

**Proposed Revisions for 2.C from the University Committee on Professional-Track Faculty
To be proposed from the floor at the April 19, 2023, Faculty Senate meeting
Presented by Brie Dunn, UCPTF chair**

Motion 1

- Include minimum expectation of service for full-time instructional faculty per discussion at town hall. Recognizing that many professional-track faculty are already active in service, this amendment is intended to highlight the importance of voice in faculty governance and to support engagement of professional-track faculty in the life of the unit and university. The scope and range of service activities should reflect faculty members’ interests and be appropriate for their professional responsibilities and workload. *(Note this was moved from section C.1.1 where the inclusion was initially placed following April 5th Senate meeting)*
- Proposed revisions to require notice of non-reappointment and allowance for the early extension of contracts if performance warrants.
- At the March 1st Senate meeting, the [revisions to annual review](#) were approved which state “each academic unit must define its annual performance review procedures including the unit’s schedule. Each procedure must define the rules of the administration and faculty peers in the annual performance review.” Therefore, inclusion of a faculty peer evaluation component into the reappointment process was added below for consistency with discretion left to the unit as to the process.
- *Note that the introduction of a subheading C.1 below will require renumbering of following sections upon final approval of all documents.*

Current Proposed Text in 2.C	Proposed Revision
<p>USC Columbia Faculty Manual Section 2/ Regulations and Policies</p> <p>C. Professional-track Faculty and Related Policies</p> <p>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.</p> <p>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 <u>ACAF 1.16 Professional-track Faculty</u> for further detail</p>	<p>USC Columbia Faculty Manual Section 2/ Regulations and Policies</p> <p>C. Professional-track Faculty and Related Policies</p> <p>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. As valued members of the faculty, professional-track faculty with FTE positions should have reasonable expectation for service to allow for participation in faculty governance. 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.</p> <p>C.1 Appointment and reappointment</p> <p>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</p>

<p>about notice of appointment and reappointment.</p>	<p>termination date. See <u>ACAF 1.16 Professional-track Faculty</u> for further detail about notice of appointment and reappointment.— available funding and satisfactory performance. A reappointment letter can be offered at any time during a current appointment following a positive evaluation of satisfactory performance. Such a reappointment would restart the contract length as specified in the reappointment letter. The reappointment decision is administrative, but some component of faculty peer evaluation must be included in the reappointment process. Each academic unit must define the role of faculty peer evaluations in the reappointment process.</p> <p>Notice of non-reappointment is required. If the faculty member is in the first year of the faculty appointment, notice of non-reappointment will be given in writing no less than 90 calendar days prior to the ending date. If a faculty member is in the second year of the faculty appointment, notice of non-reappointment will be given in writing no less than 180 calendar days prior to the ending date. For any appointments without a specified ending date and if the faculty member has served as professional-track faculty for at least two years, written notice will be given at least twelve months prior to the effective date of non-reappointment. See <u>ACAF 1.16 Professional-track Faculty</u> for further detail.</p> <p>Termination of employment before the end of the contract period must follow the procedures outlined in this Faculty Manual in the section Termination of Faculty for Cause.</p> <p>Professional-track faculty with temporary appointments are appointed for no more than one year. Some policies related to professional-track faculty may be restricted to full-time faculty or to faculty in FTE positions, as described in this Faculty Manual or in other university policies.</p>
---	--

Proposed Revisions for 2.C from the University Committee on Professional-Track Faculty

To be proposed from the floor at the April 19, 2023, Faculty Senate meeting

Presented by Brie Dunn, UCPTF chair

Motion 2

- Change title from “Master” Clinical Instructor / Lecturer to “Principal”
- Strike student course evaluations and peer review of teaching from Instructor / Lecturer promotion as requirement is covered later in document (under evaluation of teaching) and is or will be addressed in unit criteria
- Modify outstanding to excellent for professor and principal title promotions throughout for consistency of title descriptions
- Incorporate a Professional-Track Librarian title

Current Proposed Text in 2.C	Proposed Revision
<p>C.1 Faculty titles and qualifications</p> <p>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.</p> <p>C.1.1 Instructional faculty</p> <p>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.</p> <p>(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</p>	<p>C.1 Faculty titles and qualifications</p> <p>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.</p> <p>C.1.1 Instructional faculty</p> <p>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.</p> <p>(a) Teaching Professor: An individual appointed as a Teaching Professor must have a record of outstanding excellent instruction and student mentorship, and have at least nine years of</p>

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.

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 Principal~~ Instructor or ~~Master Principal~~ Lecturer: Promotion to ~~master principal~~ instructor or ~~master principal~~ lecturer requires the equivalent of 10 years of full-time teaching experience and a record of ~~outstanding excellent~~ instruction as ~~defined by the unit 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 ~~defined by the unit 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) ~~Instructor Librarian: An individual appointed as an instructor librarian will usually possess a terminal degree in a library-related discipline and is expected to perform the responsibilities of librarianship and instruction.~~
- (h) 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

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 excellent** 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 Principal** Clinical Instructor or **Master Principal** Clinical Lecturer: The title of **master principal** clinical instructor or **master principal** clinical lecturer requires the equivalent of 10 years of full-time relevant clinical, practice and/or teaching experience and a record of **outstanding excellent** 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.

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.

(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.

**Proposed Revisions for 2.C from the University Committee on Professional-Track Faculty
 To be proposed from the floor at the April 19, 2023, Faculty Senate meeting
 Presented by Brie Dunn, UCPTF chair**

Motion 3

- Added “The faculty of ...” preceding the phrase “each academic unit” for accuracy
- Proposed revisions to provide transition period for implementation of requirement of majority professional-track faculty membership on unit promotions committees and to clarify options for reviews of faculty in different tracks within a single unit.

Current Proposed Text in 2.C	Proposed Revision
<p>C.2.1 Unit Promotions Committee</p> <p>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 minimum, 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.</p> <p>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.</p>	<p>C.2.1 Unit Promotions Committee</p> <p>The faculty of 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. By no later than the beginning of academic year 2026-2027, at minimum at least two-thirds of the committee must be professional-track faculty.</p> <p>Given that professional-track faculty members even within the same academic unit may be in different tracks and at different ranks, unit criteria should include a procedure 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. Additionally, the academic unit may choose to designate select committees for some functions, e.g., separate select committees for research faculty and instructional faculty.</p> <p>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.</p>

**Proposed Revisions for 2.C from the University Committee on Professional-Track Faculty
To be proposed from the floor at the April 19, 2023, Faculty Senate meeting
Presented by Brie Dunn, UCPTF chair**

Motion 4

- Clarify reference to minimum criteria for instructors and lecturers as distinct from associate and full professor ranks.
- *Note that the reference to C.1.1. will require renumbering upon final approval of all documents.*

Current Proposed Text in 2.C	Proposed Revision
<p>C.2.3 General standards for assessment of faculty</p> <p>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:</p> <p>Outstanding: The candidate's performance is far above the minimally effective level as defined by unit criteria.</p> <p>Excellent: The candidate significantly exceeds the minimally effective level of performance.</p> <p>Good: The candidate's performance is clearly above the minimally effective level.</p> <p>Fair: The candidate meets the minimally effective level of performance.</p> <p>Unacceptable: The candidate has accomplished less than the minimally effective level of performance.</p> <p>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.</p> <p>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.</p> <p>Minimum criteria for promotion of instructors and</p>	<p>C.2.3 General standards for assessment of faculty</p> <p>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:</p> <p>Outstanding: The candidate's performance is far above the minimally effective level as defined by unit criteria.</p> <p>Excellent: The candidate significantly exceeds the minimally effective level of performance.</p> <p>Good: The candidate's performance is clearly above the minimally effective level.</p> <p>Fair: The candidate meets the minimally effective level of performance.</p> <p>Unacceptable: The candidate has accomplished less than the minimally effective level of performance.</p> <p>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.</p> <p>Minimum criteria for promotion of instructors and lecturers are provided in the descriptions above (see section C.1.1 on faculty titles and qualifications for instructional faculty).</p> <p>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, position, and workload allocation of the faculty member. The</p>

lecturers are provided in the descriptions above.

candidate should demonstrate evidence of progress toward establishing a **regional**, national or international reputation in a field, if applicable. 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.

**Proposed Revisions for 2.C from the University Committee on Professional-Track Faculty
 To be proposed from the floor at the April 19, 2023, Faculty Senate meeting
 Presented by Brie Dunn, UCPTF chair**

Motion 5

- Modified any reference to “unit professional-track faculty committee” or “unit professional-track faculty promotions committee” to be “unit promotions committee” for consistency
- Removed reference to “appointment” as it relates to “unit promotions committee” so as to have the role of promotion only

Current Proposed Text in 2.C	Proposed Revision
<p>C.2.1 Unit Promotions Committee</p> <p>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 minimum, 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.</p> <p>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.</p> <p>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</p>	<p>C.2.1 Unit Promotions Committee</p> <p>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. By no later than the beginning of academic year 2026-2027, at minimum at least two-thirds of the committee must be professional-track faculty.</p> <p>Given that professional-track faculty members even within the same academic unit may be in different tracks and at different ranks, unit criteria should include a procedure 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. Additionally, the academic unit may choose to designate select committees for some functions, e.g., separate select committees for research faculty and instructional faculty.</p> <p>By April 15 of each year, each unit professional-track faculty promotions 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.</p> <p>C.2.2 Formulation of Unit Criteria and Procedures The faculty of each academic unit shall formulate specific written criteria and procedures for</p>

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.

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 responsibility 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

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.

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 responsibility 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

evaluation in each area should be commensurate with the allocation of duties.

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.

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.

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.4.3 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 promotions~~ 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.

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.