

Promotion & Tenure: Summary File Organization for Classroom Faculty

Note: lines indicate the *requirement* for separate pages; some sections, by their nature (for example, five years of peer reviews or final recommendations, will be on separate pages; these are not indicated by lines). While some of the required information is duplicated, it is required for the *File Summary* and for *Documentation of the Summary* sections of the file.

PART ONE: FILE SUMMARY

I. PREFATORY MATERIAL

A. Inside Front Pocket supplied by the candidate

1. USC Upstate Mission Statement
2. USC Upstate Criteria for Promotion and Tenure from *Faculty Manual*
3. Unit Mission Statement
4. Unit Promotion and Tenure Criteria

B. Letter of Appointment provided by the candidate

C. Cover Page provided by the candidate on the attached form

1. Candidate's name
2. School
3. Division
4. Action Requested (i.e., promotion and/or tenure and to what rank)
5. Signed Statement

D. Summary Voting Form provided by the candidate on the attached form

E. Table of Contents provided by the candidate listing all supporting material (no form required)

F. One-Page Curriculum Vita Summary provided by the candidate for use by the Board of Trustees: including (1) educational history, (2) employment history, and (3) all major contributions and activities in all criterion categories

G. Curriculum Vitae provided by the candidate

1. personal data
 - a) name
 - b) educational history in reverse chronological order: College, major, degrees, and dates
2. employment history in reverse chronological order: institution, rank/position, dates
3. honors and awards in reverse chronological order

H. Summary Tables

1. *Teaching Summary: Courses Taught and Enrollment* provided by the candidate, may extend to more than one page

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2. *Scholarly and Creative Activities Summary* provided by the candidate, may extend to more than one page

3. *Service Activities Summary* provided by the candidate, may extend to more than one page

PART TWO: DOCUMENTATION OF SUMMARY

I. TEACHING

A. Statement of Teaching Philosophy

B. Brief Description of Program and/or Course Development

C. Brief Description of Undergraduate Research Projects, Independent Study Projects, Internships and Other Special Courses as listed in *Teaching Summary: Courses Taught and Enrollment*

D. Teaching Evaluation

1. Mandatory evaluation summary of teaching effectiveness by immediate supervisor (see *Faculty Manual*)

 2. Peer Evaluations of teaching (**not** student opinion polls) (optional)

 3. Candidate's comments on teaching evaluations
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II. SCHOLARLY, CREATIVE, AND PROFESSIONAL ACTIVITIES. Listing and brief description of each item listed on *Scholarly, Creative and Professional Activities Summary*.

III. SERVICE ACTIVITIES. Listing by category and brief description of each item noted on *Service Activities Summary*. Include time demands, responsibilities, note whether activities were part of USC Upstate assigned duties and whether activities carried extra compensation.

PART THREE: ASSESSMENTS, EVALUATIONS, AND RECOMMENDATIONS

I. FACULTY MEMBER'S PERSONAL STATEMENT (optional). Personal statements can include but are not limited to narratives concerning teaching, scholarly, and service activities. Statements can detail the quality of work and explain the extent of effort.

II. REVIEWS AND LETTERS

A. Peer Reviews provided by candidate for previous five years, in reverse chronological order

B. Administrative Reviews provided by candidate for last five years, in reverse chronological order

C. Letters Requested by Candidate (see attached form)

D. Letter from Outside Reviewer

1. *Acceptance of Outside Reviewer Form* completed by supervisor (see *Faculty Manual*)
2. Short curriculum vita of Outside Reviewer (provided by outside reviewer, inserted by candidate)
3. Letter of Recommendation from Outside Reviewer (inserted by the Peer Review Chair)

III. RECOMMENDATIONS FOR PROMOTION AND/OR TENURE

- A. Peer Review Committee Recommendation and Justifications** (form to be completed, signed by all members of the committee, and inserted by the Peer Review Committee Chair)
 - B. Unit Chair Recommendation and Justification** (completed, signed, and inserted by the unit chair on university letterhead)
 - C. Dean's Recommendation and Justification** (completed, signed and inserted by the dean on university letterhead)
 - D. Promotion and Tenure Committee Recommendation and Justifications** (form to be completed, signed by all members of the committee and inserted by the Promotion and Tenure Committee Chair)
 - E. Executive Vice Chancellor for Academic Affairs Recommendation and Justification** (completed, signed and inserted by the Executive Vice Chancellor on university letterhead)
 - F. Chancellor's Recommendation and Justification** (completed, signed and inserted by the Chancellor on university letterhead)
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IV. Responses. The appropriate reviewer inserts all responses made by the candidate relating to the application for promotion and/or tenure. Candidates may send copies of all responses to the Chair of the Promotion and Tenure Committee.

Promotion & Tenure: Supporting Materials File Organization

Teaching

- copies of computer printouts and other student evaluations may be placed in supporting binders.
- A sample of materials supporting teaching effectiveness, such as syllabi, exams, class handouts, lesson plans may be included
- awards

Scholarly, Creative, and Professional Activities

- Copies of publications or creative activities may be placed in supporting binders.

Service Activities

- Service documentation may be included in supporting binders.

Promotion and Tenure Forms

Attached are the Forms required for the Summary File

- *Cover Page*
- *Summary Voting Form*
- *Teaching Summary: Courses Taught and Enrollment*
- *Scholarly and Creative Activities Summary*
- *Service Activities Summary*
- *Letters Requested by the Candidate*
- *Acceptance of Outside Reviewer*
- *Peer Review Form for Candidates Requesting Promotion*
- *Peer Review Form for Candidates Requesting Tenure*
- *Promotion and Tenure Committee Form for Candidates Requesting Promotion*
- *Promotion and Tenure Committee Form for Candidates Requesting Tenure*
- *Promotion and Tenure Committee Reconsideration Form for Candidates Requesting Promotion*
- *Promotion and Tenure Committee Reconsideration Form for Candidates Requesting Tenure*

COVER PAGE
Summary File

Candidate's Name:

School:

Division:

Action Requested (i.e., tenure; promotion
to a given rank)

Promotion & Tenure Criteria date

Unit Criteria date

The candidate's signature indicates his/her acceptance of the promotion and tenure, candidate's unit criteria and his/her understanding that these serve as the basis for evaluation of the evidence in and accompanying the summary file. All material in the summary file is confidential and remains in the Office of the Executive Vice Chancellor for Academic Affairs.

Candidate (signed/printed/dated)

Peer Review Chair (signed/printed/dated)

SUMMARY VOTING FORM
Summary File

Candidate
School or Division
Date of first appointment at USC Upstate
Present Rank
Date of present rank at USC Upstate
Date
Tenured? ___ Yes ___ No Date Tenured:
Decision Year? ___ Yes ___ No

VOTES AND RECOMMENDATIONS

	<i>Promotion</i>			<i>Tenure</i>			<i>Initials</i>
	yes	no	abs	yes	no	abs	
Peer Review (5 members)	#___	#___	#___	#___	#___	#___	
Division/Unit Chair	yes	no	abs	yes	no	abs	
Dean of the School	yes	no	abs	yes	no	abs	
Promotion & Tenure Committee (9 members)	#___	#___	#___	#___	#___	#___	
Promotion & Tenure Committee (reconsideration, if required)	#___	#___	#___	#___	#___	#___	
Executive Vice Chancellor	yes	no	abs	yes	no	abs	
Chancellor	yes	no	abs	yes	no	abs	

If the number of those eligible to vote does not coincide with the number of votes cast, list the names of those eligible who did not vote and the reason for failure to vote. (Abstentions are considered to be votes and are *not*, therefore, listed below.)

<i>Name</i>		<i>Reason for not Voting</i>
Signed	Printed	

LETTERS REQUESTED BY THE CANDIDATE

The *Faculty Manual* requires the candidate to submit at least three letters of evaluation from USC Upstate faculty. On the first three rows of the table, list the names and addresses of the mandatory references.

Candidates often request letters of support from additional people who are familiar with some aspect of the candidate's work. List the names and addresses of those references in the optional spaces of the table below.

The *Faculty Manual* does not require letters to be confidential. It is the candidate's decision to request the right to review the letters or to request that they are confidential.

Please insert the letters after this form in the order listed on this form.

	Name	Address	Candidate indicates with an "x" if letter is confidential	Date the letter placed in the file by the Chair of Peer Review
Required				
Required				
Required				
Optional				
Optional				
Optional				
Optional				
Optional				
Optional				

Peer Review Chair (signed/printed/dated)

ACCEPTANCE OF OUTSIDE REVIEWER
Summary File

Note: This form is to be completed and signed by the candidate's immediate supervisor. The supervisor must summarize (or list) the credentials of the outside reviewer and signify acceptance of the reviewer as appropriate for reviewing scholarship, creative activity, and professional service. Additional pages may be attached; the supervisor must initial additional pages.

Supervisor (signed/printed/dated)

**PEER REVIEW FORM FOR CANDIDATES REQUESTING
PROMOTION
Summary File**

	<i>Promotion</i>			<i>Initials</i>
Peer Review (5 members)	yes #_____	no #_____	abs #_____	

Written Justification

Note: The Peer Review Committee Chair provides a (1) *Peer Review* and, on this form, (2) written justification for the committee's recommendation. Additional pages may be attached; all committee members must initial all additional pages.

Reviewer's Signature (five members)		Date
Signed	Printed	
	Chair	

**PEER REVIEW FORM FOR CANDIDATES REQUESTING
TENURE
Summary File**

	<i>Tenure</i>			<i>Initials</i>
Peer Review (5 members)*	yes #_____	no #_____	abs #_____	

Written Justification

Note: The Peer Review Committee Chair provides a (1) *Peer Review* and, on this form, (2) written justification for the committee's recommendation. Additional pages may be attached; all committee members must initial all additional pages.

Reviewer's Signature (five members)		Date
Signed	Printed	
	Chair	

**PROMOTION AND TENURE COMMITTEE FORM FOR CANDIDATES
REQUESTING PROMOTION
Summary File**

	<i>Promotion</i>			<i>Initials</i>
Promotion and Tenure Committee (9 members)	yes #_____	no #_____	abs #_____	

Written Justification

Note: The Chair of the Promotion and Tenure Committee must provide a written justification for the Committee's recommendation. Additional pages may be attached; all committee members must initial all additional pages.

Reviewer's Signature (nine members)		Date
Signed	Printed	
	Chair	

**PROMOTION AND TENURE COMMITTEE FORM FOR CANDIDATES
REQUESTING TENURE
Summary File**

	<i>Tenure</i>			<i>Initials</i>
Promotion and Tenure Committee (9 members)	yes #_____	no #_____	abs #_____	

Written Justification

Note: The Chair of the Promotion and Tenure Committee must provide a written justification for the Committee's recommendation. Additional pages may be attached; all committee members must initial all additional pages.

Reviewer's Signature (nine members)		Date
Signed	Printed	
	Chair	

**PROMOTION AND TENURE COMMITTEE *RECONSIDERATION* FORM
FOR CANDIDATES REQUESTING
PROMOTION
Summary File**

	<i>Promotion</i>			<i>Initials</i>
Promotion and Tenure Committee (9 members)	yes #____	no #____	abs #____	

Written Justification

Note: The Chair of the Promotion and Tenure Committee must provide a written justification for the Committee's recommendation. Additional pages may be attached; all committee members must initial all additional pages.

Reviewer's Signature (nine members)		Date
Signed	Printed	
	Chair	

