next four sections moved to Section 2.A]

APPOINTMENT PROCEDURES

When the provost, dean, and department chair agree that a vacancy exists, the dean or chair shall recommend appointment as prescribed in policy ACAF 1.00 Recruitment and Appointment of Tenured, Tenure-Track and Professional-Track Faculty. All vacancies shall be advertised in accordance with the university's affirmative action policy and state and federal law.

NEPOTISM POLICY

The rules of conduct for public employees contained in the South Carolina Ethics, Government Accountability, and Campaign Reform Act prohibit a public employee from causing the employment, appointment, promotion, transfer, or advancement of a family member to a state or local office or position supervised or

managed by the public employee. In addition, a public employee may not participate in an action relating to the discipline of the public employee's family member. See also policy HR 1.27 Nepotism.

AAUP POLICY

The University of South Carolina generally adheres in principle to the most recent standards of the American Association of University Professors regarding the rights, privileges, and benefits accorded faculty members. Where university policies differ from those standards, the regulations stated herein, or as subsequently modified by the university, shall apply.

TENURE AND PROMOTION PROCEDURES

The procedures set forth below governing tenure and promotions shall apply to all academic units of the university. The primary responsibility for the operation of all tenure and promotion procedures shall rest with the tenured members of the faculty of each academic unit. Final authority for recommending tenure or promotion to the University Board of Trustees shall reside with the president, and final authority for approving recommendations of tenure and promotion rests with the Board of Trustees.

UNIT TENURE AND PROMOTION COMMITTEE

The tenured faculty of each academic unit shall serve as that unit's tenure and promotions committee. By April 15 of each year, each unit tenure and promotions committee shall elect a chair for the upcoming year and report the chair's name to the provost and Faculty Senate office.

The unit tenure and promotions committee may create subcommittees to assist the full committee in the performance of its work. Where possible, on matters other than consideration of a full professor for tenure or consideration of an associate professor for promotion to full professor, a

[The section PROBATIONARY PERIOD FOR TENURE is moved to Section B.4]

B.2 University Guidelines for Unit Tenure and Promotion Procedures

The procedures set forth below governing tenure and promotions shall apply to all academic units of the university. The primary responsibility for the operation of all tenure and promotion procedures shall rest with the tenured members of the faculty of each academic unit. Final authority for recommending tenure or promotion to the University Board of Trustees shall reside with the president, and final authority for approving recommendations of tenure and promotion rests with the Board of Trustees.

B.2.1 Unit tenure and promotions committee

The tenured faculty of each academic unit shall serve as that unit's tenure and promotions committee. By April 15 of each year, each unit tenure and promotions committee shall elect a chair for the upcoming year and report the chair's name to the provost and Faculty Senate office.

The unit tenure and promotions committee may create subcommittees to assist the full committee in the performance of its work. Where possible, on matters other than consideration of a full professor for tenure or consideration of an associate professor for promotion to full professor, a subcommittee shall include both professors and associate professors.

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In the event this contingency is not addressed in the unit's tenure and promotion procedures, a department or unit with fewer than five tenured members is required to submit to the UCTP a policy for constituting the unit tenure and promotions committee so that the committee has at least five tenured members with appropriate rank.

The unit tenure and promotion committee must provide unit faculty a calendar of deadlines for any unit-specific steps of the tenure and promotion process. Units are encouraged to regularly review processes and timelines for tenure and promotion as well as annual and tenure progress reviews.

CRITERIA AND PROCEDURES FOR PROMOTION AND TENURE

The university is committed to achievement in research (including scholarship, creative activity in visual and performing arts), teaching, and service. This commitment extends to interdisciplinary research, teaching, and service. Collectively, the faculty profile of the university and of any academic unit should reflect performance consistent with that of major research universities.

Formulating Unit Criteria and Procedures. The tenured faculty of each academic unit shall formulate specific written criteria and procedures for tenure and promotion that are consistent with achievement of the above goals. The criteria and procedures shall clearly communicate to faculty members the unit's expectations concerning scholarly productivity, including the nature and quality of scholarly activities necessary to attain tenure and promotion. These criteria and procedures must be consistent with the Faculty Manual and the guidelines established by the University Committee on Tenure and Promotions (UCTP). In the event of inconsistency between UCTP guidelines and the Faculty Manual, the Faculty Manual is to be considered the final authority.

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B.2.2 Unit criteria and procedures for promotion and tenure

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General Standards for Assessment of Faculty. Unit criteria for tenure and for promotion shall provide clear standards for the assessment of past

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Unit criteria for tenure and for promotion shall provide clear standards for the assessment of past achievements of the faculty member. If unit criteria use adjectival standards to rate candidates' performance, the following terminology shall be used: outstanding, excellent, good, fair, and unacceptable. Definitions of these terms may be varied to meet the needs of the individual unit, but should be generally consistent with the following:

Outstanding: The candidate's performance is far above the minimally effective level. In regard to research and scholarship, output is of very high quality, and a national/international reputation is evident.

Excellent: The candidate significantly exceeds the minimally effective level of performance. In regard to research and scholarship, output is already of high quality, and a national/international reputation is clearly possible, if not likely.

Good: The candidate's performance is clearly above the minimally effective level. In regard to research and scholarship, he or she shows promise of high quality in the future.

Fair: The candidate meets the minimally effective level of performance.

Unacceptable: The candidate has accomplished less than the minimally effective level of performance.

Criteria for all tenure and promotion decisions shall require a record of accomplishment indicative of continuing development of the faculty member in research, teaching, and service, and appropriate progress toward development of a national or international reputation in a field. Criteria for tenure at any rank must require evidence of consistency and durability of performance.

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Criteria for all tenure and promotion decisions shall require a record of accomplishment indicative of continuing development of the faculty member in research, teaching, and service, and appropriate progress toward development of a national or international reputation in a field. Criteria for tenure at any rank must require evidence of consistency and durability of performance.

Unit criteria for promotion to associate professor and for tenure at the rank of associate professor shall require, at a minimum, evidence of excellence in either research and/or creative activities or

Unit criteria for promotion to associate professor and for tenure at the rank of associate professor shall require, at a minimum, evidence of excellence in either research and/or creative activities or teaching, accompanied by a good record in the other areas, and evidence of progress toward establishing a national or international reputation in a field. An assistant professor may apply for promotion to associate professor without applying for tenure if the faculty member is not in the penultimate year of the maximum probationary period. A faculty member may not be tenured at the rank of assistant professor.

Criteria for promotion from associate professor to professor and for tenure at the rank of professor shall require, at a minimum, evidence of excellence in research and/or creative activities and teaching, accompanied by a record in the other area that is at least good, and evidence of national or international stature in a field.

For units in which the primary focus of the faculty is on public service, criteria for tenure and promotions shall require evaluation of the quality of the public service work and the relationship of the service to research or teaching.

Evaluation of Teaching. 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. This summary should 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 the other sections; or whether poor evaluation scores are correlated to a faculty member's strict grading standards.

Other teaching functions and the weight to be given to them in evaluating teaching performance

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For units in which the primary focus of the faculty is on public service, criteria for tenure and promotions shall require evaluation of the quality of the public service work and the relationship of the service to research or teaching.

Evaluation of Teaching. Procedures for the evaluation of classroom teaching must require peer and student evaluations, conducted periodically throughout the faculty member's **pre-tenure** 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. This summary should 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 the other sections **of the same or similar courses**; or whether poor evaluation scores are correlated to a faculty member's strict grading standards.

Other teaching functions and the weight to be given to them in evaluating teaching performance must be specified in the unit criteria. These include, but are not limited to, advisement and mentoring of students and student organizations; creation of teaching materials, techniques or programs; supervision of PhD students; and supervision of

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Evaluation of Research and Scholarship. Unit procedures for the evaluation of the research component of the file must require that 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. The outside evaluators must be selected by the unit except as provided below for jointly appointed faculty.

Each evaluator should be provided with a letter requesting the evaluation and informing the evaluator of the unit's relevant criteria for tenure or promotion, the candidate's vita and publications, and other materials evidencing the candidate's research or such portion of the candidate's research as the evaluator is being asked to evaluate. The evaluator will be asked to evaluate the quality of the research and scholarship, including the quality of publication venues. Where appropriate, the evaluator will be asked to evaluate the quantity of the candidate's research and scholarship.

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Evaluation of Research and Scholarship. Unit procedures for the evaluation of the research component of the file must require that 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 system. **External reviewers should normally already hold at least the rank status for which the candidate is applying and be currently active, productive researchers, scholars, or artists.** 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. The outside evaluators must be selected by the unit except as provided below for jointly appointed faculty.

Each evaluator should be provided with a letter requesting the evaluation and informing the evaluator of the unit's relevant criteria for tenure or promotion, the candidate's vita and publications, and other materials evidencing the candidate's research or such portion of the candidate's research as the evaluator is being asked to evaluate. **The same set of materials should be sent to all reviewers.** The evaluator will be asked to evaluate the quality of the research and scholarship, including the quality of publication venues. Where appropriate, the evaluator will be asked to evaluate the quantity of the candidate's research and scholarship.

A summary of the professional qualifications of each outside evaluator or a copy of each evaluator's curriculum vita must be included in the file, along with a copy of the letter sent to the evaluator.

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Faculty with Joint Appointments. The criteria for granting tenure or promotion to a jointly appointed faculty member shall be those of the primary unit. For faculty holding joint appointments, each secondary unit must be given an opportunity to propose outside evaluators and to comment on evaluators proposed by the primary unit. Primary and secondary units should work together to obtain a suitable and representative group of evaluators. An evaluation must be solicited from at least one evaluator nominated or approved by each secondary unit.

Any department or program that is the secondary unit for one or more faculty members with joint appointments must have in effect a written statement of procedures, which must be approved by the University Committee on Tenure and Promotion, and by which the views of all faculty eligible to participate in evaluation of the candidate will be solicited and provided for inclusion in the candidate's file. In cases in which the secondary unit does not achieve consensus regarding a file, the secondary unit may submit two letters for inclusion in the candidate's file: a majority and a minority report.

Any department that is the primary unit for one or more faculty members with joint appointments must include in its criteria processes for (1) involving each secondary department or program in the selection of outside evaluators; (2) making the candidate's file available to eligible faculty of each secondary unit; and (3) obtaining formal input from the eligible faculty of each secondary unit and placing it in the candidate's file at least five working days prior to the unit's vote on the application. Faculty who are members of both the primary and secondary unit can only vote in the primary unit.

A memorandum of understanding (MOU) must be in place for all faculty members holding joint appointments. The MOU should include (1) identification of the tenuring unit; (2) teaching

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A memorandum of understanding (MOU) must be in place for all faculty members holding joint appointments. The MOU should include (1) identification of the tenuring unit; (2) teaching load and split of teaching load between the primary and secondary units; (3) formula and criteria for sharing indirect cost return (IDCR) among the units; and (4) service responsibility load and split between the units. The MOU should include signatures of the jointly appointed

load and split of teaching load between the primary and secondary units; (3) formula and criteria for sharing indirect cost return (IDCR) among the units; and (4) service responsibility load and split between the units. The MOU should include signatures of the jointly appointed faculty member, the unit heads of the primary and secondary units, the deans of the colleges in the units reside, and the provost. The teaching load for a joint appointment should not be greater than for a faculty member of the same rank in the primary unit. The service load for a joint appointment should be comparable to normal service load of a faculty member of the same rank in the primary unit. The MOU should be included in the candidate's file.

Other Matters to Be Addressed in Unit Criteria and Secondary Unit Procedures. The primary unit's criteria and procedures and the secondary unit's procedures must specify whether (1) candidates for faculty appointments may be recommended for tenure on appointment, (2) an abstention vote counts towards the total votes for the candidate in determining the existence of a majority vote, (3) time and accomplishments in a faculty position at another educational institution may be considered in evaluating a candidate for tenure or promotion, and (4) there is a required minimum time of service at USC for faculty hired from another institution to be considered for tenure or promotion.

In addition, unit criteria should describe any discipline-specific practices that may affect the weight given to the applicant's publications or activities. Examples include: practices regarding the order in which co-authors are listed on publications with multiple authors; practices regarding the identification of PI's (principal investigators) and co-PI's on grants; which faculty are expected to supervise Ph.D. students; the significance of electronic publications in the discipline; and situations when teaching is not expected, such as receipt of NIH K grants or other grants that restrict teaching.

Procedures for Approval of Criteria and Secondary Unit Procedures. Each primary unit shall submit its criteria and procedures and each secondary unit shall submit its procedures for

faculty member, the unit heads of the primary and secondary units, the deans of the colleges in the units reside, and the provost. The teaching load for a joint appointment should not be greater than for a faculty member of the same rank in the primary unit. The service load for a joint appointment should be comparable to normal service load of a faculty member of the same rank in the primary unit. The MOU should be included in the candidate's file.

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In addition, unit criteria should describe any discipline-specific practices that may affect the weight given to the applicant's publications or activities. Examples include: practices regarding the order in which co-authors are listed on publications with multiple authors; practices regarding the identification of PI's (principal investigators) and co-PI's on grants; which faculty are expected to supervise Ph.D. students; the significance of electronic publications in the discipline; and situations when teaching is not expected, such as receipt of NIH K grants or other grants that restrict teaching.

Procedures for Approval of Criteria and Secondary Unit Procedures. Each primary unit shall submit its criteria and procedures and each secondary unit shall submit its procedures for periodic review on a rotating basis as determined by the provost. Each primary unit shall submit its proposed tenure and promotions criteria and procedures and each secondary unit shall submit its procedures through the dean to the provost, who

periodic review on a rotating basis as determined by the provost. Each primary unit shall submit its proposed tenure and promotions criteria and procedures and each secondary unit shall submit its procedures through the dean to the provost, who shall forward the proposed criteria and procedures to the University Committee on Tenure and Promotion along with his or her comments.

If the University Committee on Tenure and Promotion finds that the proposed criteria and procedures are consistent with the guidelines in the Faculty Manual and the guidelines published by the University Committee on Tenure and Promotion and that they are sufficiently clear, then the University Committee on Tenure and Promotion shall approve the criteria and procedures, which then become effective on the next tenure start date, August 16 or January 1 next occurring, unless otherwise specified. The decision of the University Committee on Tenure and Promotion should be conveyed to the unit within 120 academic days after the University Committee on Tenure and Promotion receives the proposed criteria and procedures. An “academic day” is a week day during the nine-month period when the university is in session.

If the University Committee on Tenure and Promotion disapproves the proposed unit criteria and procedures, it shall return them to the unit with an explanation of the deficiencies. The unit shall then revise its proposed criteria or procedures and resubmit them to the University Committee on Tenure and Promotion within 60 academic days. If the unit and the University Committee on Tenure and Promotion are unable to reach agreement or if revised criteria are not timely received by the University Committee on Tenure and Promotion, the chair of the University Committee on Tenure and Promotion or his or her designee shall convene a meeting of representatives of the unit, of the University Committee on Tenure and Promotion, and of the Provost’s Office to attempt to resolve the issues on which the unit and the University Committee on Tenure and Promotion are in conflict. The Provost’s Office will endeavor to resolve through mediation any differences remaining after the meeting. Any disagreements that cannot be resolved through mediation will be resolved by an

shall forward the proposed criteria and procedures to the University Committee on Tenure and Promotions along with his or her comments.

If the University Committee on Tenure and Promotions finds that the proposed criteria and procedures are consistent with the guidelines in the Faculty Manual and the guidelines published by the University Committee on Tenure and Promotions and that they are sufficiently clear, then the University Committee on Tenure and Promotions shall approve the criteria and procedures, **effective immediately**. The decision of the University Committee on Tenure and Promotions should be conveyed to the unit within 120 academic days after the University Committee on Tenure and Promotions receives the proposed criteria and procedures. An “academic day” is a week day during the nine-month period when the university is in session.

If the University Committee on Tenure and Promotions disapproves the proposed unit criteria and procedures, it shall return them to the unit with an explanation of the deficiencies. The unit shall then revise its proposed criteria or procedures and resubmit them to the University Committee on Tenure and Promotions within 60 academic days. If the unit and the University Committee on Tenure and Promotions are unable to reach agreement or if revised criteria are not timely received by the University Committee on Tenure and Promotions, the chair of the University Committee on Tenure and Promotions or his or her designee shall convene a meeting of representatives of the unit, of the University Committee on Tenure and Promotions, and of the **Office of the Provost** to attempt to resolve the issues on which the unit and the University Committee on Tenure and Promotion are in conflict. The **Office of the Provost** will endeavor to resolve through mediation any differences remaining after the meeting. Any disagreements that cannot be resolved through mediation will be resolved by an ad hoc committee composed of those members of the Faculty Advisory Committee who are tenured full professors and members of the Faculty Appellate Panel. If necessary in order to comprise a committee of at least five persons, the **chair** of the Faculty Senate

ad hoc committee composed of those members of the Faculty Advisory Committee who are tenured full professors and members of the Faculty Appellate Panel. If necessary in order to comprise a committee of at least five persons, the President of the Faculty Senate shall appoint one or more additional tenured full professors to the ad hoc committee. In resolving the disagreement, the ad hoc committee shall consult with the unit, the University Committee on Tenure and Promotion, and the provost.

IDENTIFICATION OF APPLICABLE CRITERIA

New Faculty. New members of the faculty and persons transferred into tenure track positions must be informed in the offer of appointment of the tenure regulations applicable to the position. Any change in these regulations prior to the effective date of the appointment must be communicated to, and receipt acknowledged by, the new faculty member in writing and made a part of the faculty member's official record.

Faculty Hired On or After January 1, 1995. Faculty members hired into the tenure track after January 1, 1995, shall be responsible within their probationary period for meeting the unit tenure and promotion criteria and university standards in effect at the time of their hiring unless the faculty member elects to be considered under the unit criteria and university standards in effect at the time of the application for tenure. For all subsequent promotions the faculty member shall be responsible for meeting unit criteria and university standards in effect at the time of their application for that promotion.

Faculty Hired Prior to January 1, 1995. Faculty members hired into the tenure track before January 1, 1995, may choose either the unit tenure and promotion criteria in effect at the time of their hiring or the unit criteria in effect at the time of their application for promotion, except in cases of faculty who are in units that have undergone reorganization in which case they are subject to the provisions of Tenure and Promotion in Cases of Reorganization as stated below.

shall appoint one or more additional tenured full professors to the ad hoc committee. In resolving the disagreement, the ad hoc committee shall consult with the unit, the University Committee on Tenure and Promotions, and the provost.

B.3 IDENTIFICATION OF APPLICABLE CRITERIA

B.3.1 New faculty appointments

New members of the faculty and persons transferred into tenure-track positions must be informed in the offer of appointment of the tenure regulations applicable to the position. Any change in these regulations prior to the effective date of the appointment must be communicated to, and receipt acknowledged by, the new faculty member in writing and made a part of the faculty member's official record.

Faculty Hired On or After January 1, 1995. Faculty members hired into the tenure track after January 1, 1995, shall be responsible within their probationary period for meeting the unit tenure and promotion criteria and university standards in effect at the time of their hiring unless the faculty member elects to be considered under the unit criteria and university standards in effect at the time of the application for tenure. For all subsequent promotions the faculty member shall be responsible for meeting unit criteria and university standards in effect at the time of their application for that promotion.

Faculty Hired Prior to January 1, 1995. Faculty members hired into the tenure track before January 1, 1995, may choose either the unit tenure and promotion criteria in effect at the time of their hiring or the unit criteria in effect at the time of their application for promotion, except in cases of faculty who are in units that have undergone reorganization in which case they are subject to the provisions of Tenure and Promotion in Cases of Reorganization as stated below.

B.3.2. Tenure And promotion in cases of reorganization

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| <p>Tenure And Promotion In Cases of Reorganization</p> <ol style="list-style-type: none"> 1. If independent tenure units are merged to form a new tenure unit, or if one or more tenure units are subsumed by another tenure unit, or if a tenure unit is divided into several separate tenure units, tenure and promotion criteria and procedures for each new unit or units, or for the newly augmented unit, shall be developed by the affected tenured faculty and approved in accordance with the standard practice. 2. These new tenure and promotion criteria and procedures should reflect and accommodate differences in faculty activities and specializations. 3. Until new tenure and promotion criteria and procedures have been finally approved for a new or reorganized unit, faculty members in the new or reorganized unit who are being considered for tenure or promotion or both, shall be evaluated under the criteria applicable to them prior to the reorganization. These faculty members may elect to have their file considered by the tenure and promotion committee of their prior unit as it existed before reorganization, or by the tenure and promotion committee of their new or reorganized unit. The file and recommendations of the committee shall then be forwarded, as appropriate, to the unit chair and to the dean of the new or reorganized unit. 4. Faculty in their probationary period who were hired before reorganization is completed, who are being considered for tenure or for their first promotion after reorganization, or both, may choose to have applied to them either the newly established criteria and procedures or the criteria and procedures applicable to them that were in effect when hired in the tenure unit preceding the reorganization. | <ol style="list-style-type: none"> 1. If independent tenure units are merged to form a new tenure unit, or if one or more tenure units are subsumed by another tenure unit, or if a tenure unit is divided into several separate tenure units, tenure and promotion criteria and procedures for each new unit or units, or for the newly augmented unit, shall be developed by the affected tenured faculty and approved in accordance with the standard practice. 2. These new tenure and promotion criteria and procedures should reflect and accommodate differences in faculty activities and specializations. 3. Until new tenure and promotion criteria and procedures have been finally approved for a new or reorganized unit, faculty members in the new or reorganized unit who are being considered for tenure or promotion or both, shall be evaluated under the criteria applicable to them prior to the reorganization. These faculty members may elect to have their file considered by the tenure and promotion committee of their prior unit as it existed before reorganization, or by the tenure and promotion committee of their new or reorganized unit. The file and recommendations of the committee shall then be forwarded, as appropriate, to the unit chair and to the dean of the new or reorganized unit. 4. Faculty in their probationary period who were hired before reorganization is completed, who are being considered for tenure or for their first promotion after reorganization, or both, may choose to have applied to them either the newly established criteria and procedures or the criteria and procedures applicable to them that were in effect when hired in the tenure unit preceding the reorganization. For all subsequent promotions, such faculty shall be subject to the criteria and procedures of the new unit. |
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For all subsequent promotions, such faculty shall be subject to the criteria and procedures of the new unit.

5. Faculty hired prior to January 1, 1995, may, within five years of final approval of the new tenure and promotion criteria and procedures, choose to have applied to them the criteria and procedures applicable to them prior to reorganization. At the conclusion of the five-year period, the newly approved criteria and procedures for the reorganized unit must be applied.

Determining Criteria to Be Used for Tenure and Promotion Decisions. Beginning on August 16, 2010, each unit shall maintain copies of all available versions of the unit criteria, along with a list indicating the date on which each became effective. Each unit shall submit copies of all available versions of the unit's criteria and the list to the Provost's Office, which shall maintain a central repository of all available unit criteria, both current and historic. The provost shall maintain both electronic and hard copies of these materials.

At least two weeks before the date when files are due, the dean, department chair, or other appropriate administrator shall notify the provost of each faculty member who intends to apply for tenure or promotion, the date on which the faculty member was hired, whether the faculty member has chosen to be considered under the current criteria or the criteria in effect at the time they were hired.

PROBATIONARY PERIOD FOR TENURE MAXIMUM PROBATIONARY PERIOD

The maximum probationary period for all full-time faculty members appointed at the rank of assistant professor is service for seven years at the University of South Carolina.

The maximum probationary period for all full-time faculty members appointed at the rank of associate professor or professor is service for six years at the University of South Carolina.

5. Faculty hired prior to January 1, 1995, may, within five years of final approval of the new tenure and promotion criteria and procedures, choose to have applied to them the criteria and procedures applicable to them prior to reorganization. At the conclusion of the five-year period, the newly approved criteria and procedures for the reorganized unit must be applied.

B.3.3 Determining criteria to be used for tenure and promotion decisions

Beginning on August 16, 2010, each unit shall maintain copies of all available versions of the unit criteria, along with a list indicating the date on which each became effective. Each unit shall submit copies of all available versions of the unit's criteria and the list to the Provost's Office, which shall maintain a central repository of all available unit criteria, both current and historic. ~~The provost shall maintain both electronic and hard copies of these materials.~~

At least two weeks before the date when files are due, the dean, department chair, or other appropriate administrator shall notify the provost of each faculty member who intends to apply for tenure or promotion, the date on which the faculty member was hired **and, for tenure decisions,** whether the faculty member has chosen to be considered under the current criteria or the criteria in effect at the time they were hired.

B.4 Probationary Period for Tenure

B.4.1 Probationary Period

The ~~maximum~~ probationary period for all full-time faculty members appointed at the rank of assistant professor is service for seven years at the University of South Carolina.

The ~~maximum~~ probationary period for all full-time faculty members appointed at the rank of

The maximum probationary period for all professional librarians is service for seven years at the University of South Carolina.

CALCULATION OF PROBATIONARY PERIOD

Leave. Time during which the faculty member is on leave, either with or without pay, will not be counted as part of the probationary period.

Extensions. Non-tenured faculty members will be automatically granted an extension of the probationary period in the event of the birth or adoption of a child, or the death of the faculty member's spouse/partner or child if notice is provided in accordance with applicable university policy. An extension of the probationary period may also be granted upon request in the case of serious illness or death of a spouse/partner, child or close family member, the placement of a foster child or other circumstances or commitments creating a need for additional time for the faculty member to demonstrate fully his or her professional qualifications for reappointment or tenure. Notification and documentation are required for both automatic and requested extensions. Complete procedures for obtaining an extension are set forth in policy ACAF 1.31 Extension of Faculty Tenure-Track Probationary Period and Scheduled Post-Tenure Review issued by the Provost's Office.

In cases where faculty members have been in probationary status for more than their normal probationary period due to an extension or extension(s) of the probationary period pursuant to policy ACAF 1.31 Extension of Faculty Tenure-Track Probationary Period and Scheduled Post-Tenure Review, they shall be evaluated as if they had been in probationary status for the normal probationary period, not longer.

Only full-time faculty members holding the rank of assistant professor, associate professor, professor, and professional librarian are eligible for tenure. Service during appointments to all other faculty ranks is not considered part of a probationary period for tenure consideration.

associate professor or professor is service for six years at the University of South Carolina.

The ~~maximum~~ probationary period for all professional librarians is service for seven years at the University of South Carolina.

B.4.2 Calculation of probationary period

Leave. Time during which the faculty member is on leave for a period equivalent to one semester or more, either with or without pay, will not be counted as part of the probationary period.

Extensions. ~~Pre-tenure~~ faculty members will be automatically granted an extension of the probationary period in the event of the birth or adoption of a child, or the death of the faculty member's spouse/partner or child if notice is provided in accordance with applicable university policy. An extension of the probationary period may also be granted upon request in the case of serious illness or death of a spouse/partner, child or close family member, the placement of a foster child or other circumstances or commitments creating a need for additional time for the faculty member to demonstrate fully ~~their~~ professional qualifications for reappointment or tenure. Notification and documentation are required for both automatic and requested extensions. Complete procedures for obtaining an extension are set forth in policy ACAF 1.31 Extension of Faculty Tenure-Track Probationary Period and Scheduled Post-Tenure Review issued by the ~~Office of the Provost~~.

In cases where faculty members have been in probationary status for more than their normal probationary period due to an extension or extension(s) of the probationary period pursuant to policy ACAF 1.31 Extension of Faculty Tenure-Track Probationary Period and Scheduled Post-Tenure Review, they shall be evaluated as if they had been in probationary status for the normal probationary period, not longer.

Only full-time faculty members holding the rank of assistant professor, associate professor, professor, ~~or~~ professional librarian are eligible for tenure. Service during appointments to all other

Administrative Appointments. When a person originally appointed to an administrative or other professional-track position is subsequently moved to a tenure-track faculty position, the time served in the administrative or professional-track position is not considered part of the probationary period for tenure consideration. A full-time administrator later appointed to a position as an assistant professor, associate professor, or professor is not excused from the unit criteria for tenure and/or promotions.

When a person originally appointed to a tenure-track faculty position is assigned administrative duties or appointed to an administrative position, the administrative assignment does not prevent the running of the probationary period unless an extension of the probationary period is obtained pursuant to applicable university policy.

REAPPOINTMENT DURING PROBATIONARY PERIOD

Within the probationary period, all faculty appointments are on an annual basis. Reappointment is granted unless written notice of non-reappointment is given. The termination of an appointment prior to its scheduled expiration shall only be for cause, following the definitions and procedures set forth in the provisions for termination of faculty. If an appointment is not to be renewed, adequate notice will be given.

Adequate notice is as follows:

If the faculty member is in the first year of the probationary period, notice of non-reappointment will be given in writing by March 1. The appointment will end on August 15. For a mid-year appointment, notice of non-reappointment will be given by July 1. The appointment will then end on December 31.

If a faculty member is in the second year of the probationary period, notice of non-reappointment will be given in writing by December 15. The appointment will then end on August 15. For a mid-year

faculty ranks is not considered part of a probationary period for tenure consideration.

Administrative Appointments. When a person originally appointed to an administrative or other professional-track position is subsequently moved to a tenure-track faculty position, the time served in the administrative or professional-track position is not considered part of the probationary period for tenure consideration. A full-time administrator later appointed to a position as an assistant professor, associate professor, or professor is not excused from the unit criteria for tenure and/or promotions.

When a person originally appointed to a tenure-track faculty position is assigned administrative duties or appointed to an administrative position, the administrative assignment does not prevent the running of the probationary period unless an extension of the probationary period is obtained pursuant to applicable university policy.

B.4.3 Reappointment during probationary period

Within the probationary period, all faculty appointments are on an annual basis. Reappointment is granted unless written notice of non-reappointment is given. The termination of an appointment prior to its scheduled expiration shall only be for cause, following the definitions and procedures set forth in the provisions for termination of faculty. If an appointment is not to be renewed, adequate notice will be given.

Adequate notice is as follows:

If the faculty member is in the first year of the probationary period, notice of non-reappointment will be given in writing by March 1. The appointment will end on August 15. For a mid-year appointment, notice of non-reappointment will be given by July 1. The appointment will then end on December 31.

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| <p>appointment, notice of non-reappointment will be given in writing by April 15. The appointment will then end on December 31.</p> <p>Thereafter, notice of non-reappointment will be given in writing at least twelve months prior to the effective date.</p> <p>If there is termination for cause, these notification requirements do not apply.</p> <p>The tenured faculty of equal or higher rank in the unit annually shall act as a committee (or form a subcommittee) and make a recommendation by majority vote as to whether a faculty member within the probationary period is making sufficient progress toward tenure so as to be reappointed. If the unit elects a subcommittee for this task and if the faculty member's progress is not deemed sufficient, then the entire faculty of the unit (of equal or higher rank) will vote and provide a majority recommendation along with an explanation. If the entire unit votes without the use of a subcommittee, and the decision is not favorable for the faculty member, an explanation is also required.</p> <p>In non-departmentalized schools or colleges, the recommendation of the tenured faculty shall be forwarded to the dean. In departmentalized schools or colleges, the recommendation of the tenured faculty shall be forwarded to the department chair, who shall add his or her recommendation and forward both recommendations to the dean.</p> <p>Based upon the candidate's file, including the recommendations received from the tenured faculty of the unit and from the department chair in departmentalized colleges, the dean shall determine whether the faculty member is making sufficient progress toward tenure so as to be reappointed. If the dean agrees with the recommendation of the tenured faculty, the dean's decision shall be final. The dean shall notify the provost of the decision to reappoint or not reappoint. If the dean disagrees with the recommendation of the tenured faculty, then the recommendation of the dean shall be added to the recommendation of the faculty, as well as that of</p> | <p>If a faculty member is in the second year of the probationary period, notice of non-reappointment will be given in writing by December 15. The appointment will then end on August 15. For a mid-year appointment, notice of non-reappointment will be given in writing by April 15. The appointment will then end on December 31.</p> <p>Thereafter, notice of non-reappointment will be given in writing at least twelve months prior to the effective date.</p> <p>If there is termination for cause, these notification requirements do not apply.</p> <p>The tenured faculty of equal or higher rank in the unit annually shall act as a committee (or form a subcommittee) and make a recommendation by majority vote as to whether a faculty member within the probationary period is making sufficient progress toward tenure so as to be reappointed. If the unit elects a subcommittee for this task and if the faculty member's progress is not deemed sufficient, then the entire faculty of the unit (of equal or higher rank) will vote and provide a majority recommendation along with an explanation. If the entire unit votes without the use of a subcommittee, and the decision is not favorable for the faculty member, an explanation is also required.</p> <p>In non-departmentalized schools or colleges, the recommendation of the tenured faculty shall be forwarded to the dean. In departmentalized schools or colleges, the recommendation of the tenured faculty shall be forwarded to the department chair, who shall add his or her recommendation and forward both recommendations to the dean.</p> <p>Based upon the candidate's file, including the recommendations received from the tenured faculty of the unit and from the department chair in departmentalized colleges, the dean shall determine whether the faculty member is making sufficient progress toward tenure so as to be reappointed. If the dean agrees with the recommendation of the tenured faculty, the dean's</p> |
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the department chair in departmentalized colleges, and shall be forwarded with the candidate's file to the provost, who shall review the file and all recommendations and make the final decision on reappointment.

GRIEVANCE UPON NON-REAPPOINTMENT

Non-reappointment during the probationary period is different from a decision of non-reappointment in conjunction with a denial of tenure in the penultimate year of the maximum probationary period and as such constitutes grounds for a grievance only under the limited grounds stated in the Academic Grievance Procedures.

DEADLINE FOR TENURE DECISIONS CONCERNING PROBATIONARY FACULTY

Before the end of the probationary period, a decision will be made to grant or deny tenure. If the decision is to deny tenure, notice will be given by letter dated and postmarked before the end of the penultimate year of the maximum probationary period. For faculty with a tenure start date of August 16, the penultimate year ends on May 15. For faculty with a tenure start dates of January 1, the penultimate year ends on December 31. If notice is not given in the time and manner stated above, the appointment of the faculty member will thereafter be a continuous (or tenured) appointment.

Non-reappointment in conjunction with denial of tenure in the penultimate year may be grounds for a grievance under the full provisions of the Academic Grievance Procedures.

ANNUAL PERFORMANCE REVIEW,
TENURE PROGRESS REVIEW AND POST-
TENURE REVIEW

decision shall be final. The dean shall notify the provost of the decision to reappoint or not reappoint. If the dean disagrees with the recommendation of the tenured faculty, then the recommendation of the dean shall be added to the recommendation of the faculty, as well as that of the department chair in departmentalized colleges, and shall be forwarded with the candidate's file to the provost, who shall review the file and all recommendations and make the final decision on reappointment.

B.4.4 Grievance upon non-reappointment

Non-reappointment during the probationary period is different from a decision of non-reappointment in conjunction with a denial of tenure in the penultimate year of the maximum probationary period and as such constitutes grounds for a grievance only under the limited grounds stated in the Academic Grievance Procedures.

B.4.5 Deadline for tenure decisions considering probationary faculty

Before the end of the probationary period, a decision will be made to grant or deny tenure. If the decision is to deny tenure, notice will be given by letter dated and postmarked before the end of the penultimate year of the maximum probationary period. For faculty with a tenure start date of August 16, the penultimate year ends on May 15. For faculty with a tenure start dates of January 1, the penultimate year ends on December 31. If notice is not given in the time and manner stated above, the appointment of the faculty member will thereafter be a continuous (or tenured) appointment.

Non-reappointment in conjunction with denial of tenure in the penultimate year may be grounds for a grievance under the full provisions of the Academic Grievance Procedures.

[The sections UNIT CONSIDERATION OF TENURE AND PROMOTION FILES, CONSIDERATION OF TENURE FOR LATERALLY HIRED FACULTY, and REVIEW

PURPOSE

The University of South Carolina's mission as a major teaching and research institution is founded on the teaching, research (including creative activities), and service efforts of a strong and dedicated faculty. Affirming its commitment to tenure as essential to its mission, the university supports faculty in reaching their maximum professional development and assuring their full contribution to the academic life of the institution.

To further these goals, the university adopts annual performance, tenure progress, and post-tenure review policies to recognize and reward faculty for superior achievement, and to assure that each faculty member's contribution to the university through teaching, research/creative activities, and service is at a satisfactory level of performance.

DEFINITIONS

Pursuant to the guidelines of the Commission on Higher Education as noted in Best Practices for a Performance Review and for the purposes of this policy:

Superior performance means performance that substantially exceeds the expectations of the unit.

Satisfactory performance means performance that meets the expectations of the unit.

Unsatisfactory performance means performance, taken as a whole, which fails to meet relevant unit review standards in teaching, research/creative activities, or service.

OBLIGATIONS OF EACH TENURING UNIT FOR POLICIES ON ANNUAL PERFORMANCE REVIEW, TENURE PROGRESS REVIEW AND POST-TENURE REVIEW

~~OF TENURE AND PROMOTION FILES AFTER UNIT VOTE are moved to Section B.6]~~

~~ANNUAL PERFORMANCE REVIEW, TENURE PROGRESS REVIEW AND POST-TENURE REVIEW~~

~~PURPOSE~~

~~[These two paragraphs moved to Section 2.A]~~

~~[This section moved to Section B.9]~~

~~OBLIGATIONS OF EACH TENURING UNIT FOR POLICIES ON ANNUAL~~

Each tenuring unit must adopt standards and procedures, including a published calendar of unit deadlines for:

1. An annual written performance review for all tenure track faculty.
2. A tenure progress review for all untenured faculty, regardless of rank.
3. A post-tenure review for all tenured faculty, regardless of rank. A post-tenure review for all tenured faculty in administrative positions by their immediate supervisors. Unit chairs will be evaluated by their immediate supervisors in consultation with their units. Written copies of all annual performance reviews, tenure progress reviews, post-tenure reviews and development plans (see Section 5 of “Outcomes in Annual Performance Review and Post-Tenure Review”) will be given to the faculty member who is reviewed and will be permanently retained by the office of the department chair and the office of the dean. Copies of unsatisfactory post-tenure reviews and the associated development plans will also be sent to the provost.

Tenure Progress Review

~~PERFORMANCE REVIEW, TENURE
PROGRESS REVIEW AND POST-
TENURE REVIEW~~

[Annual performance review section moved to Section 2.A]

[Post-Tenure review section moved to Section B.9]

B.5 Tenure Progress Review

1. In the third year after appointment, all untenured tenure-track faculty members must be given a written comprehensive evaluation of their progress toward tenure and promotion. If the faculty member's probationary period is extended in accordance with policy [ACAF 1.31 Extension of Faculty Tenure-Track Probationary Period and Scheduled Post-Tenure Review](#) at any time prior to submission of the tenure progress file, the tenure progress review is extended for the same period of time.
2. This evaluation may be performed by the unit tenure and promotions committee or as otherwise provided by unit procedures. If not performed by the unit tenure and promotions committee, the evaluation will be reviewed by the unit tenure and promotion committee. The tenure and promotion committee will recommend to the next level of file review (i.e., unit chair or dean) whether or not the untenured faculty member should be retained.

See also policy [ACAF 1.05 Tenure Progress Review of Faculty: Third Year Review](#)

UNIT CONSIDERATION OF TENURE AND PROMOTION FILES

Minimum Years of Service Prior to Tenure.

Faculty members appointed at the rank of assistant professor who have not previously held tenure-track positions at another institution of higher learning normally will not be recommended for tenure until they are in at least their fourth year at the University of South Carolina. Faculty members appointed at the rank of associate professor or professor who have not previously held tenure-track positions at another institution of higher learning normally will not be recommended for tenure until they are in at least their third year at the University of South Carolina. There is no difference between the standards applied to faculty who apply for tenure in the penultimate year of the

The tenure-progress review evaluates each pre-tenure faculty member to ensure that the faculty member and the academic unit are aware of the progress of that faculty member relative to the unit's criteria for awarding tenure. Each tenuring unit must adopt standards and procedures, including a published calendar of unit deadlines for a tenure progress review for all pre-tenure faculty, regardless of rank.

1. In the third year after appointment, all pre-tenure faculty members must be given a written comprehensive evaluation of their progress toward tenure and promotion. If the faculty member's probationary period is extended in accordance with policy [ACAF 1.31 Extension of Faculty Tenure-Track Probationary Period and Scheduled Post-Tenure Review](#) at any time prior to submission of the tenure progress file, the tenure progress review is extended for the same period of time.
2. This evaluation may be performed by the unit tenure and promotions committee or as otherwise provided by unit procedures. If not performed by the unit tenure and promotions committee, the evaluation will be reviewed by the unit tenure and promotion committee. The tenure and promotion committee will recommend to the next level of file review (i.e., unit chair or dean) whether or not the pre-tenure faculty member should be retained.

See also policy [ACAF 1.05 Tenure Progress Review of Faculty: Third Year Review](#)

B.6 Unit consideration of tenure and promotion files

Minimum Years of Service Prior to Tenure.

Faculty members appointed at the rank of assistant professor who have not previously held tenure-track positions at another institution of higher learning normally will not be recommended for tenure until they are in at least their fourth year at the University of South Carolina. Faculty

probationary period and those who apply for tenure prior to the penultimate year.

Faculty to Be Considered. At the unit level, all pre-tenure faculty who have completed the minimum years of service are considered for tenure, and all faculty members below the rank of professor are considered for promotion each year. Typically, faculty with a tenure start date of August 16 will apply for tenure in a fall cycle, faculty with a tenure start date of January 1 will apply for tenure in a spring cycle, and faculty applying for promotion to professor will apply in a spring cycle.

Potential candidates for tenure and promotion will be advised in writing of their eligibility for tenure or promotion by the dean, department chair or other appropriate administrator no later than April 1 for the upcoming fall and spring tenure and promotion cycles. A faculty member who intends to apply for tenure or promotion in the next fall cycle must so inform the dean, department chair, or other appropriate administrator no later than April 15. A faculty member who intends to apply for tenure or promotion in the next spring cycle must so inform the dean, department chair, or other appropriate administrator no later than October 1. Compliance with these deadlines is critical for file preparation and solicitation of external reviewers; exceptions should be approved by the Office of the Provost. Complete notification and submission deadlines are stated on the university tenure and promotion calendar. By the dates listed on the official calendar, each unit must provide the provost with a list of those faculty members who intend to apply for tenure or promotion. The list must include all who are in their penultimate year, including any faculty members in their penultimate year who have not stated an intent to apply for tenure.

Compiling the File. A candidate and the academic unit should follow UCTP guidelines for compiling files. The record of teaching, research, and service shall be thoroughly documented, as prescribed in the UCTP guidelines. The unit is responsible for providing a synthesis of evaluations of the candidate's teaching performance and obtaining at least five evaluations of the candidate's research and scholarship from outside

members appointed at the rank of associate professor or professor who have not previously held tenure-track positions at another institution of higher learning normally will not be recommended for tenure until they are in at least their third year at the University of South Carolina. 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 to Be Considered. At the unit level, all pre-tenure faculty who have completed the minimum years of service are considered for tenure, and all faculty members below the rank of professor are considered for promotion each year. Typically, faculty with a tenure start date of August 16 will apply for tenure in a fall cycle, faculty with a tenure start date of January 1 will apply for tenure in a spring cycle, and faculty applying for promotion to professor will apply in a spring cycle.

Potential candidates for tenure and promotion will be advised in writing of their eligibility for tenure or promotion by the dean, department chair or other appropriate administrator no later than April 1 for the upcoming fall and spring tenure and promotion cycles. A faculty member who intends to apply for tenure or promotion in the next fall cycle must so inform the dean, department chair, or other appropriate administrator no later than April 15. A faculty member who intends to apply for tenure or promotion in the next spring cycle must so inform the dean, department chair, or other appropriate administrator no later than October 1. Compliance with these deadlines is critical for file preparation and solicitation of external reviewers; exceptions should be approved by the Office of the Provost. Complete notification and submission deadlines are stated on the university tenure and promotion calendar. By the dates listed on the official calendar, each unit must provide the provost with a list of those faculty members who intend to apply for tenure or promotion. The list must include all who are in their penultimate year, including any faculty members in their penultimate year who have not stated an intent to apply for tenure.

the University of South Carolina, for obtaining formalized input from the faculty of the secondary department or program if the faculty member holds a joint appointment, and for assuring that the correct criteria are used and the file is assembled in a manner consistent with UCTP guidelines. In the case of faculty holding a joint appointment, the primary unit is responsible for obtaining formalized input from the faculty of the secondary unit, which shall be placed in the candidate's file as information at least five working days prior to the unit vote.

Notice of Meeting. The dean and the unit chair or other appropriate administrator shall be notified by the unit committee chair of the pending meeting of the committee. However, any administrator who will be making an administrative recommendation in a tenure or promotion case shall not attend the meeting or participate in the discussion at which the case is considered by the unit tenure and promotion committee unless invited by the committee chair. In the case of a faculty member holding a joint appointment, notice shall also be given to the appropriate administrator of the secondary unit, who shall have the right to attend the meeting and participate in discussion of the candidate, but not the right to vote, provided, that if the administrator of the secondary department or program is not of a rank equal to or higher than the candidate, the administrator will designate a faculty member of such rank to attend the meeting.

Voting. Each unit shall apply its criteria and procedures to determine whether a candidate qualifies for promotion on the tenure track, tenure, or both. With regard to tenure recommendations, all tenured committee members of rank equal to or higher than the candidate shall vote by secret ballot. With regard to promotion recommendations for tenure track faculty, all tenured committee members of higher rank than the candidate shall vote by secret ballot; provided, that any otherwise eligible tenured faculty member who has a conflict of interest or a family or other close personal relationship with the candidate that could affect his or her objectivity shall not vote or otherwise participate in the process. Each member eligible to vote shall vote

Compiling the File. A candidate and the academic unit should follow UCTP guidelines for compiling files. The record of teaching, research, and service shall be thoroughly documented, as prescribed in the UCTP guidelines. The unit is responsible for providing a synthesis of evaluations of the candidate's teaching performance and obtaining at least five evaluations of the candidate's research and scholarship from outside the University of South Carolina, for obtaining formalized input from the faculty of the secondary department or program if the faculty member holds a joint appointment, and for assuring that the correct criteria are used and the file is assembled in a manner consistent with UCTP guidelines. In the case of faculty holding a joint appointment, the primary unit is responsible for obtaining formalized input from the faculty of the secondary unit, which shall be placed in the candidate's file as information at least five working days prior to the unit vote.

Notice of Meeting. The dean and the unit chair or other appropriate administrator shall be notified by the unit committee chair of the pending meeting of the committee. However, any administrator who will be making an administrative recommendation in a tenure or promotion case shall not attend the meeting or participate in the discussion at which the case is considered by the unit tenure and promotion committee unless invited by the committee chair. In the case of a faculty member holding a joint appointment, notice shall also be given to the appropriate administrator of the secondary unit, who shall have the right to attend the meeting and participate in discussion of the candidate, but not the right to vote, provided, that if the administrator of the secondary department or program is not of a rank equal to or higher than the candidate, the administrator will designate a faculty member of such rank to attend the meeting.

Voting. Each unit shall apply its criteria and procedures to determine whether a candidate qualifies for promotion on the tenure track, tenure, or both. With regard to tenure recommendations, all tenured committee members of rank equal to or higher than the candidate shall vote by secret ballot. With regard to promotion recommendations for tenure track faculty, all tenured committee

“yes” or “no” or “abstain.” Whether an abstention vote counts towards the total votes for candidates in determining an appropriate majority shall be decided at the unit level. A record of the votes is made in all instances and must be forwarded through appropriate channels. Written justification of all votes at the unit level shall be mandatory and shall state specifically how the candidate meets or does not meet the unit’s criteria.

Affirmative Recommendations. A candidate’s file will be sent forward if the unit tenure and promotions committee recommends tenure or promotion. The file of a candidate for both tenure and promotion who is recommended by the unit tenure and promotions committee for tenure or promotion, but not both, will be sent forward for consideration of only that aspect favorably recommended by the unit, unless the faculty member is in the penultimate year of his or her maximum probationary period and the recommendation on tenure is negative.

Negative Recommendations. Upon written request of a candidate dissatisfied with any negative decision on tenure or promotion by the unit tenure and promotions committee, the unit committee shall send that candidate’s file through all appropriate channels for endorsement to the president for appropriate action. Failure to recommend a candidate favorably for tenure or promotion is without prejudice with respect to future consideration (unless a candidate for tenure is in the penultimate year of the candidate’s probationary period). The unit must inform the provost of any candidate in his or her penultimate year who receives a negative recommendation and does not request that his/her file be sent forward. The University Faculty Appellate Panel shall hear appeals upon request from all persons dissatisfied with the president's decisions regarding tenure or promotion (See “Academic Grievance Procedure”).

Recommendation of Unit Administrator. Recommendations from the unit tenure and promotions committee, including the recording of votes and all written comments, are forwarded to the unit chair or other appropriate administrator. The unit chair or other appropriate administrator shall vote “yes” or “no” or “abstain”

members of higher rank than the candidate shall vote by secret ballot; provided, that any otherwise eligible tenured faculty member who has a conflict of interest or a family or other close personal relationship with the candidate that could affect his or her objectivity shall not vote or otherwise participate in the process. Each member eligible to vote shall vote “yes” or “no” or “abstain.” Whether an abstention vote counts towards the total votes for candidates in determining an appropriate majority shall be decided at the unit level. A record of the votes is made in all instances and must be forwarded through appropriate channels. Written justification of all votes at the unit level shall be mandatory and shall state specifically how the candidate meets or does not meet the unit’s criteria.

Affirmative Recommendations. A candidate’s file will be sent forward if the unit tenure and promotions committee recommends tenure or promotion. The file of a candidate for both tenure and promotion who is recommended by the unit tenure and promotions committee for tenure or promotion, but not both, will be sent forward for consideration of only that aspect favorably recommended by the unit, unless the faculty member is in the penultimate year of his or her maximum probationary period and the recommendation on tenure is negative.

Negative Recommendations. Upon written request of a candidate dissatisfied with any negative decision on tenure or promotion by the unit tenure and promotions committee, the unit committee shall send that candidate’s file through all appropriate channels for endorsement to the president for appropriate action. Failure to recommend a candidate favorably for tenure or promotion is without prejudice with respect to future consideration (unless a candidate for tenure is in the penultimate year of the candidate’s probationary period). The unit must inform the provost of any candidate in his or her penultimate year who receives a negative recommendation and does not request that his/her file be sent forward. The University **Faculty Appellate Panel** shall hear appeals upon request from all persons dissatisfied with the president's decisions regarding tenure or promotion (See “Academic Grievance Procedure”).

and shall forward his or her vote with written justification, along with all other recommendations, statements, and endorsements to the dean. Unit chairs or other administrators who choose to vote on tenure and promotion cases as members of their respective tenure and promotion committees may not then make further recommendations on cases at other points in the process. In other words, individuals are allowed to influence outcomes at only one point in the process.

REVIEW OF TENURE AND PROMOTION FILES AFTER UNIT VOTE

Review by Provost. The dean shall forward the file with his or her recommendation to the provost. The provost shall forward all files to the UCTP with his or her recommendations.

Consideration by UCTP. The UCTP receives recommendations for tenure and promotions through the appropriate administrative officers of the university, who forward to the UCTP the results of all votes and statements by the appropriate faculty. The committee assesses whether the candidate's unit criteria were fairly and appropriately applied at all levels in evaluating the candidate's file and forwards its recommendation on the file, including each member's vote justification, to the president. The members of the UCTP shall consider all votes and vote justifications in the file and shall apply the candidate's unit criteria in justifying their own votes toward the overall UCTP recommendation.

The proceedings of the UCTP are confidential with respect to all written materials reviewed and all discussions of individual cases by the committee. The committee has the authority to remove members who fail to maintain confidentiality.

The UCTP will forward its recommendation to the president. The president will make a recommendation concerning each file to the

Recommendation of Unit Administrator.

Recommendations from the unit tenure and promotions committee, including the recording of votes and all written comments, are forwarded to the unit chair or other appropriate administrator. The unit chair or other appropriate administrator shall vote "yes" or "no" or "abstain" and shall forward his or her vote with written justification, along with all other recommendations, statements, and endorsements to the dean. Unit chairs or other administrators who choose to vote on tenure and promotion cases as members of their respective tenure and promotion committees may not then make further recommendations on cases at other points in the process. In other words, individuals are allowed to influence outcomes at only one point in the process.

[CONSIDERATION OF TENURE FOR
LATERALLY HIRED FACULTY moved to
Section B.8]

B.7 Review of tenure and promotion files after unit vote

Review by Provost. The dean shall forward the file with his or her recommendation to the provost. The provost shall forward all files to the UCTP with his or her recommendations.

Consideration by UCTP. The UCTP receives recommendations for tenure and promotions through the appropriate administrative officers of the university, who forward to the UCTP the results of all votes and statements by the appropriate faculty. The committee assesses whether the candidate's unit criteria were fairly and appropriately applied at all levels in evaluating the candidate's file and forwards its recommendation on the file, including each member's vote justification, to the president. The members of the UCTP shall consider all votes and vote justifications in the file and shall apply the candidate's unit criteria in justifying their own votes toward the overall UCTP recommendation.

The proceedings of the UCTP are confidential with respect to all written materials reviewed and all

Board of Trustees, which will make all final determinations concerning tenure and promotion. If the recommendations of the UCTP and the provost concerning any application are in conflict, the president will consult with both before arriving at his or her own recommendation.

Final decisions regarding the award or denial of tenure or promotion shall be communicated to the candidate in writing.

Annual Report. The provost will report annually to the General Faculty the results of the tenure and promotion process. The report must contain statistics that show the percentage of applications that were successful and unsuccessful, the percentage of agreement between the president's, UCTP's, provost's, deans', and chairs' recommendations in tenure and promotion decisions, and the positive and negative vote of local units taken as a whole.

CONSIDERATION OF TENURE FOR LATERALLY HIRED FACULTY

Unless prohibited by unit criteria, candidates for faculty appointments may be recommended for tenure on appointment by a favorable vote of the tenured faculty of equal or higher rank in the unit. Because consistency and durability of performance are relevant factors in evaluating faculty for tenure; the length of service which a faculty member has completed in a given rank is a valid consideration in formulating a tenure recommendation.

Post-Tenure Review

1. Purpose of Post-Tenure Review

The primary function of post-tenure review is faculty development. Post-tenure review is not a process to

discussions of individual cases by the committee. The committee has the authority to remove members who fail to maintain confidentiality.

The UCTP will forward its recommendation to the president. The president will make a recommendation concerning each file to the Board of Trustees, which will make all final determinations concerning tenure and promotion. If the recommendations of the UCTP and the provost concerning any application are in conflict, the president will consult with both before arriving at his or her own recommendation.

Final decisions regarding the award or denial of tenure or promotion shall be communicated to the candidate in writing.

Annual Report. The provost will report annually to the General Faculty the results of the tenure and promotion process. The report must contain statistics that show the percentage of applications that were successful and unsuccessful, the percentage of agreement between the president's, UCTP's, provost's, deans', and chairs' recommendations in tenure and promotion decisions, and the positive and negative vote of local units taken as a whole.

B.8 Consideration of Tenure for Laterally Hired Faculty and Internal Transfers

Unless prohibited by unit criteria, candidates for faculty appointments may be recommended for tenure on appointment by a favorable vote of the tenured faculty of equal or higher rank in the unit. Because consistency and durability of performance are relevant factors in evaluating faculty for tenure, the length of service which a faculty member has completed in a given rank is a valid consideration in formulating a tenure recommendation. **Similarly, a tenured faculty member requesting transfer from one tenuring unit to another tenuring unit must be recommended for tenure by a favorable vote of the tenured faculty of unit to which the faculty member requests to transfer.**

B.9 Post-tenure Review

reevaluate the award of tenure. Moreover, although the failure of a faculty member to make substantial progress toward meeting the goals of a development plan established through the post-tenure review process may be evidence of “incompetence and/or habitual neglect of duty,” the post-tenure review process may not be used to shift the burden of proof in a proceeding to terminate a tenured faculty member for cause.

The primary function of post-tenure review is faculty development. Post-tenure review is not a process to reevaluate the award of tenure. Moreover, although the failure of a faculty member to make substantial progress toward meeting the goals of a development plan established through the post-tenure review process may be evidence of “incompetence and/or habitual neglect of duty,” the post-tenure review process may not be used to shift the burden of proof in a proceeding to terminate a tenured faculty member for cause.

B.9.1 Evaluation definitions

Pursuant to the guidelines of the Commission on Higher Education as noted in Best Practices for a Performance Review and for the purposes of this policy:

Superior performance means performance that substantially exceeds the expectations of the unit.

Satisfactory performance means performance that meets the expectations of the unit.

Unsatisfactory performance means performance, taken as a whole, which fails to meet relevant unit review standards in teaching, research/creative activities, or service.

B.9.2 Unit procedures

Each tenuring unit must adopt standards and procedures, including a published calendar of unit deadlines for a post-tenure review for all tenured faculty, regardless of rank.

A post-tenure review for all tenured faculty in administrative positions by their immediate supervisors. Unit chairs will be evaluated by their immediate supervisors in consultation with their

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| <p>2. Faculty Subject to Post-Tenure Review</p> <p>Each tenured faculty member, regardless of rank and including those in departmental administrative positions, shall be reviewed every six years unless, during the previous six-year period, the faculty member is reviewed and advanced to or retained in a higher position (e.g., dean, a chaired professorship, promotion to a higher professorial rank). However, post-tenure review will be waived for any faculty member who notifies the unit chair in writing prior to the next scheduled review, of plans for retirement within three years after the review would have been scheduled. Post-tenure review will be conducted by tenured faculty members of equal or higher rank.</p> <p>Tenured faculty members who hold joint appointments will undergo post-tenure review according to the criteria, and by the tenured faculty of equal or higher rank, of the primary unit. Input from appropriate evaluators (e.g. faculty, chair, dean) of the secondary unit including performance reviews, teaching evaluations, service and research evaluation must be solicited by the primary unit in reaching their determination.</p> <p>Process for Adopting Unit Post-Tenure Review Standards and Procedures</p> <p>The faculty of each tenuring unit shall propose unit post-tenure review standards</p> | <p>units. Written copies of all annual performance reviews, tenure progress reviews, post-tenure reviews and development plans (see Section B.9.7 of “Outcomes in Annual Performance Review and Post-Tenure Review”) will be given to the faculty member who is reviewed and will be permanently retained by the office of the department chair and the office of the dean. Copies of unsatisfactory post-tenure reviews and the associated development plans will also be sent to the provost.</p> <p>B.9.3 Faculty Subject to Post-Tenure Review</p> <p>Each tenured faculty member, regardless of rank and including those in departmental administrative positions, shall be reviewed every six years unless, during the previous six-year period, the faculty member is reviewed and advanced to or retained in a higher position (e.g., dean, a chaired professorship, promotion to a higher professorial rank). However, post-tenure review will be waived for any faculty member who notifies the unit chair in writing prior to the next scheduled review, of plans for retirement within three years after the review would have been scheduled. Post-tenure review will be conducted by tenured faculty members of equal or higher rank.</p> <p>Tenured faculty members who hold joint appointments will undergo post-tenure review according to the criteria, and by the tenured faculty of equal or higher rank, of the primary unit. Input from appropriate evaluators (e.g., faculty, chair, dean) of the secondary unit including performance reviews, teaching evaluations, service and research evaluation must be solicited by the primary unit in reaching their determination.</p> <p>B.9.4 Process for Adopting Unit Post-Tenure Review Standards and Procedures</p> <p>The faculty of each tenuring unit shall propose unit post-tenure review standards and procedures and forward the proposed standards and procedures to the dean and the provost for approval. Any</p> |
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and procedures and forward the proposed standards and procedures to the dean and the provost for approval. Any disagreements between the dean and the unit over the content of the post-tenure review standards or procedures may be resolved by the provost. Disagreements between the provost and the unit or the dean over the content of the post-tenure review standards or procedures shall be referred to the University Committee on Tenure and Promotion for final resolution.

4. Mandatory Provisions in Unit Post-Tenure Review Procedures

The unit post-tenure review procedures must:

a. Require the unit to provide a faculty member under review with written copies of all previous annual performance reviews, post-tenure reviews and development plans.

b. Require the post-tenure review process to incorporate annual performance reviews accumulated since the initial tenure review or since the last post-tenure review.

c. Require: (i) an assessment of teaching based upon student and peer evaluations, (ii) an assessment of research or creative activities; and (iii) an assessment of service. In assessing a faculty member's research or creative activities the unit procedures must require an assessment of objective indicia of quality as well as internal peer reviews. Objective indicia of quality include reviews by peers outside the unit, publication of refereed articles, book chapters or books, publication in respected unrefereed journals, or other reviewed research or creative exercises. The unit post-tenure review procedures must also require a thorough assessment of the outcome of any sabbatical leave

disagreements between the dean and the unit over the content of the post-tenure review standards or procedures may be resolved by the provost. Disagreements between the provost and the unit or the dean over the content of the post-tenure review standards or procedures shall be referred to the University Committee on Tenure and Promotion for final resolution.

B.9.5 Mandatory Provisions in Unit Post-Tenure Review Procedures

The unit post-tenure review procedures must:

a. Require the unit to provide a faculty member under review with written copies of all previous annual performance reviews, post-tenure reviews and development plans.

b. Require the post-tenure review process to incorporate annual performance reviews accumulated since the initial tenure review or since the last post-tenure review.

c. Require: (i) an assessment of teaching based upon student and peer evaluations, (ii) an assessment of research or creative activities; and (iii) an assessment of service. In assessing a faculty member's research or creative activities the unit procedures must require an assessment of objective indicia of quality as well as internal peer reviews. Objective indicia of quality include reviews by peers outside the unit, publication of refereed articles, book chapters or books, publication in respected unrefereed journals, or other reviewed research or creative exercises. The unit post-tenure review procedures must also require a thorough assessment of

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| <p>awarded during the six-year period prior to the review.</p> <p>d. Provide that upon completion of the unit post-tenure review process, the unit shall prepare a written post-tenure review report. The unit post-tenure review report must include an assessment of the faculty member's performance in teaching, research/creative activities, and service and must assess the faculty member's performance in each category as superior, satisfactory, or unsatisfactory. The unit post-tenure review report must also assess the faculty member's overall performance as superior, satisfactory, or unsatisfactory. If the unit post-tenure review report concludes that the faculty member's overall performance is unsatisfactory, the unit shall recommend a development plan for restoring the faculty member's performance to a satisfactory level.</p> <p>e. Provide the department chair and the dean with a copy of all unit post-tenure review reports and any recommendations for development plans. The offices of the department chair and dean shall retain these reports and recommendations as permanent records.</p> <p>f. Provide that if the unit post-tenure</p> | <p>the outcome of any sabbatical leave awarded during the six-year period prior to the review.</p> <p>d. Provide that upon completion of the unit post-tenure review process, the unit shall prepare a written post-tenure review report. The unit post-tenure review report must include an assessment of the faculty member's performance in teaching, research/creative activities, and service and must assess the faculty member's performance in each category as superior, satisfactory, or unsatisfactory. The unit post-tenure review report must also assess the faculty member's overall performance as superior, satisfactory, or unsatisfactory. If the unit post-tenure review report concludes that the faculty member's overall performance is unsatisfactory, the unit shall recommend a development plan for restoring the faculty member's performance to a satisfactory level.</p> <p>e. Provide the department chair and the dean with a copy of all unit post-tenure review reports and any recommendations for development plans. The offices of the department chair and dean shall retain these reports and recommendations as permanent records.</p> <p>f. Provide that if the unit post-tenure review report assesses the faculty member's overall performance as superior, or satisfactory, the unit shall provide the faculty member with a written summary of the unit post-tenure review report. The summary must provide specific evaluative information on the faculty member's performance in the categories of teaching,</p> |
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review report assesses the faculty member's overall performance as superior, or satisfactory, the unit shall provide the faculty member with a written summary of the unit post-tenure review report. The summary must provide specific evaluative information on the faculty member's performance in the categories of teaching, research/creative activities, and service. The summary must be sufficiently detailed to aid the faculty member in professional growth and development.

g. Provide that if the unit post-tenure review report assesses a faculty member's overall performance as unsatisfactory, the unit shall provide the faculty member a copy of the unit post-tenure review report, redacted to remove references that would identify any external reviewers, along with any recommendations for a development plan. If the faculty member disagrees with the unit report's unsatisfactory assessment of the faculty member's overall performance or with any aspect of the unit's recommendations for a development plan, the faculty member may appeal to the unit tenure and promotion committee, or a subcommittee of the unit tenure and promotion committee designated to hear issues arising in the post-tenure review process, by submitting a written statement of the faculty member's basis for disagreeing with the report or recommendation. The findings of the unit tenure and promotion committee, or subcommittee, together with its recommendations for action and any statement by the faculty member, will be forwarded to the dean through the department chair.

research/creative activities, and service. The summary must be sufficiently detailed to aid the faculty member in professional growth and development.

g. Provide that if the unit post-tenure review report assesses a faculty member's overall performance as unsatisfactory, the unit shall provide the faculty member a copy of the unit post-tenure review report, redacted to remove references that would identify any external reviewers, along with any recommendations for a development plan. If the faculty member disagrees with the unit report's unsatisfactory assessment of the faculty member's overall performance or with any aspect of the unit's recommendations for a development plan, the faculty member may appeal to the unit tenure and promotion committee, or a subcommittee of the unit tenure and promotion committee designated to hear issues arising in the post-tenure review process, by submitting a written statement of the faculty member's basis for disagreeing with the report or recommendation. The findings of the unit tenure and promotion committee, or subcommittee, together with its recommendations for action and any statement by the faculty member, will be forwarded to the dean through the department chair.

B.9.6 Dean's Assessment

The dean shall review the unit's post-tenure review report, any statement of a faculty member appealing an unsatisfactory assessment, and any recommendations of the unit's tenure and promotion committee. The dean shall then assess, in writing, the faculty member's

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| <p>5. Deans' Assessment</p> <p>The dean shall review the unit's post-tenure review report, any statement of a faculty member appealing an unsatisfactory assessment, and any recommendations of the unit's tenure and promotion committee. The dean shall then assess, in writing, the faculty member's overall performance as superior, satisfactory, or unsatisfactory. The dean shall provide the faculty member with a copy of the dean's assessment.</p> <p>Outcomes in Annual Performance Review and Post-Tenure Review</p> <p>1. A Superior Review</p> <p>A superior evaluation will be noted in a faculty member's personnel file when both the academic unit and the dean assess the faculty member's performance as superior. Any faculty member who receives a superior evaluation in a post-tenure review may receive a financial reward including merit increase to base pay as determined by the provost, in addition to any annual raise.</p> <p>2. A Satisfactory Review</p> <p>A satisfactory evaluation will be noted in the faculty member's personnel file when either the academic unit or the dean assesses the faculty member's performance as at least satisfactory.</p> <p>3. An Unsatisfactory Review</p> | <p>overall performance as superior, satisfactory, or unsatisfactory. The dean shall provide the faculty member with a copy of the dean's assessment.</p> <p>B.9.7 Outcomes in Post-Tenure Review</p> <p>1. A Superior Review</p> <p>A superior evaluation will be noted in a faculty member's personnel file when both the academic unit and the dean assess the faculty member's performance as superior. Any faculty member who receives a superior evaluation in a post-tenure review may receive a financial reward including merit increase to base pay as determined by the provost, in addition to any annual raise.</p> <p>2. A Satisfactory Review</p> <p>A satisfactory evaluation will be noted in the faculty member's personnel file when either the academic unit or the dean assesses the faculty member's performance as at least satisfactory.</p> <p>3. An Unsatisfactory Review</p> <p>a. An unsatisfactory evaluation will be noted in a faculty member's personnel file only when both the unit and the dean assess the faculty member's overall performance as unsatisfactory.</p> <p>b. A faculty member receiving an unsatisfactory evaluation is subject to the procedures set forth</p> |
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a. An unsatisfactory evaluation will be noted in a faculty member’s personnel file only when both the unit and the dean assess the faculty member’s overall performance as unsatisfactory.

b. A faculty member receiving an unsatisfactory evaluation is subject to the procedures set forth below in Section 5 of “Outcomes in Annual Performance Review and Post-Tenure Review.”

c. When a faculty member receives an unsatisfactory evaluation, the dean must deliver to the provost copies of: (1) the unit post-tenure review report and any recommendations for a development plan; (2) the written statement of a faculty member if the faculty member appealed the unit’s assessment; (3) any recommendation of the unit tenure and promotion committee or subcommittee; and (4) the dean’s assessment.

4. Summary of Outcomes of Annual Performance and Post-Tenure Review

In summary, the matrix of outcomes for post-tenure review assessment is as follows:

| Unit’s Assessment | Dean’s Assessment | Recorded Evaluation |
|-------------------|-------------------|---------------------|
| Superior | Superior | Superior |
| Superior | Satisfactory | Satisfactory |
| Satisfactory | Superior | Satisfactory |
| Satisfactory | Satisfactory | Satisfactory |

below in Section 5 of “Outcomes in Post-Tenure Review.”

c. When a faculty member receives an unsatisfactory evaluation, the dean must deliver to the provost copies of: (1) the unit post-tenure review report and any recommendations for a development plan; (2) the written statement of a faculty member if the faculty member appealed the unit’s assessment; (3) any recommendation of the unit tenure and promotion committee or subcommittee; and (4) the dean’s assessment.

4. Summary of Outcomes of Post-Tenure Review

In summary, the matrix of outcomes for post-tenure review assessment is as follows:

| Unit’s Assessment | Dean’s Assessment | Recorded Evaluation |
|-------------------|-------------------|---------------------|
| Superior | Superior | Superior |
| Superior | Satisfactory | Satisfactory |
| Satisfactory | Superior | Satisfactory |
| Satisfactory | Satisfactory | Satisfactory |
| Satisfactory | Unsatisfactory | Satisfactory |
| Unsatisfactory | Satisfactory | Satisfactory |
| Unsatisfactory | Unsatisfactory | Unsatisfactory |

5. Procedures Following an Unsatisfactory Evaluation

a. Following consultation with the faculty member and with the faculty member’s concurrence, the unit shall establish a development plan designed to restore the faculty member’s overall performance to a satisfactory level. The plan shall include the appointment of a unit development

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|----------------|----------------|----------------|
| Satisfactory | Unsatisfactory | Satisfactory |
| Unsatisfactory | Satisfactory | Satisfactory |
| Unsatisfactory | Unsatisfactory | Unsatisfactory |

5. Procedures Following an Unsatisfactory Evaluation

a. Following consultation with the faculty member and with the faculty member's concurrence, the unit shall establish a development plan designed to restore the faculty member's overall performance to a satisfactory level. The plan shall include the appointment of a unit development committee to assist the faculty member in improving performance. The unit chair following consultation with the faculty member shall appoint the unit development committee. The members of the unit development committee must hold a rank equal to or higher than the faculty member. The development plan will form the basis for evaluations of the faculty member until satisfactory performance is restored.

b. In the event that the faculty member consults with the unit development committee but does not concur with the committee's proposed development plan, both the faculty member and the unit development committee shall submit proposed development plans to the dean for final determination of the plan. In the event that the faculty member refuses to consult with the unit development committee in designing a development plan, the unit development committee will write the plan and forward the plan to the dean.

c. After the implementation of a development plan and until the dean determines that the faculty's member's overall performance has been restored to a satisfactory level, the faculty member's annual review will include an assessment by the unit chair and the development committee of the progress that the faculty member has made under the development plan.

committee to assist the faculty member in improving performance. The unit chair following consultation with the faculty member shall appoint the unit development committee. The members of the unit development committee must hold a rank equal to or higher than the faculty member. The development plan will form the basis for evaluations of the faculty member until satisfactory performance is restored.

b. In the event that the faculty member consults with the unit development committee but does not concur with the committee's proposed development plan, both the faculty member and the unit development committee shall submit proposed development plans to the dean for final determination of the plan. In the event that the faculty member refuses to consult with the unit development committee in designing a development plan, the unit development committee will write the plan and forward the plan to the dean.

c. After the implementation of a development plan and until the dean determines that the faculty's member's overall performance has been restored to a satisfactory level, the faculty member's annual review will include an assessment by the unit chair and the development committee of the progress that the faculty member has made under the development plan. This assessment will be forwarded to the unit tenure and promotion committee. The unit tenure and promotion committee will review the assessment and state in writing its concurrence or dissent, in general or in any particular. The assessment and the unit tenure and promotion committee's response will be forwarded to the dean and the faculty member. The dean will make the final determination on the faculty member's progress under the development plan and whether further measures are necessary to restore the faculty member's performance to a satisfactory level.

This assessment will be forwarded to the unit tenure and promotion committee. The unit tenure and promotion committee will review the assessment and state in writing its concurrence or dissent, in general or in any particular. The assessment and the unit tenure and promotion committee's response will be forwarded to the dean and the faculty member. The dean will make the final determination on the faculty member's progress under the development plan and whether further measures are necessary to restore the faculty member's performance to a satisfactory level.

[Following sections moved to 2.A:
ACADEMIC GRIEVANCE PROCEDURES
TERMS OF EMPLOYMENT
TEACHING RESPONSIBILITY
NORMAL WORK SCHEDULE
LEAVE
ACADEMIC FREEDOM
POLITICAL ACTIVITY
WORKPLACE CIVILITY
CONSENSUAL RELATIONSHIPS
DISTINGUISHED PROFESSOR AND
EMERITUS TITLES
ENDOWED CHAIRS AND NAMES
PROFESSORSHIPS
CLASSROOM PROCEDURES
BOOKS FOR CLASSES]

B.10 Sabbatical Leave

B.10.1 Sabbatical leave policy

Sabbatical leave allows full-time faculty members relief from normal duties in order to pursue significant projects designed to improve them as teachers and researchers and increase their contributions to the university. It permits faculty members to achieve educational goals that could be reached, if at all, only over an extended period of time when pursued under the demands of regular university duties. Consequently, recipients shall be released from all university duties during their sabbaticals.

A faculty member requesting such leave shall demonstrate, by means of a written proposal, how planned activities will serve the purposes for which the leave is intended.

Only tenured associate professors and tenured full professors shall be considered for sabbatical leaves. Awards shall be based on seniority, merit, and six or more years of service as a full-time faculty member. Faculty members shall not be granted sabbatical leave more frequently than every seventh year, excluding leave without pay.

At no time shall more than ten percent of a department, school, or college be on sabbatical

SABBATICAL LEAVE

Sabbatical leave allows full-time faculty members relief from normal duties in order to pursue significant projects designed to improve them as teachers and researchers and increase their contributions to the university. It permits faculty members to achieve educational goals that could be reached, if at all, only over an extended period of time when pursued under the demands of regular university duties. Consequently, recipients shall be released from all university duties during their sabbaticals.

A faculty member requesting such leave shall demonstrate, by means of a written proposal, how planned activities will serve the purposes for which the leave is intended.

Only tenured associate professors and tenured full professors shall be considered for sabbatical leaves. Awards shall be based on seniority, merit, and six or more years of service as a full-time faculty member. Faculty members shall not be granted sabbatical leave more frequently than every seventh year, excluding leave without pay.

At no time shall more than ten percent of a department, school, or college be on sabbatical leave. In departments with fewer than ten members eligible for leave, only one of them may be on leave at any time. Deviation from this policy shall be granted by the Provost only in exceptional circumstances.

A sabbatical leave provides half pay for a full academic year or full pay for half an academic year. Because the granting of sabbatical leaves is dependent on the budget, work loads, and other considerations, it is a matter of administrative discretion.

Before starting sabbatical leave, faculty members should contact the Division of Human Resources about the continuation of health and dental insurance, and other benefits.

Annual leave shall not be accrued by twelve month faculty on sabbatical leave.

SABBATICAL LEAVE PROCEDURES

To apply for leave, a faculty member shall complete a formal sabbatical leave request form and submit it to the chair or, if none, dean detailing the reason for the leave. The member shall submit this letter at least one year before the leave is expected to begin.

Upon approval of a request for sabbatical leave, a faculty member shall agree, in writing, to return to the member's current position at the university for at least one year. A member who fails to fulfill this obligation shall be liable to the university for

leave. In departments with fewer than ten members eligible for leave, only one of them may be on leave at any time. Deviation from this policy shall be granted by the Provost only in exceptional circumstances.

A sabbatical leave provides half pay for a full academic year or full pay for half an academic year. Because the granting of sabbatical leaves is dependent on the budget, work loads, and other considerations, it is a matter of administrative discretion.

Before starting sabbatical leave, faculty members should contact the Division of Human Resources about the continuation of health and dental insurance, and other benefits.

Annual leave shall not be accrued by twelve month faculty on sabbatical leave.

B.10.2 Sabbatical leave procedures

To apply for leave, a faculty member shall complete a formal sabbatical leave request form and submit it to the chair or, if none, dean detailing the reason for the leave. The member shall submit this letter at least one year before the leave is expected to begin.

Upon approval of a request for sabbatical leave, a faculty member shall agree, in writing, to return to the member's current position at the university for at least one year. A member who fails to fulfill this obligation shall be liable to the university for repayment of all money received during the leave. If the member becomes permanently disabled or dies while on leave, the university shall not exercise the right of repayment.

Within three months of completing leave, a faculty member shall submit to the chair or, if none, dean a written report detailing the member's accomplishments during the leave. If a member fails to file this report or the dean determines, after consultation with the chair, that the member has failed to act in a manner consistent with the sabbatical leave request, and with the approval of the provost, the member may be required to repay

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| <p>repayment of all money received during the leave. If the member becomes permanently disabled or dies while on leave, the university shall not exercise the right of repayment.</p> <p>Within three months of completing leave, a faculty member shall submit to the chair or, if none, dean a written report detailing the member's accomplishments during the leave. If a member fails to file this report or the dean determines, after consultation with the chair, that the member has failed to act in a manner consistent with the sabbatical leave request, and with the approval of the provost, the member may be required to repay all or part of the money received from the university while on leave.</p> | <p>all or part of the money received from the university while on leave.</p> |
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USC Columbia Faculty Manual
Section 2/ Regulations and Policies

C. Professional-track Faculty and Related Policies

The University of South Carolina recognizes the importance and contribution of professional-track faculty to the educational, research, and service missions and success of the university. These professional-track faculty members are engaged in research, instruction both inside and outside the classroom, service, and/or administration. Professional-track faculty members are not eligible for tenure nor does any of the time spent in a professional-track position count toward the probationary period for tenure.

Appointments of professional-track faculty shall be in writing and shall specify the beginning and ending date of appointment, typically for terms of one to five years, with reappointment possible based on satisfactory performance and available funding. If a professional-track faculty member is appointed without a specified ending date, notice of non-reappointment shall be given in writing to the faculty member at least twelve months prior to the termination date. See [ACAF 1.16 Professional-track Faculty](#) for further detail about notice of appointment and reappointment.

C.1 Faculty titles and qualifications

Professional-track faculty have highly varied responsibilities as indicated by titles, qualifications, and workload distribution. This section presents titles and qualifications associated with FTE positions, although the same titles and qualifications may be applicable to non-FTE positions. Further detail about titles and qualifications, along with additional part-time and honorific titles, can be found in [ACAF 1.06 Academic Titles for Faculty and Unclassified Staff Positions](#). Qualifications for appointment, set forth below, are not intended as justification for automatic promotion; conversely, justified exceptions may be made.

C.1.1 Instructional faculty

The primary responsibility of an individual appointed as an instructor, lecturer or teaching professor is teaching; however, other duties may be assigned. Instructional faculty appointments are regular, full-time or part-time appointments of individuals of substantial professional caliber to supervise and instruct students in classroom or laboratory settings and/or to engage in practice and outreach, and/or have substantial professional caliber to administer academic programs and other administrative activities. Instructional faculty usually have a terminal degree unless noted below.

- (a) Teaching Professor: An individual appointed as a Teaching Professor must have a record of outstanding instruction and student mentorship, and have at least nine years of effective, relevant experience. This rank is reserved for individuals with proven stature in instructional roles.

- (b) Teaching Associate Professor: An individual appointed as a Teaching Associate Professor must have a record of effective professional performance, have at least 5 years of effective, relevant experience and have strong potential for further development as an instructor and student mentor.
- (c) Teaching Assistant Professor: An individual appointed as a Teaching Assistant Professor must have strong potential for development as an instructor and student mentor.
- (d) Master Instructor or Master Lecturer: Promotion to master instructor or master lecturer requires the equivalent of 10 years of full-time teaching experience and a record of outstanding instruction as reflected in student course evaluations and peer review of teaching. Initial appointment may not be made at this rank.
- (e) Senior Instructor or Senior Lecturer: An individual appointed as or promoted to the rank of Senior Instructor or Senior Lecturer must have the equivalent of six years of full-time teaching experience in higher education and evidence of effective instruction as reflected in student course evaluations and peer review of teaching.
- (f) Instructor or Lecturer: To be eligible for appointment at the rank of instructor, a faculty member normally is expected to possess a master's degree in the teaching discipline or a master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).
- (g) Legal Writing Instructor: An individual appointed as Legal Writing Instructor is expected to possess at least a juris doctor degree.

C.1.2 Clinical faculty

Clinical Faculty appointments are regular, full-time or part-time appointments of individuals of substantial professional caliber to supervise and instruct students in clinical, field, classroom, or laboratory settings, and/or to engage in practice and outreach, and/or have substantial professional caliber to administer academic programs and other administrative activities. Clinical faculty usually have an earned medical or terminal degree unless noted below. Education, certification, and licensure of an individual must meet the minimum regulatory requirements of the respective accrediting agency or board. The accrediting organization must be recognized by the U. S. Department of Education. According to individual circumstances, faculty in these positions may or may not be salaried.

- (a) Clinical Professor: An individual appointed as a Clinical Professor must have a record of outstanding professional performance, and have at least nine years of effective, relevant professional experience. This rank is reserved for individuals with proven stature as a clinician or practitioner.
- (b) Clinical Associate Professor: An individual appointed as a Clinical Associate Professor must have a record of effective, relevant professional performance, have at least five years of effective relevant professional experience, and have strong potential for further development as a clinician or practitioner.
- (c) Clinical Assistant Professor: An individual appointed as a Clinical Assistant Professor must have strong potential for development as a clinician or practitioner.

- (d) Master Clinical Instructor or Master Clinical Lecturer: The title of master clinical instructor or master clinical lecturer requires the equivalent of 10 years of full-time relevant clinical, practice and/or teaching experience and a record of outstanding performance in these areas. Initial appointment may not be made at this rank.
- (e) Clinical Senior Instructor or Clinical Senior Lecturer: An individual appointed as or promoted to the rank of Clinical Senior Instructor or Clinical Senior Lecturer must have a minimum of six years of higher education experience and effective performance in the areas of responsibility.
- (f) Clinical Instructor or Clinical Lecturer: An individual appointed as a Clinical Instructor or Clinical Lecturer is expected to possess at least a master's degree in the teaching discipline or at least a master's degree with a minimum of 18 graduate semester hours in the teaching discipline.

C.1.3 Research faculty

Research faculty appointments are regular, full-time or part-time appointments of individuals who have research expertise and experience and evidence of scholarly accomplishment. Research faculty will be engaged primarily in independent research such as serving as principal investigator or co-principal investigator on externally funded research and having significant refereed publications. Research faculty should have a terminal degree, usually the earned doctorate.

- (a) Research Professor: An individual appointed as a research professor must be recognized internationally/nationally in his/her field and have at least nine years of effective, relevant experience. This rank is reserved for individuals with proven stature in research.
- (b) Research Associate Professor: An individual appointed as a research associate professor must have an established reputation in his/her field, have at least five years of relevant experience, and demonstrate potential for further development.
- (c) Research Assistant Professor: An individual appointed as a research assistant professor must have research expertise in his/her field.

C.1.4 Professor of practice

A Professor of Practice appointment is a full-time or part-time appointment of an individual engaged in instruction, creative work, and leadership in professional practice. The individual must have a proven reputation in professional achievement and expertise, experience, and international/national recognition in his/her professional field. Professors of Practice usually have a master's degree in the teaching discipline or a master's degree with a minimum of 18 graduate semester hours in the teaching discipline. The title of Professor of Practice is used only on rare occasions and must have prior approval through the provost and president.

C.2 Criteria and Procedures for Promotion

The university is committed to achievement in research (including scholarship and/or creative activity in visual and performing arts), teaching, and service. This commitment extends to interdisciplinary research, teaching, and service. Collectively, the faculty profile of the university and of any academic unit should reflect performance consistent with that of major research universities.

C.2.1 Unit Promotions Committee

Each academic unit shall determine the constitution of the committee charged with establishing appointment and promotion criteria for professional-track faculty and with evaluating candidate applications. When possible, the committee should be comprised primarily of professional-track faculty, but given the needs and faculty distribution within the unit, tenured faculty may also be eligible to serve. At least two-thirds of the committee must be professional-track faculty. If a unit has fewer than five eligible faculty members at the appropriate rank, the unit must submit to the University Committee on Professional-Track Faculty a policy for constituting a professional-track faculty committee with at least five members of the appropriate rank from another academic unit.

By April 15 of each year, each unit professional-track faculty committee shall elect a chair for the upcoming year and report the chair's name to the Offices of the Provost and the Faculty Senate.

C.2.2 Formulation of Unit Criteria and Procedures

The faculty of each academic unit shall formulate specific written criteria and procedures for professional-track appointments and promotions that are consistent with the professional responsibilities of the faculty member. The criteria and procedures shall clearly communicate to faculty members the unit's expectations concerning performance in the areas applicable to their appointment and workload allocation, including the nature and quality of the various scholarly activities necessary to attain promotion. These criteria and procedures must be consistent with the Faculty Manual and the guidelines established by the University Committee on Professional-Track Faculty (UCPTF). In the event of inconsistency between UCPTF guidelines and the Faculty Manual, the Faculty Manual is to be considered the final authority.

The UCPTF does not prescribe specific criteria for any unit. The unit must devise its own criteria according to its particular needs, the needs of unit faculty, the standards of the field, and the aspirations of the university.

In developing criteria, an underlying principle is the university's commitment to achievement in research (including scholarship and/or creative activity in visual and performing arts), teaching, and service. Professional-track faculty may have widely differing terms of appointment depending on the mission of the unit and the faculty member's strengths and qualifications; unit criteria for promotion of professional-track faculty should reflect the diversity of these faculty appointments and provide for clear pathways for promotion.

Unit criteria should provide an overview of the unit's mission, emphasis, and range of responsibilities for professional-track faculty within the unit; materials should be clearly written for both audiences within the unit and outside it, including external reviewers when appropriate.

C.2.3 General standards for assessment of faculty

Unit criteria promotion shall provide clear standards for the assessment of past achievements of the faculty member. If unit criteria use adjectival standards to rate candidates' performance, the following terminology shall be used: outstanding, excellent, good, fair, and unacceptable. Definitions of these terms may be varied to meet the needs of the individual unit, but should be generally consistent with the following:

- Outstanding: The candidate's performance is far above the minimally effective level as defined by unit criteria.
- Excellent: The candidate significantly exceeds the minimally effective level of performance.
- Good: The candidate's performance is clearly above the minimally effective level.
- Fair: The candidate meets the minimally effective level of performance.
- Unacceptable: The candidate has accomplished less than the minimally effective level of performance.

Criteria for professional-track faculty promotion decisions shall require a record of accomplishment indicative of continuing development of the faculty member in the designated areas of primary responsibility.

Unit criteria for promotion to any professional-track associate professor shall require, at a minimum, evidence of excellence in the area of primary responsibility and good in all other areas and, if applicable to the rank and position of the faculty member, evidence of progress toward establishing a national or international reputation in a field. Criteria for promotion from professional-track associate professor to professor shall require, at a minimum, evidence of excellence in most areas of responsibility, and evidence of regional, national or international stature in a field.

Minimum criteria for promotion of instructors and lecturers are provided in the descriptions above.

Evaluation of Teaching. Procedures for the evaluation of classroom teaching must require peer and student evaluations, conducted periodically throughout the faculty member's 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 file. This summary should 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 the other sections of the same or similar courses; or whether poor evaluation scores are correlated to a faculty member's strict grading standards.

Other teaching functions and the weight to be given to them in evaluating teaching performance must be specified in the unit criteria. These may include, but are not limited to, advisement and mentoring of students and student organizations; creation of teaching materials, techniques or programs; supervision of

PhD students; supervision of clinical and practical experiences; and supervision of research or independent study by undergraduate or masters-level students.

Evaluation of Research and Scholarship. Unit procedures for the evaluation of the research component of the file may require that 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 system. External reviewers should normally already hold at least the rank status for which the candidate is applying and be currently active, productive researchers, scholars, or artists. 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. The outside evaluators must be selected by the unit except as provided below for jointly appointed faculty.

Each evaluator should be provided with a letter requesting the evaluation and informing the evaluator of the unit's relevant criteria for tenure or promotion, the candidate's vita and publications, and other materials evidencing the candidate's research or such portion of the candidate's research as the evaluator is being asked to evaluate. The same set of materials should be sent to all reviewers. The evaluator will be asked to evaluate the quality of the research and scholarship, including the quality of publication venues. Where appropriate, the evaluator will be asked to evaluate the quantity of the candidate's research and scholarship.

A summary of the professional qualifications of each outside evaluator or a copy of each evaluator's curriculum vita must be included in the file, along with a copy of the letter sent to the evaluator.

Evaluation of Clinical, Practice and Other Activities. Unit procedures must specify evidence and expected standards of effective performance in clinical and practice activities and other service and outreach responsibilities as applicable for the unit's professional-track faculty positions.

C.3 Identification of Applicable Criteria

In the letter of appointment, persons offered or transferred into professional-track positions must be informed of the evaluation and promotion regulations applicable to the position. Any change in these regulations prior to the effective date of the appointment must be communicated to, and receipt acknowledged by, the new faculty member in writing and made a part of the faculty member's official record. When new unit criteria are approved, professional-track faculty have a period of two years from the effective date of approval during which they may apply for promotion under either criteria. After this two-year period, all faculty must apply under the most recently approved criteria.

Each unit shall maintain copies of all available versions of the unit criteria, each indicating the effective date of approval. Each unit shall submit copies of all available versions of the unit's

criteria to the Office of the Provost, which shall maintain a central repository of all available unit criteria, both current and historic.

C.4 Review of Promotion Files

C.4.1 Evaluating Performance with Consideration of Workload Allocation.

Criteria for all appointment and promotion decisions should require a record of accomplishment indicative of continuing development of the faculty member in the broad areas of teaching, research, and service, as applicable to the rank and to the faculty member's workload allocation. Further, unit criteria should state explicitly if unit requirements for rank include responsibilities in all three areas, or primarily in one or more areas.

Individual faculty members' contractual professional responsibilities are also relevant in the evaluation process. For example, an instructor may have only teaching responsibilities, or may have a distribution with teaching as the primary responsibility, but with some service or research expectations. Likewise, a research associate professor may be fully committed to research with no instructional responsibilities and only minimal service obligations. As a result, evaluation of an individual professional-track faculty member's performance may incorporate one, two, or all three areas of teaching, research and scholarship, and service, as appropriate for the faculty member's contractual professional responsibilities. Further, the individual faculty member's workload allocation may also vary from year to year as professional responsibilities change; annual reviews should focus on the specific effort allocated for that review period, while promotion review will accordingly take into consideration the shifting allocation of effort over the full review period.

Units are encouraged to consider formal workload allocation documentation in appointment and promotion as appropriate, but in all cases, faculty should be evaluated only on the areas of professional responsibilities that are defined in their appointments and workload allocations. The weight of the evaluation in each area should be commensurate with the allocation of duties.

C.4.2 Minimum Years of Service Prior to Promotion.

See Section C.1 Faculty titles and qualifications for details on minimum time in rank. Unit criteria may define a more stringent requirement regarding minimum term of service.

Leave. Time during which the faculty member is on leave for a period equivalent to one semester or more, either with or without pay, will not be included in the review period, nor should the faculty member be penalized for any corresponding gap in the professional record.

Candidate Eligibility and Notification, and Review Calendar. At the unit level, all professional-track faculty who have completed the minimum time in rank specified in both the Faculty Manual and unit promotion criteria, and who have met the unit criteria for rank advancement, can be considered for promotion.

Potential candidates for promotion will be advised in writing of their eligibility for tenure or promotion by the dean, department chair or other appropriate administrator no later than October 1 for the current academic year promotion cycle. A faculty member who intends to apply for promotion must so inform the dean, department chair, or other appropriate administrator no later than October 15. Compliance with these deadlines is critical for file preparation and solicitation of external reviewers; exceptions should be approved by the Office of the Provost. Each unit must provide the provost with a list of those faculty members who intend to apply for promotion by no later than November 15. Following unit review, complete candidate files with all ballots and recommendations must be submitted to the Office of the Provost by no later than the following May 1. Under normal circumstances, professional-track faculty promotions are effective August 16 of the next academic year. Each unit should publish a calendar of unit-specific deadlines and ensure that these deadlines are communicated to candidates well in advance.

C.4.3 Consideration of Promotion Files

Compiling the File. A candidate and the academic unit should follow UCPTF guidelines for compiling files. The record of teaching, research, and service shall be thoroughly documented, as prescribed in the UCPTF guidelines. As appropriate for the candidate's distribution of effort, the unit is responsible for providing a synthesis of evaluations of the candidate's teaching performance and/or, if applicable, obtaining at least five evaluations of the candidate file from eligible reviewers outside of the University of South Carolina system. The unit professional-track faculty review committee is additionally responsible for assuring that the correct criteria are used and that the file is assembled in a manner consistent with UCPTF guidelines.

Notice of Unit Committee Meeting. The dean and the unit chair or other appropriate administrator shall be notified by the unit committee chair of the pending meeting of the committee. However, any administrator who will be making an administrative recommendation in a promotion case shall not attend the meeting or participate in the discussion at which the case is considered by the unit promotion committee unless invited by the committee chair.

Voting. Each unit shall apply its criteria and procedures to determine whether a candidate qualifies for promotion. With regard to promotion recommendations, all committee members of rank equal to or higher than the candidate shall vote by secret ballot; provided, that any otherwise eligible faculty member who has a conflict of interest or a family or other close personal relationship with the candidate that could affect his or her objectivity shall not vote or otherwise participate in the process. Each member eligible to vote shall vote "yes" or "no" or "abstain." Whether an

abstention vote counts towards the total votes for candidates in determining an appropriate majority shall be decided at the unit level. A record of the votes is made in all instances and must be forwarded through appropriate channels. Written justification of all votes at the unit level shall be mandatory and shall state specifically how the candidate meets or does not meet the unit's criteria.

Affirmative Recommendations at the Unit Level. A candidate's file will be sent forward if the unit promotions committee recommends promotion.

Negative Recommendations at the Unit Level. Upon written request of a candidate dissatisfied with any negative decision on promotion by the unit professional-track faculty promotions committee, the unit committee shall send that candidate's file through all appropriate channels for endorsement to the provost for appropriate action. Failure to recommend a candidate favorably for promotion is without prejudice with respect to future consideration. Unit criteria should state procedures for recourse for any candidate dissatisfied with any negative decision. At the conclusion of an appeal following unit procedures, all persons dissatisfied with the decision regarding promotion may submit an appeal to the University Faculty Appellate Panel.

Recommendation of Unit Administrator. Recommendations from the unit promotions committee, including the recording of votes and all written comments, are forwarded to the unit chair or other appropriate administrator. The unit chair or other appropriate administrator shall vote "yes" or "no" or "abstain" and shall forward their vote with written justification, along with all other recommendations, statements, and endorsements to the dean. Unit chairs or other administrators who choose to vote on promotion cases as members of their respective promotion committees may not then make further recommendations on cases at other points in the process. In other words, individuals are allowed to influence outcomes at only one point in the process.

Review by Provost. Promotion is recommended by the dean and approved by the executive vice president for academic affairs and provost. If the unit reports to a vice president, the vice president should also provide a recommendation. For promotion to the rank of professor, approval by the president is required. For all other faculty ranks, the provost's approval is final.

Unit Committee Consideration of Appointments at Rank of Professor. The dean as the college-level hiring authority has the authority to offer appointment for most professional-track faculty titles without additional approvals. Candidates for faculty appointment as teaching professor, clinical professor, research professor, or professor of practice requires a favorable vote of those eligible to vote as defined in the unit criteria and recommendation of the unit head, dean, and provost. Written approval through academic channels by the president is required before an offer can be extended for the position of teaching professor, clinical professor, research professor; or professor of practice.