Orientation for
T&P Candidates

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WHAT WILL THIS PRESENTATION COVER?

- T&P Resources
- T&P Vocabulary
- Overview of T&P Process
- T&P timeline and key dates
- Materials needed for file submission
  - Primary File
  - Secondary File
  - Materials for External Reviewers
- General Advice from UCTP
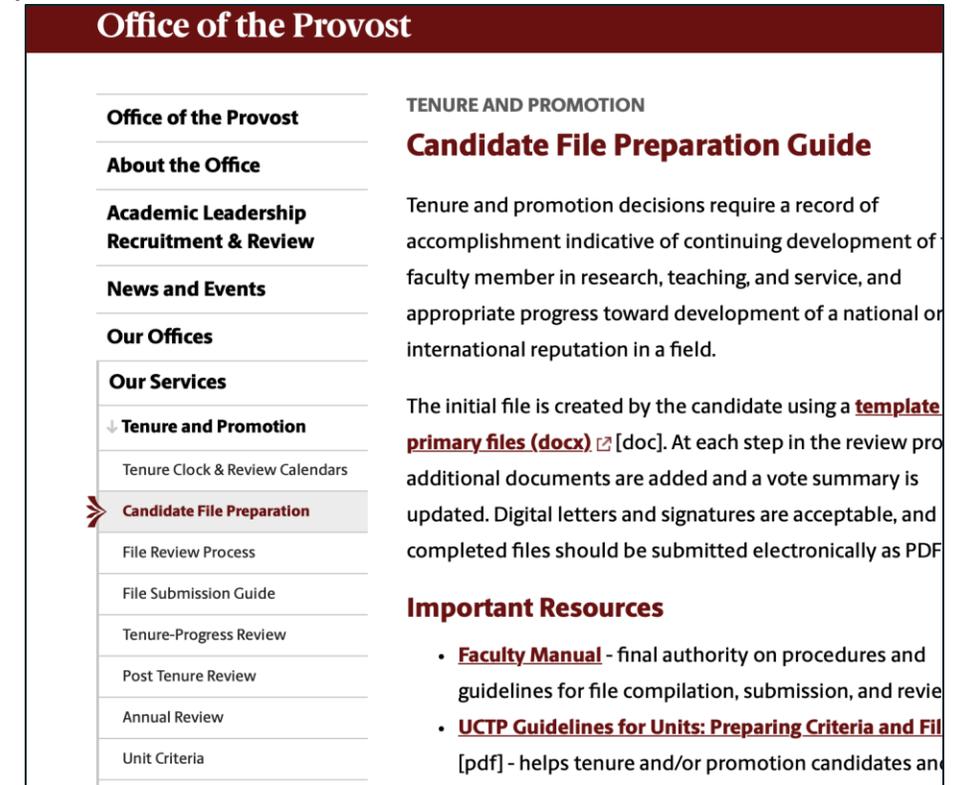- Answer Questions

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RESOURCES

<u>Online</u> (Provost website → Our Services → Tenure and Promotion)*

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

Human resources

- Unit T&P Chair
- UCTP Committee Members or Chair (Lauren Sklaroff)
- Faculty that have recently gone through the T&P Process*

*Some provost website links to files are not underlined and are blocks of text. (look for >> after a heading title)

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T&P VOCABULARY

term	description
T&P Unit	• Department or College/School-level Committee that initially votes on your T&P file
penultimate year (decision date)	• final year that your T&P file can be submitted
probationary period	• length of time allowed for a tenure-eligible faculty member to earn tenure
TCE	• tenure clock-extension
UCTP	• University Tenure and Promotion Committee
MOU	• memorandum of understanding

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OVERVIEW OF T&P PROCESS

Candidate submits file ← your responsibility

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Unit T&P - Ballots + Justification

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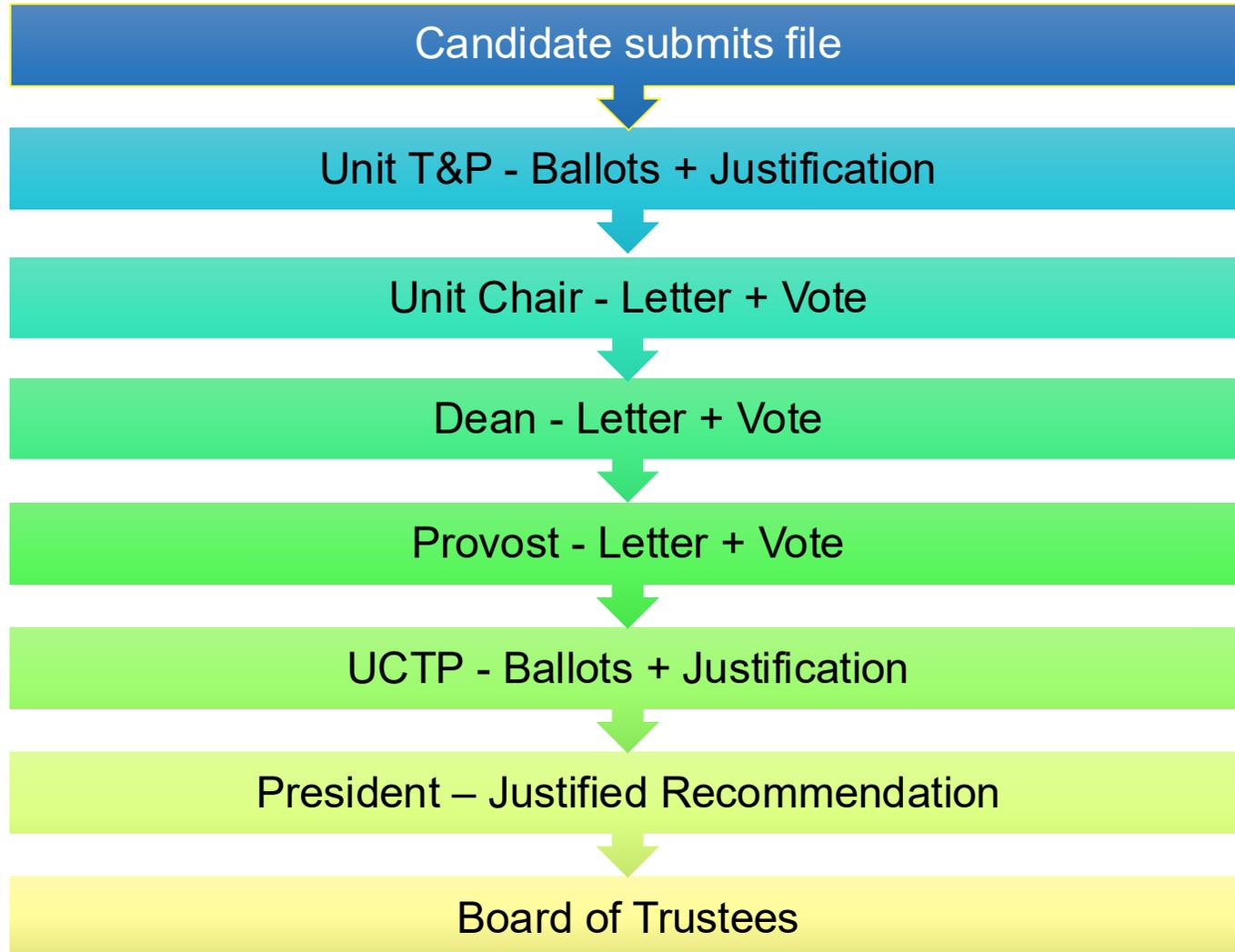
Unit Chair - Letter + Vote ← usually Department Chair (some T&P units are at the college and school levels and may not have a Chair's letter)

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Dean - Letter + Vote

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Provost - Letter + Vote

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UCTP - Ballots + Justification

↓

President – Justified Recommendation

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Board of Trustees

decisions at each level are justified in ballots and letters based on Unit T&P criteria

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

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UCTP?

Faculty Committee

Faculty Senate
(Chair -Wayne Outten)

UCTP Chair
(Lauren Sklaroff)

UCTP Committee
24 Professors
(15 Elected, 9 Appointed)

T&P File Review

- Reviews all tenure and promotion cases and makes recommendations to the President.

- "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." (FM)

Unit T&P Criteria Review

- Review and approve Unit T&P Criteria and Procedures

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WHEN IS MY DECISION YEAR?

Decision Years for Assistant Professors seeking tenure
*For Associate Professors seeking tenure subtract one year.

Start date	Original	1 TCE	2 TCEs	3 TCE
August 2015	Fall 2020	Fall 2021	Fall 2022	Fall 2023
January 2016	Spring 2021	Spring 2022	Spring 2023	Spring 2024
August 2017	Fall 2022	Fall 2023	Fall 2024	Fall 2025
January 2018	Spring 2023	Spring 2024	Spring 2025	Spring 2026
August 2019	Fall 2024	Fall 2025	Fall 2026	Fall 2027
January 2020	Spring 2025	Spring 2026	Spring 2027	Spring 2028
August 2021	Fall 2026	Fall 2027	Fall 2028	Fall 2029

TCE = Tenure Clock Extension

CAN I GO UP "EARLY"?

- "assistant professor(s)… normally will not be recommended for tenure until they are in at least their <u>fourth year</u> at the University of South Carolina." **(Faculty Manual, page 30)** *

- "associate professor(s)… normally will not be recommended <u>for tenure</u> until they are in at least their <u>third year</u> at the University of South Carolina" **(Faculty Manual, page 30)** *

- "There is no difference between the standards applied to faculty who apply for tenure in the penultimate year of the probationary period and those who apply for tenure prior to the penultimate year." **(Faculty Manual, page 30)**

- If you receive a negative decision prior to your decision year, then you can reapply "without prejudice with respect to future consideration". This includes tenure clock extensions.

*exceptions for faculty who previously held tenure-track positions*

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CANDIDATE T&P KEY DATES

Fall (2024)	Spring (2025)	Action
April 1, 2024	April 1, 2024	Department chair, director, or dean notifies all eligible faculty in writing of option for filing for tenure and promotion for the upcoming academic year.
April 15	October 1	Faculty notify department chair, director, or dean in writing whether they will seek tenure and/or promotion.
May 1	October 15	candidates for tenure and/or promotion will be advised by Unit T&P Chair of the timetable for file submission and of the date of the unit meeting
August	January	Candidate submits file to the Unit T&P Chair. (Consult Unit T&P Chair for due date. Unit T&P Chair needs to send out files to external reviewers and get letters back by Aug. 25 or Jan. 25.)
September 15	February 15	T&P Unit must vote on candidate file by this date. Candidate is notified of a negative or positive decision
September 25	February 25	Candidate notifies unit if they want to appeal a negative decision
Sept - April	Feb. – Nov.	File reviewed by Department Chair → Dean → Provost → UCTP
May 2025	December 2025	Candidate notified of President's recommendation
end June 2025	December 2025	Board of Trustees vote

FALL OR SPRING CYCLE? 🌰 🌸
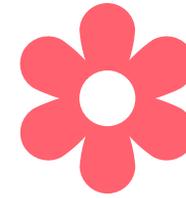
cycle	Typical candidates
Fall 2024	• **Assistant Professors** seeking tenure and promotion with August 16 start dates
Spring 2025	• **Associate Professors** seeking promotion to Professor • **Assistant Professors** seeking tenure and promotion with January 1 start dates

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

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FOR JOINT APPOINTS

- Faculty Manual has guiding language

- Use the tenure home unit criteria

- An MOU must be in place

- The secondary unit gets at least one external letter and can propose/comment on primary unit choices

- The secondary unit submits a summary letter to the primary unit. If the secondary unit is not in consensus, a majority and minority report can be submitted.

- One person, one vote (that vote is in the primary unit if the voting faculty affiliates with 1° and 2° units)

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WHAT DO I NEED TO SUBMIT?

1) **Primary File**

   information for internal review

2) **Secondary File**

   documentation for internal review

3) **Materials for External Reviewers**

   includes material from the primary and secondary files

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1. PRIMARY FILE

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

(Name Last, Name First)

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

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

(Date)

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

_____
UCTP Approval date of unit criteria used by the candidate

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

_____
Candidate (Signature and Date)

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

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2. SECONDARY FILE

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

- These may be electronic or physical copies or both.
- Common items in secondary materials include:

Copies of Student Evaluations (including comments)
Course materials
Copies of Publications
Letters documenting Awards or Commendations
Books and artwork
Recordings of performances, movies, and presentations
Letters documenting service and outreach activities

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3. MATERIALS FOR EXTERNAL REVIEWERS

Materials need to be sent to external reviewers by June 15 (Fall Cycle) or Oct 25 (Spring Cycle) which is 2-3 months before the date the complete file needs to be provided to the Unit T&P committee.
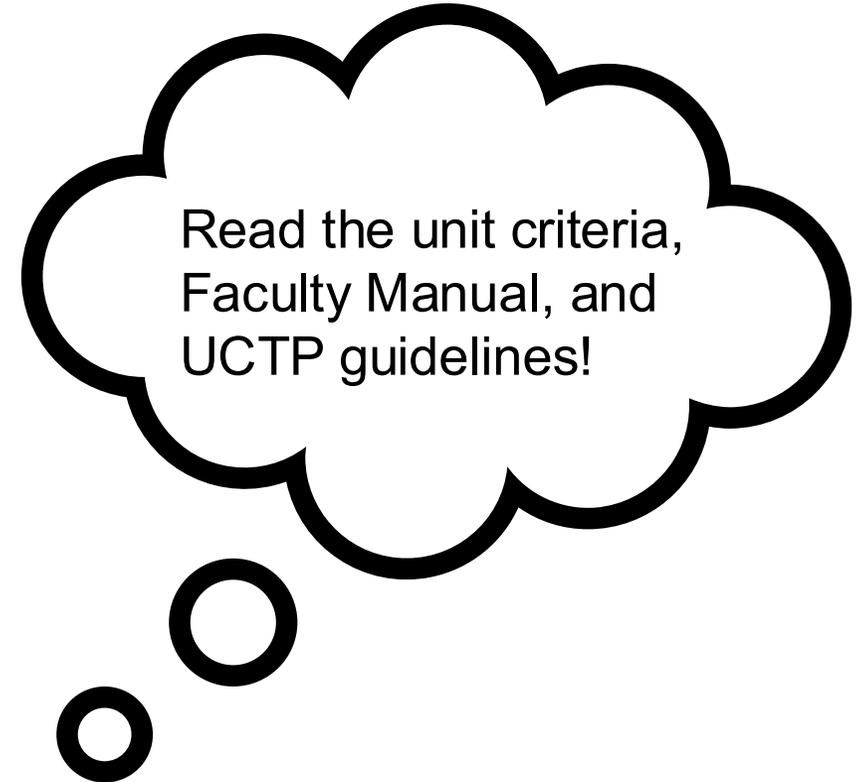
The materials sent to external reviewers vary depending on the unit
(consult with Unit T&P Chair and Unit Criteria)

Examples of materials sent to external reviewers

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

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ADVICE FROM THE UCTP (1)

Read the unit criteria, Faculty Manual, and UCTP guidelines!

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WHICH FACULTY MANUAL AND UNIT CRITERIA?

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

*Choice of unit criteria date is specified on the cover page of the primary file template

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

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ADVICE FROM THE UCTP (2)

- Your T&P Chair is an excellent resource. Other good resources are the UCTP and senior colleagues.

- Craft your personal statement (in the primary file) to demonstrate how you meet the Unit T&P standards in teaching, research/scholarship, and service.

- Include submitted or under review scholarship in your Primary File – and update your T&P Chair of positive changes in status

- We encourage you to define and describe your contribution in the case of multi-authored scholarly work and your financial and intellectual portion of collaborative grants – consult your T&P Chair

- "The candidate is allowed some flexibility and may edit the precise format of the tables contained in the primary file to accommodate differences between various disciplines. A key goal in preparing the file is to achieve clarity." UCTP Guidelines

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"GRIDS" IN PRIMARY FILE – YES, PLEASE!

Summary of Courses Taught

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

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

Please do not
List courses in chronological order
Have multiple rows for a single course

ADVICE FROM THE UCTP (3)

- Clearly state the basis for the total number of publications or presentations you cite in your personal statement or the research/scholarship section. Please provide as much detail as possible on the significance/quality of publications and venues.

- Identify what documents are needed for your file as early as possible. (Look over the Primary File template and Unit Criteria or ask a colleague for a look at their file.)

- Inconsistencies and errors in your file make it more difficult to review.

- If you are not sure where something goes in your primary file, you can mention it in the personal statement.

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QUESTIONS?

Lauren Rebecca Sklaroff

UCTP Chair

2024-2025

Please reach out to me at Sklaroff@maibox.sc.edu

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