



UNIVERSITY OF
SOUTH CAROLINA

MEMORANDUM

TO: Academic Deans
 Department Chairs
 Unit Tenure and Promotion Committee Chairs

FROM: Christine Curtis, Senior Vice Provost *Christine Curtis*
 Audrey Korsgaard, Chair, University Committee on Tenure and Promotion *AK/rt*

DATE: April 11, 2011

SUBJECT: Tenure and Promotion for 2011-2012 and 2012-2013

CHRISTINE W. CURTIS
SENIOR VICE PROVOST

Revised Tenure and Promotion Calendars

In the Spring of 2010 the Office of the Provost collaborated with the University Committee on Tenure and Promotion in developing a revised tenure and promotion cycle beginning with the calendars for 2011-2012. Starting with the 2011-2012 calendar, the changes are: 1) Tenure and promotion decisions for mid-year hires will now be evaluated starting in the spring of their penultimate year, not one-semester-later in the fall as was previously the case. 2) All files for candidates seeking promotion to professor will be submitted in the spring. 3) If the file is a tenure and promotion to professor, the file should be submitted in whichever cycle is appropriate for the tenure decision. Retention files may be submitted in the spring and fall as needed. The purpose of these changes is to distribute the T&P caseload, which has become quite large, throughout the year. The table below shows these changes in due dates. Complete calendars are available at www.sc.edu/tenure.

<i>2011-2012 Tenure and Promotion Calendar</i>		<i>2012-2013 Tenure and Promotion Calendar</i>	
Mid-Year files to the Provost (Jan 1 hires – Mid-Year tenure and promotion decisions, promotion to professor, and any other decisions)	May 2, 2011 (Note this is the spring of 2010-2011 academic year.)	Mid-year files to Provost (Jan 1 hires - Mid-Year tenure and promotion decisions and promotion to professor)	May 1, 2012 (Note this is the spring of 2011-2012 academic year)
Regular cycle files to the Provost (Aug 16 hires – tenure and promotion decisions and any other decisions)	Nov 7, 2011	Regular cycle files to Provost (Aug 16 hires – tenure and promotion and any other decisions)	Nov 5, 2012

Due Dates for 2011-2012 Cycle

In preparation of the 2011-2012 academic year, the name of the unit T&P committee chair and the names of all tenure and promotion, third-year review, and post-tenure review candidates should be submitted to the Provost’s Office by the dates given in the table below. To assist with this process, two easy web-based submission forms have been created and are available at www.sc.edu/tenure, in the upper right hand corner. All units must submit the required contact information using the online forms.

<i>Committee Chairs and Candidate Names Due in Provost’s Office</i>		<i>Files or decisions Due to Provost’s Office</i>	
Unit committee chair chosen www.sc.edu/tenure	April 15, 2011 (names of chairs)		
Post-Tenure Review www.sc.edu/tenure	July 15, 2011 (names of faculty undergoing review)	April 2, 2012 (ratings)	
Mid-Year Cycle Tenure and Promotion www.sc.edu/tenure/	November 12, 201 (names of candidates)	Mid –Year Cycle	May 2, 2011 (files)
Regular Cycle Tenure and Promotion www.sc.edu/tenure/	May 3, 2011 (names of candidates)	Regular Cycle	November 7, 2011 (files)
Third-Year Review www.sc.edu/tenure/	September 2, 2011 (names of faculty undergoing review)	April 13, 2012 (non- reappointment decisions only)	

Tenure and Promotion Workshops

The annual UCTP Tenure and Promotion Workshops will be held on Tuesday, April 26, in Gambrell 153. See times below for the two workshops being offered. In addition to candidates and unit T&P committee chairs, administrators, faculty, and staff are invited to attend either workshop.

- 10:00 am to 11:00 am – workshop for tenure and promotion **candidates**
- 11:15 am to 12:30 pm – workshop for tenure and promotion **unit chairs**

Forms

Candidates can choose to use new streamlined Microsoft Word templates or the previous Phase I or Phase II form versions, if information has already been entered on the Phase I and II forms. All versions of tenure and promotion forms are available at www.sc.edu/tenure. Information about the forms choices will be shared at the meetings on April 26.

Submission Process

The Office of the Provost has collaborated with the University Committee on Tenure and Promotion to develop two different submission processes for the 2011-2012 academic year. Some colleges and

schools will submit files electronically, in PDF format, while others will continue to submit paper files.

1. Paper File Submission

The following colleges and schools will submit paper files, as in the past, for the 2011-2012 tenure and promotion cycles.

- College of Arts and Sciences
- School of Medicine
- College of Pharmacy

2. E-submission

The following colleges and schools will submit electronic files in PDF format, preferably on the new Word template. Information will be shared at the April 26 workshop about the electronic submission of files.

- College of Engineering and Computing
 - College of Education
 - School of Law
 - Moore School of Business
 - College of Hospitality, Retail, and Sport Management
 - College of Mass Communication and Information Studies
- Added to E-Submission list starting with 2011-2012 calendars
- University Libraries
 - School of Music
 - College of Nursing
 - Arnold School of Public Health
 - College of Social Work

References

As candidates work with the tenure and promotion committee chairs in preparing files, please remind them to refer to these documents:

- The *Faculty Manual*, <http://www.sc.edu/policies/facman/fmhome.html>, assigns the University Committee on Tenure and Promotion (UCTP) the responsibility to establish guidelines.
- The *Guide to Criteria and Procedures* <http://www.sc.edu/provost/forms/goldenrod.pdf> contains the official guidance from the UCTP.
- Individual unit criteria <http://www.sc.edu/tenure/unitcriteria.shtml>.

In the event of a conflict between the *Faculty Manual* and the *UCTP Guide to Criteria and Procedures*, the *Faculty Manual* is to be considered the final authority. Questions that are not unambiguously answered by these sources should be referred to the Office of the Provost.

Please contact the Office of the Provost at 803-777-2808 or the Faculty Senate Office at 803-777-6073 with any questions or concerns you have about the tenure and promotion process.

Enclosures: 2011-12 Tenure and Promotion Calendar
2011-12 Tenure and Promotion Calendar
2012-13 Tenure and Promotion Calendar
2011-12 Post-Tenure Review Calendar
2011-12 Third Year Review Calendar

2011-2012 Tenure and Promotion Calendar
Mid-Year Tenure and Promotion Decisions (Assistant to Associate)
and Promotion to Professor

Revised April 13, 2011

- *Underlined dates are firm deadlines set by the Provost's Office. Other dates are suggestions and can be modified to fit the needs of the unit.*

2010
<u>TUESDAY, APRIL 27</u>
<ul style="list-style-type: none"> • Tenure and Promotion Workshop for Chairs and Candidates (Gambrell 153)
October <ul style="list-style-type: none"> – Week 1 • Department chair or dean notifies all eligible faculty in writing of option for tenure and promotion review. – Week 3 • Faculty notifies department chair or dean in writing indicating whether or not they will request tenure and/or promotion.
November <ul style="list-style-type: none"> – Week 1 • Tenure and Promotion Chair verifies that all faculty have been notified of eligibility for tenure and promotion review. • Official notification of mid-year candidates and notification of those who want to seek promotion to the rank of professor. Potential candidates for tenure and promotion will be advised in writing of the timetable for the submission and consideration of files by the dean, department chair, or other appropriate administrator, and of the date of the unit meeting.
<u>FRIDAY, November 12, 2010</u>
<ul style="list-style-type: none"> • Deans send to Provost a list of all faculty members who will be considered by the unit and action sought in each case: tenure and promotion to associate professor or promotion to professor. List all faculty in penultimate year. State the files that are mid-year decisions. Online submission of names at www.sc.edu/tenure
October – November
<ul style="list-style-type: none"> • Compile names of potential outside referees for each probable candidate. • Contact outside referees to obtain agreement to review file in November. • Candidate should prepare files.
<u>By Monday, November 15, 2010</u>
<ul style="list-style-type: none"> • Send relevant portions of file to outside referees. Include the unit criteria. Please use the suggested letter for external reviewers included in the UCTP Guide to Criteria and Procedures (Goldenrod Booklet.) Please do not ask for strengths and weaknesses of the candidates.

2011
<u>TUESDAY, FEBRUARY 1</u>
<ul style="list-style-type: none"> • Files are submitted to the unit tenure and promotion committee, including letters from outside referees, and ready for unit review.

FRIDAY, FEBRUARY 18

- Unit faculty must have voted by this date.
- Files with ballot and vote justifications to Department Chair (or Dean).
- Notify candidates regarding positive or negative tenure and/or promotion decision of unit committee. Unit vote is not revealed.
- Notify faculty regarding candidates recommended.

TUESDAY, FEBRUARY 22

- Faculty appealing unfavorable decisions notify unit Tenure and Promotion Chair, in writing, who will announce appeals to faculty and invite letters from unit faculty regarding these cases.

TUESDAY, MARCH 15

- Files to Dean.

April**– Week 1**

- Tenure and Promotion Chairs should be chosen in units where they are appointed or elected and report chair's names by April 15 to the Provost and Faculty Senate Office.

MONDAY, MAY 2

- Files to Provost.
- Supporting materials should be sent directly to Faculty Senate Office.

MONDAY, AUGUST 15

- Files to University Committee on Tenure and Promotion.

TUESDAY, OCTOBER 18

- Files to President.

TUESDAY, NOVEMBER 15

- Recommendations to Academic Affairs Committee of Board of Trustees for final action by the Board in December.

2011-2012 Tenure and Promotion Calendar

Regular Calendar Tenure and Promotion Decisions (Assistant to Associate)

Revised 4/13/2011

- *Underlined dates are firm deadlines set by the Provost's Office. Other dates are suggestions and can be modified to fit the needs of the unit.*

2011	
April	
– Week 1	<ul style="list-style-type: none">• Tenure and Promotion Chairs should be chosen in units where they are appointed or elected and report chair's name by April 15 to the Provost and Faculty Senate Office.• Department chair or dean notifies all eligible faculty in writing of option for tenure and promotion review.
– Week 3	<ul style="list-style-type: none">• Faculty notifies department chair or dean in writing indicating whether or not they will request tenure and/or promotion.
<u>TUESDAY, APRIL 26</u>	<ul style="list-style-type: none">• Tenure and Promotion Workshop for Chairs and Candidates (Gambrell 153)
May	
– Week 1	<ul style="list-style-type: none">• Tenure and Promotion Chair verifies that all faculty members have been notified of their eligibility for tenure and promotion review.• Official notification: Potential candidates for tenure and promotion will be advised in writing of the timetable for the submission and consideration of files by the dean, department chair, or other appropriate administrator, and of the date of the unit meeting.
<u>FRIDAY, May 13, 2011</u>	<ul style="list-style-type: none">• Deans send to Provost a list of all faculty members who will be considered by the unit and action sought in each case: tenure and promotion to associate professor or promotion to professor. List all faculty in penultimate year. State the files that are mid-year decisions. State the files that are mid-year decisions. Online submission of names at www.sc.edu/tenure
May – August	
	<ul style="list-style-type: none">• Compile names of potential outside referees for each probable candidate.• Contact outside referees to obtain agreement to review file in August.• Candidates prepare files.
By Monday, August 8, 2011	<ul style="list-style-type: none">• Send relevant portions of file to outside referees. Include the unit criteria. Please use the suggested letter for external reviewers included in the UCTP Guide to Criteria and Procedures (Goldenrod Booklet.) Please do not ask for strengths and weaknesses of the candidates.
<u>WEDNESDAY, SEPTEMBER 7</u>	<ul style="list-style-type: none">• Files are submitted to the unit tenure and promotion committee, including letters from outside referees, and ready for unit review.
<u>MONDAY, SEPTEMBER 26</u>	<ul style="list-style-type: none">• Unit faculty must have voted by this date.• Files with ballot and vote justifications to Department Chair (or Dean).

- Candidates notified regarding positive or negative tenure, promotion and/or tenure and promotion decision of unit committee. Unit vote is not revealed.
- Unit Tenure and Promotion Chair notifies unit faculty regarding candidates recommended for tenure and/or promotion. Faculty may write letters to the Department Chair or Dean to be included in the file.

FRIDAY, OCTOBER 7

- Faculty appealing negative decision must notify Unit Tenure and Promotion Chair, in writing, who will immediately announce these appeals to unit faculty and invite letters from unit faculty regarding these cases.

WEDNESDAY, OCTOBER 12

- Files to Dean.

MONDAY, NOVEMBER 7

- Files to Provost.
- Supporting materials should be sent directly to Faculty Senate Office.

2012

JANUARY – MARCH

- Files to University Committee on Tenure and Promotion.

MONDAY, MARCH 19

- Files to President.

By Tuesday, May 1

- Recommendations to Academic Affairs Committee of Board of Trustees for final action by the Board in June.

2012-2013 Tenure and Promotion Calendar
Mid-Year Tenure and Promotion Decisions (Assistant to Associate)
and Promotion to Professor

Revised April 13, 2011

- *Underlined dates are firm deadlines set by the Provost's Office. Other dates are suggestions and can be modified to fit the needs of the unit.*

2011
<p><u>TUESDAY, APRIL 26</u></p> <ul style="list-style-type: none"> • Tenure and Promotion Workshop for Chairs and Candidates (Gambrell 153)
<p>October</p> <p>– Week 1</p> <ul style="list-style-type: none"> • Department chair or dean notifies all eligible faculty in writing of option for tenure and promotion review. <p>– Week 3</p> <ul style="list-style-type: none"> • Faculty notifies department chair or dean in writing indicating whether or not they will request tenure and/or promotion.
October – November
<ul style="list-style-type: none"> • Compile names of potential outside referees for each probable candidate. • Contact outside referees to obtain agreement to review file in November. • Candidate should prepare files.
<p>November</p> <p>– Week 1</p> <ul style="list-style-type: none"> • Tenure and Promotion Chair verifies that all faculty have been notified of eligibility for tenure and promotion review. • Official notification of mid-year candidates and notification of those who want to seek promotion to the rank of professor. Potential candidates for tenure and promotion will be advised in writing of the timetable for the submission and consideration of files by the dean, department chair, or other appropriate administrator, and of the date of the unit meeting. <p>Friday, November 11, 2011</p> <p>Deans send to Provost a list of all faculty members who will be considered by the unit and action sought in each case: tenure and promotion to associate professor or promotion to professor. List all faculty in penultimate year. Identify the files that are mid-year decisions. Online submission of names at www.sc.edu/tenure.</p> <p>By Monday, November 14, 2011</p> <ul style="list-style-type: none"> • Send relevant portions of file to outside referees. Include the unit criteria. Please use the suggested letter for external reviewers included in the UCTP Guide to Criteria and Procedures (Goldenrod Booklet.) Please do not ask for strengths and weaknesses of the candidates.

2012

Wednesday, FEBRUARY 1

- Files are submitted to the unit tenure and promotion committee, including letters from outside referees, and ready for unit review.

FRIDAY, FEBRUARY 17

- Unit faculty must have voted by this date.
- Files with ballot and vote justifications to Department Chair (or Dean).
- Notify candidates regarding positive or negative tenure and/or promotion decision of unit committee. Unit vote is not revealed.
- Notify faculty regarding candidates recommended.

TUESDAY, FEBRUARY 21

- Faculty appealing unfavorable decisions notify unit Tenure and Promotion Chair, in writing, who will announce appeals to faculty and invite letters from unit faculty regarding these cases.

TUESDAY, MARCH 13

- Files to Dean.

April

– Week 1

- Tenure and Promotion Chairs should be chosen in units where they are appointed or elected and report chair's names by April 15 to the Provost and Faculty Senate Office.

TUESDAY, MAY 1

- Files to Provost.
- Supporting materials should be sent directly to Faculty Senate Office.

WEDNESDAY, AUGUST 15

- Files to University Committee on Tenure and Promotion.

TUESDAY, OCTOBER 16

- Files to President.

TUESDAY, NOVEMBER 13

- Recommendations to Academic Affairs Committee of Board of Trustees for final action by the Board in December.

2012-2013 Tenure and Promotion Calendar

Regular Calendar Tenure and Promotion Decisions (Assistant to Associate)

Revised 4/13/2011

- *Underlined dates are firm deadlines set by the Provost's Office. Other dates are suggestions and can be modified to fit the needs of the unit.*

2012
<p>April</p> <ul style="list-style-type: none">- Week 1• Tenure and Promotion Chairs should be chosen in units where they are appointed or elected and report chair's name by April 15 to the Provost and Faculty Senate Office.• Department chair or dean notifies all eligible faculty in writing of option for tenure and promotion review.- Week 3• Faculty notifies department chair or dean in writing indicating whether or not they will request tenure and/or promotion. <p><u>TUESDAY, APRIL 24</u></p> <ul style="list-style-type: none">• Tenure and Promotion Workshop for Chairs and Candidates (Gambrell 153)
<p>May</p> <ul style="list-style-type: none">- Week 1• Tenure and Promotion Chair verifies that all faculty have been notified of eligibility for tenure and promotion review.• Official notification of mid-year candidates and notification of those who want to seek promotion to the rank of professor. Potential candidates for tenure and promotion will be advised in writing of the timetable for the submission and consideration of files by the dean, department chair, or other appropriate administrator, and of the date of the unit meeting. <p><u>Friday, May 11, 2012</u></p> <ul style="list-style-type: none">• Deans send to Provost a list of all faculty members who will be considered by the unit and action sought in each case: tenure and promotion to associate professor or promotion to professor. List all faculty in penultimate year. Identify the files that are mid-year decisions. Online submission of names at www.sc.edu/tenure.
<p>May - August</p> <ul style="list-style-type: none">• Compile names of potential outside referees for each probable candidate.• Contact outside referees to obtain agreement to review file in November.• Candidate should prepare files. <p>By Monday, August 6, 2012</p> <ul style="list-style-type: none">• Send relevant portions of file to outside referees. Include the unit criteria. Please use the suggested letter for external reviewers included in the UCTP Guide to Criteria and Procedures (Goldenrod Booklet.) Please do not ask for strengths and weaknesses of the candidates.
<p><u>WEDNESDAY, SEPTEMBER 5</u></p> <ul style="list-style-type: none">• Files are submitted to the unit tenure and promotion committee, including letters from outside referees, and ready for unit review. <p><u>MONDAY, SEPTEMBER 24</u></p> <ul style="list-style-type: none">• Unit faculty must have voted by this date.• Files with ballot and vote justifications to Department Chair (or Dean).

- Candidates notified regarding positive or negative tenure, promotion and/or tenure and promotion decision of unit committee. Unit vote is not revealed.
- Unit Tenure and Promotion Chair notifies unit faculty regarding candidates recommended for tenure and/or promotion. Faculty may write letters to the Department Chair or Dean to be included in the file.

FRIDAY, OCTOBER 5

- Faculty appealing negative decision must notify Unit Tenure and Promotion Chair, in writing, who will immediately announce these appeals to unit faculty and invite letters from unit faculty regarding these cases.

WEDNESDAY, OCTOBER 10

- Files to Dean.

MONDAY, NOVEMBER 5

- Files to Provost.
- Supporting materials should be sent directly to Faculty Senate Office.

2013

JANUARY – MARCH

- Files to University Committee on Tenure and Promotion.

MARCH 15

- Files to President.

By May 1

- Recommendations to Academic Affairs Committee of Board of Trustees for final action by the Board in June.

2011-2012 Third Year Review Calendar

- This third year review calendar is a guide.
- Please check with the dean's office for the college's third year review calendar.
- Underlined dates are firm deadlines set by the Provost's Office, other dates are suggested guidelines.

2011
<p>August 12, 2011</p> <ul style="list-style-type: none"> • Department chair notifies eligible candidates in writing to prepare the third year review file for review and advised of timetable for submission. <p>August 26, 2011</p> <ul style="list-style-type: none"> • Department chair will notify dean, in writing, of all eligible candidates specifying if mid-year hire. Mid-year (January 1) hires will follow same calendar as regular (August 16) hires).
<p>September 2, 2011</p> <ul style="list-style-type: none"> • Dean sends list to Provost of eligible third year review candidates.
October 2011 – February 2012
<ul style="list-style-type: none"> • Candidate's files should be completed and ready for unit review. Exact date of file submission is given by each college.
November 2011 – March 2012
<ul style="list-style-type: none"> • Unit faculty review each case by a date given by the college.
December 2011 – April 2012
<ul style="list-style-type: none"> • Files sent to Dean on a date established by the college.
2012
<p><u>APRIL 13, 2012</u></p> <ul style="list-style-type: none"> • All recommendations of non-reappointment of probationary faculty must be forwarded to Provost for approval by this date. <p><u>APRIL 30, 2012</u></p> <ul style="list-style-type: none"> • Dean's memorandum to candidate and department chair is sent no later than this date.
<p><u>MAY 1, 2012</u></p> <ul style="list-style-type: none"> • In cases of non-reappointment of probationary faculty, notification must be mailed by certified mail no later than this date.

*Third-Year Review Policy <http://www.sc.edu/policies/facman/Faculty Manual Columbia.pdf>
"Annual Performance Review, Third-Year Review, and Post-Tenure Review"*

2011-2012 Post-Tenure Review Calendar

- Underlined dates are firm deadlines set by the Provost's Office, other dates are suggested guidelines.
- Units have the option to set alternative deadlines for the other three events as long as they can meet the April 2 deadline.

2011
<u>FRIDAY, APRIL 29</u> <ul style="list-style-type: none">• Dean's Office notifies all eligible faculty in writing that post-tenure review will occur during the following academic year.
<u>WEDNESDAY, JUNE 1</u> <ul style="list-style-type: none">• Eligible faculty notifies the Dean's Office in writing of his/her intent to go forward with post-tenure review or to retire in three years. Faculty contacts the appropriate Post-Tenure Review (PTR) Committee Chair for guidance in preparing file.
<u>FRIDAY, JULY 15</u> <ul style="list-style-type: none">• Deans send the Provost a list of all faculty members who will be considered for post-tenure review in the upcoming academic year.
Tuesday, November 1 <ul style="list-style-type: none">• Faculty completes the post-tenure review file and forwards the file to the Chair's or Dean's Office for PTR Committee review.

2012
January 13 <ul style="list-style-type: none">• The PTR Committee's report is forwarded to the faculty member, Department Chair, and Dean. The PTR Committee must include recommendations in its report that will assist in restoring the faculty member's performance to a "satisfactory" level in any area found unsatisfactory.
February 10 <ul style="list-style-type: none">• In the event that the faculty member's overall performance evaluation is determined by the PTR Committee to be "unsatisfactory," a Development Committee which may be the PTR Committee or a separate committee depending on the unit criteria, will prepare a Development Plan and a timetable for improvement following unit criteria. The Development Plan must be prepared in consultation with and receive the concurrence of the faculty member.
<u>FRIDAY, APRIL 2</u> <ul style="list-style-type: none">• Completed Development Plan for those judged unsatisfactory and timetable must be approved by the Committee and forwarded to the Chair and to the Dean. Copies of the Development Plan and the relevant PTR Committee's Report must also be sent to the Provost. Names of faculty described as Unsatisfactory, Satisfactory, or Superior are forwarded to the Provost.• Disagreements between the faculty member and the Development Committee or between the Development Committee and the PTR Committee concerning the Development Plan or timetable will be resolved by the Dean.

Post-Tenure Policy http://www.sc.edu/policies/facman/Faculty_Manual_Columbia.pdf
"Annual Performance Review, Third-Year Review, and Post-Tenure Review"

FRIDAY, FEBRUARY 18

- Unit faculty must have voted by this date.
- Files with ballot and vote justifications to Department Chair (or Dean).
- Notify candidates regarding positive or negative tenure and/or promotion decision of unit committee. Unit vote is not revealed.
- Notify faculty regarding candidates recommended.

TUESDAY, FEBRUARY 22

- Faculty appealing unfavorable decisions notify unit Tenure and Promotion Chair, in writing, who will announce appeals to faculty and invite letters from unit faculty regarding these cases.

TUESDAY, MARCH 15

- Files to Dean.

April

– Week 1

- Tenure and Promotion Chairs should be chosen in units where they are appointed or elected and report chair's names by April 15 to the Provost and Faculty Senate Office.

MONDAY, MAY 2

- Files to Provost.
- Supporting materials should be sent directly to Faculty Senate Office.

MONDAY, AUGUST 15

- Files to University Committee on Tenure and Promotion.

TUESDAY, OCTOBER 18

- Files to President.

TUESDAY, NOVEMBER 15

- Recommendations to Academic Affairs Committee of Board of Trustees for final action by the Board in December.