

# **Promotion and Tenure Review: Calendar, File Guidelines, and Procedures**

**This document functions as a guide to reviews for Promotion and Tenure.**

**For promotion and tenure policy, see Chapter 7 in the *2016 Faculty Manual* (and Chapter 5 in the *2019 Faculty Manual*, once approved by the Board of Trustees).**

**Part I – Promotion and Tenure Calendar**

**Part II – Promotion and Tenure File Guidelines**

**Part III – Promotion and Tenure Procedures**

## Part I – Promotion and Tenure Calendar

There are two calendars related to promotion and tenure review. The first is the master review calendar, with the sequence of steps in the promotion and tenure review process in relation to other reviews (also located in Appendix VII of the *2019 Faculty Manual* (Appendices still to be approved by Board of Trustees, but the Master Calendar itself has been approved by faculty and is now in effect).

The second calendar is a more detailed version of the current or upcoming academic year calendar and relevant dates in the Promotion and Tenure review process, produced by the Promotion and Tenure Committee.

### MASTER CALENDAR FOR FACULTY REVIEWS

	ANNUAL REVIEW	3 <sup>rd</sup> Year PEER REVIEW	TENURE AND/OR PROMOTION	POST-TENURE REVIEW
<b>FALL</b>				
August		<b>August 22</b> PRC Chair notifies Candidates of review	<b>August 22</b> Candidate file due to PRC	
September			<b>September 20</b> PRC review completed	
October		<b>October 1</b> Candidate file due to PRC	<b>October 11</b> Chair/Unit Supervisor letter completed	
November		<b>November 1</b> PRC review completed, submits a review to candidate, Chair, Dean and Provost	<b>November 1</b> Dean review completed	
December			<b>December 11</b> P&T Committee review completed	
<b>SPRING</b>				
January			<b>January 27</b> Provost review completed	
February			<b>February 17</b> Chancellor review completed	<b>February 1</b> Candidates file due to PRC
March			<b>March 13</b> Delivery of files to Columbia	<b>March 1</b> PRC review completed, submits review to Chair, Dean, and Provost

<b>April</b>	<b>April 1</b> Administrator notifies candidates		<b>April 15</b> Academic Affairs Office notifies Candidates in the penultimate year	
<b>May</b>	<b>May 15</b> Candidate files due to Chair/unit administrator	<b>May 1</b> Peer Review Committee and Chair established (for the subsequent academic year)	<b>May 1</b> Peer Review Committee and Chair established (for the subsequent academic year)	
<b>SUMMER</b> <b>July</b>	<b>July 1</b> Administrator Review Completed, submits review to Dean and Provost			

## 2019-2020 Promotion and Tenure Calendar

<b>Selection of Unit Peer Review Chairs.</b> Names provided to Chair, USC Upstate Promotion and Tenure Committee.	Friday, April 26, 2019
<b>Files due to Peer Review Committee</b> Classroom faculty include in file mandatory evaluation summary of teaching effectiveness written by rating administrator and library faculty include in file mandatory evaluation summary of librarian effectiveness written by Dean of Library. <b>Letters of evaluation (3 required) from USC Upstate faculty, optional letters of support from any other individuals, and a letter of evaluation from an external reviewer must be addressed to and received by Chair of Peer Review by August 22, 2019, to be included in candidate's file.</b>	Thursday, August 22, 2019 (First day of class, Fall Semester)
<b>Peer Review Committee recommendation</b> to the candidate and included in the file.	Friday, September 20, 2019
<b>Candidate's optional written response to Peer Review Committee (included in file);</b> files forwarded by the Peer Review Committee to Unit Supervisor.	Five working days, or up to Friday, September 27, 2019
<b>Chair/Unit Supervisor's recommendation</b> letter to the candidate and included in the file.	Friday, October 11, 2019
<b>Candidate's optional written response to Chair/Unit Supervisor</b> included in the file; file forwarded by Chair/Unit Supervisor to Dean.	Five working days, or up to Friday, October 18, 2019
<b>Dean's recommendation</b> letter to the candidate and included in the file.	Friday, November 1, 2019
<b>Candidate's optional written response to Dean</b> included in the file; file forwarded by Dean to Promotion and Tenure Committee.	Five working days, or up to Friday, November 8, 2019
<b>Promotion and Tenure Committee deliberations.</b> Letter to the candidate and included in the file.	Meetings as required. Deliberations to be completed by Wednesday, December 11, 2019
<b>Candidate's written request/response for reconsideration.</b> Written request included in the file.	Three working days, or up to Thursday, January 2, 2020
<b>Committee's written response to a request for reconsideration</b>	Monday, January 6, 2020

<b>Candidate's written response to reconsideration of file</b>	Three working days, or up to Thursday, January 9, 2020
<b>Forwarding of the file to Senior Vice Chancellor</b> by the Promotion and Tenure Committee.	Friday, January 10, 2020
<b>Senior Vice Chancellor's recommendation</b> letter to the candidate and included in the file.	Monday, January 27, 2020
<b>Candidate's optional written response to Senior Vice Chancellor</b> included in file and option of a personal meeting with Senior Vice Chancellor.	Three working days, or up to Thursday, January 30, 2020
<b>Forwarding of the file to Chancellor</b> by Senior Vice Chancellor.	Friday, January 31, 2020
<b>Chancellor's recommendation</b> letter to the candidate and included in the file.	Monday, February 17, 2020
<b>Candidate's optional written response to Chancellor</b> included in file and option of a personal meeting with Chancellor.	Three working days, or up to Thursday, February 20, 2020
<b>Required meeting of Chancellor with Promotion and Tenure Committee, if necessary.</b>	Wednesday, February 26, 2020
<b>Promotion and Tenure Committee's optional response to the Chancellor's recommendation included in the file.</b>	Wednesday, March 4, 2020
<b>Forwarding of files to the President.</b>	Deliver to Columbia no later than Friday, March 13, 2020

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## Part II – Promotion and Tenure File Guidelines

*These Promotion and Tenure File Guidelines were approved by USC Upstate Promotion and Tenure Committee, March 2019, and approved by the General Faculty, May 3, 2019.*

Faculty members in their penultimate year of a probationary appointment must submit a file to be considered for tenure. Faculty members applying for promotion and/or tenure must submit their file on the first day of the fall semester of the year of application.

Other faculty members wishing to be considered for promotion to full professor must also submit a file.

The candidate bears ultimate responsibility for the preparation of the file on which the decision is based.

The Promotion and Tenure file comprises two binders, a summary binder and a binder for supporting documentation.

### ***Summary Binder***

The summary binder, which is a 1-inch binder with tabs, is provided to the candidate at the Promotion and Tenure workshop in April of the candidate's penultimate year. It is only the summary binder that leaves USC Upstate and is submitted to the Board of Trustees.

Here is an outline of how the Summary Binder should be organized. See the ‘Summary Binder Organization for Classroom Faculty’ link on the P&T Committee webpage for the necessary forms (in MS Word version).

## **Promotion & Tenure: Summary Binder Organization for Classroom Faculty<sup>1</sup>**

### **PART ONE: OVERVIEW**

- I. PREFATORY MATERIAL** Inside Front Pocket of binder and supplied by the candidate
  - A. USC Upstate Mission Statement
  - B. USC Upstate Criteria for Promotion and Tenure from *Faculty Manual*
  - C. Unit Mission Statement
  - D. Unit Promotion and Tenure Criteria
  
- II. SUMMARY BINDER CONTENT**
  - A. **Summary Binder Checklist** provided (and partially filled in) by the candidate (to be removed in Academic Affairs Office before forwarding to Columbia)
  
  - B. **Letter of Appointment** provided by the candidate
    - 1. Redact salary
    - 2. Applications for promotion to Professor should also include a letter of promotion to Associate Professor
  
  - C. **Cover Page** provided by the candidate on the attached form
    - 1. Candidate’s name
    - 2. College or School
    - 3. Unit
    - 4. Action Requested (i.e., promotion and/or tenure and to what rank)
    - 5. Signed Statement
  
  - D. **Voting Summary** provided by the candidate on the attached form
  
  - E. **Table of Contents** provided by the candidate, listing all supporting material (no form)
  
  - F. **One-page CV Summary** provided by the candidate for use by the Board of Trustees
    - 1. This should include full entries for major accomplishments during the review period, not a numerical summary. See attached template for layout.
  
  - G. **Curriculum Vitae** provided by the candidate
    - 1. Include accomplishments of full career
    - 2. Use black font for the review period and medium-grey font for items outside review period
  
  - H. **Summary Tables (each one in reverse chronological order; may extend to more than one page)**

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<sup>1</sup>The Summary Binder Organization for Library Faculty will be available later this summer 2019.

1. Teaching Summary: Courses Taught and Enrollment, provided by the candidate.  
Delete “Example” at the bottom for file submission.
2. Scholarly and Creative Activities Summary provided by the candidate
3. Service Activities Summary provided by the candidate

## **PART TWO: BRIEF DESCRIPTIONS OF TEACHING, SCHOLARSHIP, & SERVICE**

### **I. TEACHING**

#### **A. Teaching Philosophy**

#### **B. Brief Description of Program or Course Development, Course Revisions, or Course Design**

#### **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 Evaluations** (additional guidelines below, also in *2019 Faculty Manual Appendix V*)

1. Mandatory evaluation summary of teaching effectiveness by the immediate supervisor based on SOPs, class observation, and other appropriate measures
2. Mandatory peer evaluation of teaching
3. Candidate’s comments on teaching evaluations, noting trends on SOPs, providing representative quotations from student comments, and addressing adjustments of teaching in response to student and peer feedback

#### *Additional Guidelines for Teaching Overview in Summary Binder*

##### Supervisor Evaluation of Teaching

- Tenure track faculty members applying for promotion and/or tenure will be responsible for inviting immediate supervisor to attend/observe a class period (or, in the case of online teaching, to view a course on BlackBoard) for use in evaluation of the candidate’s teaching.
- Supervisors will base these evaluations on class observation, trends in SOPs, annual administrative reviews, and other appropriate measures.

##### Peer Review of Classroom/Online Teaching

- Tenure track faculty members applying for promotion and/or tenure will be responsible for selecting a tenured faculty member who is not in a rating administrative role to provide a minimum of one evaluation of classroom, online, or clinical/lab teaching.
- Individual units will select the method for peer review (e.g., narrative, rubric, template) to make a fair and informative assessment of teaching quality.

- Recommended components include evaluation of the instructional plan, communication of learning goals for a class session, time management, classroom climate, and level of student engagement, responsiveness to students, course syllabus, and overall design.
- Recommended components for evaluation of online courses include BlackBoard formatting for clear and accessible navigation, course content and workload, efforts to motivate student motivation and engagement, and/or sample instructor-student communication.

#### Candidate's Comment on Teaching

- Create a table, graph, or other effective method of compiling relevant SOP scores from the review period.
- Develop a narrative that demonstrates the quality of teaching, including but not limited to, the following components:
  - Description of teaching strengths and goals,
  - Summary of trends in SOPs, peer evaluation, and other relevant measures of teaching quality, as well as actions taken to maintain or improve the quality of teaching,
  - Representative quotations from SOPs,
  - Short- and long-term impact of teaching quality on students (e.g., job placement, graduate school placement, enhancement of intellectual curiosity and/or overall quality of life)

## II. SCHOLARLY, CREATIVE, AND PROFESSIONAL ACTIVITIES

List and give a brief description of items on *Scholarly, Creative, and Professional Activities Summary*.

- A. Indicate relevance or impact of scholarly and creative contributions in language accessible to non-specialists
- B. For collaborative work, describe your role in the project.

## III. SERVICE ACTIVITIES

List by category and give a brief description of each item noted on *Service Activities Summary*.

- A. Include major responsibilities, notable achievements, and general time demands (not necessary to specify hours per activity).

# PART THREE: ASSESSMENTS, EVALUATIONS, AND RECOMMENDATIONS

## I. CASE NARRATIVE (required)

The case narrative (1-3 pages) will present the candidate's case for promotion and/or tenure, referencing unit criteria and addressing in narrative form the candidate's philosophical perspective, goals, and accomplishments in each of the three areas of assessment: teaching, scholarship/creativity, and service. Candidates holding an administrative position during the review period may address that work under service or as a fourth area of the narrative.

## II. REVIEWS AND LETTERS

- A. **Peer Reviews** provided by the candidate for the review period, reverse chronological order
- B. **Administrative Reviews** provided by the candidate for the review period, reverse chronological order
- C. **Letters Requested by Candidate:** Candidate fills in name and address of letter writers and marks the confidentiality of each letter. See the form below and relevant policy in *Faculty Manual* appendix.
- B. **Letter from External Reviewer** (refer to additional guidelines below and in *2019 Faculty Manual* Appendix V)
  - 1. Acceptance of External Reviewer Form completed by the supervisor
  - 2. Short CV of the external reviewer (provided by outside reviewer, inserted by candidate)
  - 3. Letter of Recommendation from an external 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 committee members, and inserted by the Promotion and Tenure Committee Chair
- E. **Provost & Senior 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

## 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 responses to Chair of P&T Committee.

## Review of Mandatory Forms for Promotion and Tenure Summary Binder

Listed here are the forms the candidate must place in the Summary Binder, available on the P&T Committee webpage.

- Cover Page
- Voting Summary
- Teaching Summary Table: Courses Taught and Enrollment
- Scholarly and Creative Activities Summary Table
- Service Activities Summary Table

- Letters Requested by the Candidate
- Acceptance of Outside Reviewer

### *Additional Guidelines for External Reviewer in Summary Binder*

USC Upstate requires a letter of evaluation by an individual external to USC Upstate of the candidate's scholarly or creative achievements and other professional activities (e.g., service to professional societies or professionally related community engagement).

#### Selection of Reviewers

- A list of potential external reviewers will be jointly created by the candidate and rating administrator.
- External reviewers must be tenured faculty members at accredited institutions. They must also be active scholars/artists/librarians in the field of research for which the candidate is being evaluated.
- External reviewers may not have been the candidate's co-author, research collaborator, or dissertation committee member.
- A minimum of one letter from an external reviewer is required. However, two letters should be solicited from external reviewers to guard against unexpected circumstances that might prevent one of the external reviewers from completing this task. Letters must be written in the calendar year of application for promotion and/or tenure.

#### Contacting External Reviewers

- The rating administrator will make all contacts with the external reviewers, using the standard templates provided below, and available on the Promotion and Tenure Committee's website.
- Neither the rating administrator nor anyone else should make informal contacts beforehand to determine willingness. Instead, the formal request with a partial packet of materials attached should be the first contact. Maintaining this practice avoids the appearance that the chair is picking particularly positive or negative reviewers. Should the reviewer agree to assist, a second standard letter with the full materials for review will be sent.
- It is the responsibility of the rating administrator to place these letters in the candidate's summary binder.

Initial Letter Template

[Letterhead]

[Date]

[Internal Address]

Dear Professor X:

Dr. ABC EFG, Assistant Professor in [Field] at University of South Carolina Upstate, is a candidate for Tenure and Promotion to Associate Professor during the 2018-19 academic year. This process requires comments on the quality and impact of the candidate's scholarly and creative contributions from experts in the discipline outside of USC Upstate.

You have been suggested as a reference who is knowledgeable and capable of evaluating Dr. EFG's research/scholarship contributions and stature in the profession.

I have included some information about the candidate, including a complete CV, to familiarize you with the scope of their work, so that you can determine if you have the correct expertise to provide an evaluation. If you agree to provide a letter, I will provide a more complete file including a collection of representative samples of scholarship and creative activity.

We would greatly appreciate your help with this evaluation process. Please let me know as soon as possible if you are willing, and I will send you the full file by [INSERT DATE] for your review.

Your recommendation will be due no later than [INSERT DATE]. Please let me know if you have any questions. Thank you for your cooperation.

Sincerely,

Rating Administrator  
Title

Second Letter and Official Request Template  
[Letterhead]

[Date]

[Internal Address]

Dear Professor X:

Thank you for agreeing to serve an external reviewer for Dr. ABC EFG, Assistant Professor in [Field] at the USC Upstate. As you may recall, Dr. ABC EFG is a candidate for Tenure and Promotion to Associate Professor during the 2018-19 academic year. This process requires comments on the quality and impact of the candidate's creative contributions from experts in the discipline outside of USC Upstate. You have been suggested as a reference who is knowledgeable and capable of evaluating Dr. EFG's research/scholarship contributions and stature in the profession. To aid in your task, I have included representative samples of scholarship and creative activity.

Please provide a candid assessment of the candidate's productivity, creativity, and overall impact on the field based on the intellectual products included in the package. It is important at this juncture to stress that USC Upstate is a teaching-focused institution. As such, Dr. EFG regularly teaches four courses per semester and serves as an advisor to XX undergraduate students. Further, given that USC Upstate does not award doctoral degrees, any assistance to scholarly and creative efforts is typically provided by undergraduate students, if at all. Thus, the standard of performance in scholarly activities may not exactly match that of your institution. Please be mindful of these facts in crafting your assessment of the candidate's scholarly impact.

It is the policy of USC Upstate to maintain the confidentiality of your evaluation to the greatest possible extent permitted by law. Dr. EFG has [has not] signed a statement marking letters from outside referees as confidential. Additionally, we ask that you indicate in your letter that you desire that it be treated as a confidential personnel document by including the following wording: *"By signing and submitting this reference letter, I expect that my identity will be kept confidential and that my letter will be treated as a confidential personnel document."*

Your letter should be directed to me, and it will become part of the portfolio prepared for Dr. EFG. Please explicitly state your past/current relationship to the candidate in your letter. We also request from you a brief (maximum 100 words) biosketch. Since your letter will be reviewed by others in the Institute who will not necessarily be familiar with you or your field, this information will provide perspective. I will appreciate your sending the recommendation at your earliest convenience, but no later than [date].

Due to the time-sensitivity involved, please email your letter to me at [me@uscupstate.edu](mailto:me@uscupstate.edu) and follow up with a signed copy in the mail. Thank you for your assistance in this evaluation and cooperation with our policies.

Sincerely,

Rating Administrator  
Title

## ***Supporting Documentation Binder***

The Supporting Documentation Binder should begin with a Table of Contents, followed by dividers for each of the following sections: Teaching, Scholarship, and Service (subdividing as needed, without excessive use of blank pages or plastic sleeves). Cross-referencing the Summary Binder to materials within the candidate's Supporting Documentation Binder is also encouraged. This information about the Supporting Documentation Binder can also be found in Appendix V of the *2019 Faculty Manual*, once approved by the Board of Trustees.

### Scope

- Candidates will submit representative samples of their teaching, scholarship, and service activities within this binder. Refer to unit guidelines and mentoring for specific guidelines on appropriate materials to make the strongest case.
- The Supporting Documentation Binder is not intended to be an exhaustively detailed record of every activity undertaken during the evaluation period.
- Rather, the Supporting Documentation Binder should highlight the candidate's most significant activities which align with their unit criteria and provide the strongest possible evidence to support the candidates' justification for promotion and/or tenure.

### Size

- All materials in the Supporting Documentation Binder must be combined into a single 3-ring binder no larger than 4" diameter (pages should turn easily).
- Again, the Supporting Documentation Binder is not intended to capture every illustrative detail of the review period. It is no longer appropriate, for example, to include a letter from every committee chair the candidate ever served on, every iteration of a course syllabus, or every Student Opinion Poll within one's Supporting Documentation Binder.
- However, if a candidate feels that, for example, including their SOPs will address concerns surrounding teaching effectiveness, that particular candidate may elect to include relevant SOPs, but still must remain within the total maximum binder size of 4". Ultimately, the candidate must determine which evidentiary components are the most compelling for the application and include only those materials within the Supporting Documentation Binder.

## Part III – Promotion and Tenure Procedures

These procedures are an extension of those contained in the section on Promotion and Tenure in the Faculty Manual (Chapters 6 and 7 in the *2016 Faculty Manual* and Chapter 5 of the *2019 Faculty Manual*, once approved by the Board of Trustees). The following procedures were taken out of the Faculty Handbook (2013, 2018) and placed here.

### *Procedures of the Peer Review Committee*

The function and membership of the Peer Review Committees is discussed in the Faculty Manual (Chapter 6 in the *2016 Faculty Manual* and Chapter 5 of the *2019 Faculty Manual*, once approved by the Board of Trustees).

Each candidate's file must be complete before the Peer Review Committee evaluates the file and votes on the candidate.

The Chair of the Peer Review Committee lists in the candidate's summary binder all letters sent directly to the Peer Review Committee. The chair inserts the letters into their proper section of the summary binder. At any time prior to the final vote of the Peer Review Committee, candidates may review and revise their file materials, except for letters solicited by the candidate and those sent directly to the Chair of the Peer Review Committee. After the final vote of the Peer Review Committee, neither the candidate nor any other person may add or remove from the file any document or information other than the following, which must be added:

1. The Faculty Review Form (Teaching Faculty or Library Faculty) (form available on the P&T Committee webpage, and in Appendix VIII in the *2019 Faculty Manual* once approved by the Board of Trustees)
2. The Peer Review Voting Summary for Candidates Requesting Promotion [and/or Tenure].
3. Recommendations of the rating administrator, Dean, Senior Vice Chancellor for Academic Affairs, and Chancellor.
4. The Promotion and Tenure Committee Form for Candidates Requesting Promotion [and/or Tenure].
5. The candidate's responses relating to the application for promotion and/or tenure and to any of the above recommendations or votes (if applicable).
6. The Promotion and Tenure Committee Reconsideration Form for Candidates Requesting Promotion [and/or Tenure] (if applicable).

The Chair of the Peer Review Committee and the candidate have joint responsibility for ensuring that candidates' files are in the required format for promotion and/or tenure review.

The Chairs of all Peer Review Committees may consult or be consulted by the Chair of the Promotion and Tenure Committee.

The Peer Review Committee discusses only the material contained in the candidate's file. Any faculty member of the Committee may submit in writing any matter into the candidate's file for the purpose of consideration, provided that the material introduced is made known to the candidate and that the candidate is allowed to respond in writing at least five working days before the Committee's formal vote on promotion and/or tenure. The Chair of the Peer Review Committee is also responsible for notifying the Committee that additional material has been introduced into the file.

All members of the Peer Review Committee must meet formally to discuss the file of each candidate. The Committee members complete promotion and/or tenure ballots for each candidate. These separate ballots are unsigned.

For each candidate, the Chair of the Peer Review Committee provides a Faculty Review Form (Teaching Faculty or Library Faculty) and a Peer Review Voting Summary for Candidates Requesting Promotion [and/or Tenure], including a summary of the Committee's justification. Each member of the Committee must sign and date the Peer Review Voting Summary for Candidates Requesting Promotion [and/or Tenure].

The Chair of the Peer Review Committee is responsible for inserting the original copy of the Faculty Review Form (Teaching Faculty or Library Faculty) and the Peer Review Voting Summary for Candidates Requesting Promotion [and/or Tenure] in the summary binder.

After the promotion and tenure process, each committee member destroys all personal notes concerning candidates' files.

#### *Candidate and Rating Administrator Notification and Optional Response Letter*

The Chair of the Peer Review Committee is responsible for sending a copy of the Faculty Review Form (Teaching Faculty or Library Faculty) and the Peer Review Voting Summary for Candidates Requesting Promotion [and/or Tenure] to each candidate being reviewed and the candidate's rating administrator. Within five working days of receiving the Faculty Review Form and Peer Review Voting Summary for Candidates Requesting Promotion [and/or Tenure], a candidate may respond in writing to the Committee's recommendation. The response is sent to the Chair of the Peer Review Committee. The Chair of the Peer Review Committee inserts the candidate's written response in the summary binder.

The file is then forwarded to the rating administrator for his/her recommendation.

#### *Documents to Archive*

The individual ballots, a copy of the Faculty Review Form (Teaching Faculty or Library Faculty), and a copy of the Peer Review Voting Summary for Candidates Requesting

Promotion [and/or Tenure] must be archived. These documents are confidential and must be sent in a plain 8 x 10 sealed envelope to the Office of the Senior Vice Chancellor for Academic Affairs and addressed to the attention of the Chair of the Promotion and Tenure Committee. The envelope must be labeled with:

1. Candidate's name
2. Candidate's voting unit
3. Candidate's requested action (i.e., "promotion" or "tenure," in separate, labeled envelopes within the 8 x 10 envelope)
4. Date

### ***Procedures for the Rating Administrator (Chair or Unit Supervisor)***

After the Peer Review Committee completes its recommendation, the candidate's rating administrator reviews the file, writes a letter assessing the candidate's qualifications, and makes a recommendation on promotion and/or tenure to be included in the candidate's summary binder.

#### ***Candidate Notification and Optional Response Letter***

The candidate is notified in writing with an explanation for the rating administrator's decision. The candidate may write a response to the rating administrator's recommendation. The response must be made in writing to the rating administrator within five working days after receiving notification of their recommendation. The rating administrator adds the candidate's response to the file.

The file, including the rating administrator's letter of recommendation, is then forwarded to the dean of the school or college.

### ***Procedures for the Dean***

The candidate's Dean reviews the file, writes a letter assessing the candidate's qualifications, and makes a recommendation on promotion and/or tenure to be included in the candidate's summary binder.

#### ***Candidate Notification and Optional Response Letter***

The candidate is notified in writing with an explanation for the dean's decision. The candidate may write a response to the dean's recommendation. The response must be made in writing to the dean within five working days after receiving notification of their recommendation. The dean adds the candidate's response to the file.

The file is then forwarded to the Office of the Provost and Senior Vice Chancellor for Academic Affairs who will forward the file to the Promotion and Tenure Committee for its recommendation.

## *Procedures for the Promotion and Tenure Committee*

**Calendar.** By April 15, the Promotion and Tenure Committee publishes a calendar for promotion and tenure that includes deadlines for file submission to the Peer Review Committees, and for recommendations from Peer Review Committees, rating administrators, deans, the Promotion and Tenure Committee, the Provost and Senior Vice Chancellor for Academic Affairs, and the Chancellor. Each candidate is responsible for submitting a file to the appropriate Peer Review Committee by the published deadline.

**Confidentiality.** Once submitted to the Promotion and Tenure Committee, files are kept in locked cabinets under the general supervision of the administrative assistant assigned to the Committee. Committee members review the files only in an area designated by the Chair of the Promotion and Tenure Committee.

The Chair of the Promotion and Tenure Committee provides members a list of candidates to be reviewed and designates the order in which the files will be reviewed. Each file is assigned to a Committee member from an academic unit other than the candidate's own. The committee member has the responsibility of presenting the assigned candidate's file to the committee; however, all members must read and be prepared to discuss the file of every candidate.

When the Committee is ready to review the candidate's application, the assigned member presents the candidate's file, giving the candidate's name, a summary of the file contents in relation to the unit criteria for promotion and/or tenure, and the recommendations of the Peer Review Committee, the rating administrator, and the dean. The floor is then open for discussion.

The Committee discusses only material contained in the candidate's file. Any member of the Committee may introduce in writing any matter into the candidate's file for the purpose of consideration, provided the material introduced is given to the candidate, and the candidate is allowed to respond in writing at least five working days before the Committee's formal vote on promotion and/or tenure. The Chair of the Promotion and Tenure Committee is also responsible for notifying the Committee that additional material has been introduced into the file.

After the presentation of the candidate's file and discussion, each Committee member votes and writes a justification for his or her vote. Each vote is taken in the presence of the full Committee. All Committee votes are confidential. The ballots are placed in an envelope and handed to the Chair for tabulation. In order to vote, eight Committee members must be present. A recommendation in favor of promotion and/or tenure requires six affirmative votes if all nine members are present, or five affirmative votes if eight members are present.

The chair prepares a Promotion and Tenure Committee Form for Candidates Requesting Promotion [and/or Tenure]. Each Committee member verifies the compiled justifications and signs the Promotion and Tenure Committee Form for Candidates Requesting Promotion [and/or Tenure]. The chair inserts the form in the summary binder.

At the conclusion of the promotion and tenure process, each Committee member destroys all personal notes concerning candidate files.

#### *Candidate Notification and Optional Response Letter*

The Chair of the Promotion and Tenure Committee notifies each candidate in writing of the Committee's recommendation. The candidate does not receive the numerical vote.

A candidate may request reconsideration of the Committee's recommendation. The request must be made in writing to the Chair of the Promotion and Tenure Committee within three working days of receiving notification of the Committee's initial recommendation. After reconsideration, a candidate may respond in writing to the Committee's second recommendation. Reconsideration of files must be completed five working days prior to the time the files are due to the Senior Vice Chancellor for Academic Affairs.

After evaluating any request for reconsideration, the Promotion and Tenure Committee adds its final recommendation to the file on the Promotion and Tenure Committee Reconsideration Form for Candidates Requesting Promotion [and/or Tenure]. The Chair of the Promotion and Tenure Committee notifies the candidate and the rating administrator and/or dean. Within three working days, the candidate may send a written response to the Committee to be added to the candidate's file. The Chair of the Promotion and Tenure Committee inserts into the file all written responses made by the candidate.

The Chair of the Promotion and Tenure Committee forwards the file to the Office of the Provost and Senior Vice Chancellor for Academic Affairs.

#### *Documents to Archive*

The ballots remain confidential and must be placed in a sealed 8 x 10 envelope and archived by the Office of the Provost and Senior Vice Chancellor for Academic Affairs. The envelope should be labeled with the:

1. Candidate's name
2. Candidate's voting unit
3. Candidate's requested action (i.e., "promotion" or "tenure")
4. Date

The Chair of the Promotion and Tenure Committee announces the number of positive recommendations of the Committee for promotion and/or tenure to the general faculty in the Committee's annual report.

### ***Procedures for the Provost and Senior Vice Chancellor***

The Provost and Senior Vice Chancellor for Academic Affairs reviews the file and makes a recommendation regarding promotion and/or tenure. The recommendation is added to the candidate's file, and the candidate is notified in writing with an explanation for the decision. The Office of Academic Affairs is responsible for removing the checklist from the file.

#### *Candidate Notification and Optional Response Letter*

Copies of the Provost and Senior Vice Chancellor of Academic Affairs' final recommendation are sent to the candidate, the candidate's rating administrator and/or dean, and the chair of the promotion and tenure committee. The candidate may write a response to be included in the file within three working days of notification of the Provost and Senior Vice Chancellor's recommendation. The candidate has the option of a personal meeting with the Provost and Senior Vice Chancellor. The Provost and Senior Vice Chancellor insert the candidate's written response into the file.

After making a recommendation, the Provost and Senior Vice Chancellor forwards the file to the Chancellor.

### ***Procedures for the Chancellor***

The Chancellor reviews the file and makes a recommendation regarding promotion and/or tenure. The recommendation is added to the candidate's file, and the candidate is notified in writing with an explanation for the decision.

#### *Candidate Notification and Optional Response Letter*

Copies of the Chancellor's final recommendation are sent to the candidate, the candidate's rating administrator and/or Dean, Chair of the Promotion and Tenure Committee, and the Provost and Senior Vice Chancellor for Academic Affairs. The candidate may write a response to be included in the file within three working days of notification of the Chancellor's recommendation. The candidate has the option of a personal meeting with the Chancellor. The Chancellor inserts the candidate's written response to the file.

If there are differences between the recommendations of the Promotion and Tenure Committee and those of the Chancellor, the Chancellor meets with the Promotion and Tenure Committee to discuss the differences prior to sending his/her recommendations forward to the President.

If the recommendations of the Chancellor vary from those of the Promotion and Tenure Committee, the Committee may add to the candidate's file a written response addressing the Chancellor's recommendations.

No later than March 1, the files, including all recommendations and responses, are sent to the President of the University who sends his/her recommendation to the Board of Trustees. The President informs the Chancellor of his/her recommendation to the Board of Trustees. The President notifies, in writing, candidates who have not been recommended. In the event of a negative recommendation by the President, the candidate may appeal the recommendation to the USC Upstate Faculty Welfare Committee. Such appeal shall follow the published grievance procedures. The President of the University makes the final decision concerning a grievance.

The ultimate decision regarding all faculty requests for promotion and/or tenure is made by the President of the University of South Carolina and the Board of Trustees.