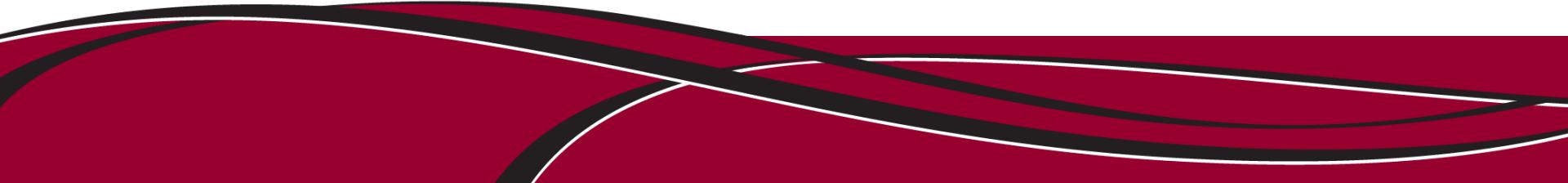




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UCTP

Orientation for Tenure and Promotion Chairs

May 1, 2018

DeAnne K. Hilfinger Messias

2017-2018 UCTP Chair



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Presentation Overview

- UCTP Composition and Aims
- Unit Criteria
- Candidate File Components
 - External Referee Letters
 - Teaching Summary
- Information Sources
- Questions and Answers



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University Committee on Tenure and Promotion (UCTP)

- Composed of 24 tenured full professors (elected and appointed)
 - Each member serves for a 3-year term
- Member responsibilities
 - Review all tenure and promotion files (80 – 120 candidates per year)
 - Review and approve Unit Tenure and Promotion criteria



Aims of UCTP Candidate Review

- Ensure unit criteria applied fairly at all levels of review (unit, college, provost's office)
- Ensure each candidate receives a fair review at all levels



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Candidate's Responsibility

- Preparation of *primary* and *secondary files* using the approved UCTP file format available at

<https://www.sc.edu/provost/forms/goldenrod.pdf>



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Unit Responsibilities

- Provide all teaching reviews and peer evaluations to be included in file
- Solicit external reviewer letters and include *all* external reviewer letters in file
- Include all unit vote justifications and a summary in file



File Assembly Process: Unit Level

- Primary File (Candidate)
- Teaching Summaries (Unit)
- External Reviewer Letters (Unit)
- Unit Tenure and Promotion Committee Vote Summary and Justifications
- Chair's Letter
- Dean's Letter



Tenure and Promotion Review

Process beyond the Unit

- Dean forwards file to Office of the Provost
- Provost reviews, issues opinion, and forwards file to UCTP
- UCTP panel reviews and issues opinion
- UCTP members vote
- Entire file, including voting summary at all levels, is forwarded to President



Tenure and Promotion Review Process (continued)

- President reviews, issues recommendation
 - Candidate receives decision letter from President
- Board of Trustees affirms President 's recommendation
- Provost reports summary of results to Faculty Senate

Information and Resources

[https://www.sc.edu/about/offices and
divisions/provost/faculty/tenure/](https://www.sc.edu/about/offices_and_divisions/provost/faculty/tenure/)



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UCTP CHAIR

2018-2019

Professor Audrey Koorsgaard



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Questions?



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