

Approved  
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## DEPARTMENT OF EDUCATIONAL STUDIES Tenure and Promotion Criteria and Policies

### Tenure and Promotion Criteria

Candidates are evaluated for tenure and/or promotion in the areas of scholarship, teaching, and service. Performance is defined according to those categories used in the Department's Annual Performance Review: "outstanding," "effective," "acceptable," and "inadequate." Candidates must have demonstrated required levels of performance in the areas of scholarship, teaching, and service relative for the rank to which they seek promotion and/or tenure. Consistency and durability of performance are additional factors in evaluating candidates for tenure.

Promotion to Associate Professor will be recommended when the candidate (1) completes at least his or her second year as an Assistant Professor and (2) demonstrates a level of effective performance in the areas of scholarship, teaching, and service.

Promotion to Professor will be recommended when the candidate (1) completes at least his or her fourth year as an Associate Professor at U.S.C. and (2) demonstrates outstanding performance in scholarship and one other area, either teaching or service, with at least effective performance in the third area.

Tenure at the rank of Associate Professor will be recommended when the candidate (1) completes at least his or her fourth year at in a tenure track position with at least two years at U.S.C., (2) demonstrates effective performance in the areas of scholarship, teaching, and service, and (3) displays consistency and durability of performance in scholarship, teaching, and service.

Tenure at the rank of Professor will be recommended when the candidate (1) completes at least his or her fourth year at U.S.C. in a tenure track position, (2) demonstrates outstanding performance in scholarship and one other area, either teaching or service, with effective performance in the third area, and (3) displays consistency and durability of performance in scholarship, teaching, and service.

### Scholarship

Scholarship is of primary importance in the Department of Educational Studies. Faculty members are expected to maintain a continuous record of peer-reviewed work that contributes to the knowledge base in the faculty member's respective discipline. Of major importance are peer-reviewed articles in high-quality journals, research grants or scholarly projects with external support, authored or edited books, book chapters, and monographs with recognized publishers.

Effectiveness in scholarship is defined as a substantive and continuous record of scholarship as determined by both the quantity and the quality of research and scholarly products. Scholarly work will be evaluated as effective when the candidate has shown extensive and high quality work either (1) focused in Category A or (2) distributed across Category A and Category B with strong representation in Category A.

Outstanding in scholarship is defined as meeting the criteria of effectiveness in scholarship plus a continuing record of peer-reviewed scholarly activities that receive national recognition. The candidate's record of scholarship should include extensive and high quality work distributed primarily within Category A.

Scholarship activities include the following:

#### Category A

- Authored and edited books
- Refereed journal articles
- Book chapters
- Invited articles for thematic issues of a journal
- Reprints of articles in books of readings that are peer reviewed
- Monographs
- Research grants or scholarly projects with external support

#### Category B

- Presentations at professional and scholarly meetings
- Colloquia at other universities and academic conference presentations
- Editorship of professional journals
- Evaluation, grant, and other technical documents
- Government and agency publications
- Evidence of clinical site development for research purposes
- Original curriculum products (e.g., CD ROM's, videos, tests, clinical instruction documents)
- Membership on review boards for professional associations
- Book reviews
- Non-refereed professional publications

### Teaching

The Department of Educational Studies places a priority on teaching. Teaching refers to all forms of university-level instructional activities on and off campus, including teaching assigned courses, conducting doctoral and peer seminars, engaging in course and program development, and training educators and community groups. Further, clinical teaching and supervision are recognized and valued for contributing to effective

instruction in the department. Instructional activities also include academic advising, grants and awards that enhance teaching, directing and/or membership on doctoral research committees, and the development as well as implementation of course materials.

Effectiveness in teaching is determined by three evaluative measures: departmental peer review of teaching, the standardized student evaluation scale, and faculty review of other instructional activities. Candidates must receive an average rating of effective or higher during the past four years on the departmental peer review of teaching. On the 5-point standardized student evaluation scale (1=poor; 5=excellent), candidates must receive a majority of ratings at 3.5 or higher during the past four years. Other instructional activities documented in the candidate's T&P file must receive an evaluation of effective or higher by members of the Committee of the Whole.

Outstanding in teaching is determined by three evaluative measures: departmental peer review of teaching, the standardized student evaluation scale, and faculty review of other instructional activities. Candidates must receive an average rating of effective or higher during the past four years on the departmental peer review of teaching. On the 5-point standardized student evaluation scale (1=poor; 5=excellent), candidates must receive a majority of ratings at 4.0 or higher during the past four years. Other instructional activities documented in the candidate's T&P file must receive an evaluation of outstanding by members of the Committee of the Whole.

Instructional activities include the following:

- developing course materials
- preparing instructional materials in printed form or for computer-based instruction
- providing instruction that leads to the receipt of teaching awards
- developing and teaching workshops and seminars
- receiving visiting teaching appointments and lectureships at post-secondary institutions
- receiving faculty development grants to support teaching innovations
- developing and/or revising new courses or programs
- conducting seminars for academic or professional associations
- receiving leadership roles in teaching-related activities of professional associations
- chairing doctoral committees
- serving on doctoral committees
- serving as a faculty and/or student mentor

## Service

The faculty of the Department of Educational Studies recognizes a responsibility to provide service to the University, the community, and the profession. As an academic unit within the University, faculty members participate in a broad range of campus intellectual, social, and governance activities. In addition, faculty members extend their expertise to service activities that support their profession and their professional development. Since the Department of Educational Studies merges the roles of both a professional school and academic department, faculty engage in a broad range of community service activities that connect the Department to schools and other service agencies and that contribute to clinical experiences and training of University students.

Effectiveness in service is defined as productive, sustained, and positive *involvement* in two of four categories of service activities.

Outstanding in service is defined as productive, sustained, and positive *leadership* in two of four categories of service activities.

Service activities are defined by four categories and include the following:

- participating on university committees (at the program, department, college, university levels);
- applying professional knowledge and expertise for the benefit of educational, community, and civic organizations and agencies;
- assisting the efforts of professional organizations (local, state, regional, state, national, international); and
- fulfilling university administrative roles (program coordinator, department chair, college deanships, and other university administrative positions).

## Tenure and Promotion Procedures

This document, in conjunction with the University Faculty Manual, constitutes a uniform set of policies and procedures to be followed by the Tenure and Promotion Committee and the Committee of the Whole within the Department of Educational Studies in the College of Education. The Department of Educational Studies adheres to those rules and policies stated in the Faculty Manual of the University of South Carolina. This document serves merely to supplement, with specific policies and procedures, those guidelines as defined by the University.

## Committee Structure and Membership

### Committee of the Whole

All tenured members of the faculty in the Department of Educational Studies serve on the Tenure and Promotion Committee of the Whole (hereafter referred to as the Committee of the Whole) on tenure and promotion matters. All tenured associate professors and tenured professors are eligible to vote on candidates seeking tenure at and/or promotion to the associate professor level. All tenured professors are eligible to vote on candidates seeking tenure at and/or promotion to the professor level. As the administrator of the department, the Department Chair votes at the chair's level and not with the faculty on tenure and/or promotion requests.

On any occasions when fewer than five faculty members are eligible to vote for a candidate who is seeking tenure at and/or promotion to the level of professor, the tenured full professors will select members outside the Department to achieve a total of five faculty members eligible to vote. The candidate's program faculty will submit a list of names of eligible members (tenured, full professors from the University faculty), vitae, and justifications for selection to the Tenure and Promotion Committee. The submitted list must contain two more names than are needed for the selection. To ensure a thorough and fair review, the justifications will address the compatibility of the scholarly pursuits of the proposed committee members and those of the candidate. The selection will be made separately for each candidate, and the outside member may vote for only that specified candidate. Selection is subject to the approval of the Dean.

### Tenure and Promotion Committee

An elected subcommittee, the Tenure and Promotion Committee (hereafter referred to as the T&P Committee), organizes the review of candidates seeking tenure and/or promotion. A Chair directs this committee with the assistance of a Chair-Elect.

The T&P Committee consists of nine tenured members, of whom at least five are the rank of professor. If there are fewer than five professors qualified to vote, then all eligible professors will serve on the T&P Committee and the total number of nine members will be reduced accordingly. Each program area within the department will be represented by at least one faculty member on the T&P Committee. The Department Chair will serve as an ex officio member. The Committee of the Whole elects the members of the T&P Committee and the T&P Chair-Elect. After serving one year on the T&P Committee, the Chair-Elect becomes the T&P Chair. Each member of the T&P Committee is elected for two years. Elections will be staggered so that approximately one-half of the committee is elected in any one year.

## The Tenure and Promotion Review Process and Calendar

The Department will follow the University calendar on tenure and promotion issued by the Provost's office. Established departmental deadlines are coordinated with the University Committee on Tenure and Promotion calendar of deadlines.

- ◆ The Department Chair informs all eligible faculty in writing of their options for tenure and/or promotion review. Notification will occur by March 1.
- ◆ Candidates notify the Department Chair that they will be seeking tenure and/or promotion during the following academic year. Notification will occur by April 1. Faculty members may not decline to seek tenure during their decision year. Faculty members who resign do not need to initiate the tenure review process.
- ◆ The Department Chair provides the names of candidates to the T&P Chair by April 5. The T&P Committee then selects the names of five outside reviewers for each candidate. The selection will be made in consultation with the candidate's program faculty who will submit names of at least eight nationally-recognized academics from the candidate's field. These tasks will be completed by May 1.
- ◆ The T&P Chair organizes a spring meeting of all candidates seeking tenure and/or promotion. The purpose of the meeting is to explain procedures, expectations, time lines, and recommended methods for organizing the T&P file. The T&P Committee will select for each candidate a faculty advisor who will assist in the organizing of the file. Candidates may recommend to the T&P Chair a faculty member to serve in this role. These activities will be completed by May 1.
- ◆ Each candidate will submit supportive materials, as required by the T&P Committee, to the Department Chair. This activity will be completed by May 10.
- ◆ The Department Chair contacts potential outside reviewers and confirms their willingness to serve in this capacity. The Department Chair then sends a letter of invitation, departmental criteria, and the candidate's supportive materials to external reviewers. This activity will be completed by May 15. Reviewers are requested to submit a current vita with the evaluation of the candidates' scholarship and service areas. Letters of appreciation will be sent to outside reviewers upon receipt of the evaluation.

- ◆ The T&P Chair appoints a tenured full professor to prepare a Teaching Evaluation Summary of the candidate's teaching file. Appointments will be made by May 15. The teaching summary reflects an analysis of the candidate's Department peer teaching evaluations, the Student Course Evaluations, and the Department peer teaching evaluations of other documented instructional activities. The candidate submits data to the T&P Chair at least three weeks before files are due, as determined by the University T&P Calendar. The Teaching Evaluation Summary is delivered to the candidate one week before the submission of the completed file. The Teaching Evaluation Summary is placed in the T&P File with summarized materials placed in the secondary file.
- ◆ The T&P Chair solicits letters from College of Education faculty for candidates' files and prepares the T&P calendar in accordance with University and Department guidelines. The calendar is forwarded to tenured faculty in the Department. These tasks will be completed by August 31. Letters from members of the College of Education faculty are submitted to the Department Chair who will subsequently place the documents into the candidates' file.
- ◆ All candidates who are to engage in the T&P process will submit their completed files to the office of the Department Chair. Files are submitted in accordance with the University T&P Calendar. All subsequent activities follow those deadlines as specified by the University T&P Calendar.
- ◆ T&P Chair notifies the Committee of the Whole of files to be reviewed.
- ◆ The Committee of the Whole engages in the review and voting process. [See below.] All discussions within the T&P Committee and the Committee of the Whole, as well as the specific vote counts, are confidential.
- ◆ The T&P Chair forwards all T&P files to the Department Chair including vote counts and justifications. The Department Chair notifies candidates in writing of the Committee of the Whole's tenure and/or promotion decision(s) pertaining to them.
- ◆ The Department Chair informs the Department faculty of all tenure and/or promotion decisions.
- ◆ In the case of a negative recommendation, the first recourse of the candidate is to request an immediate oral explanation from the Department Chair regarding the denial of tenure and/or promotion. The candidate may appeal a negative decision by notifying the Department Chair in writing. The candidate's file will go forward when there is an appeal.

- ◆ The Department Chair immediately notifies Department faculty of appeals and invites letters for inclusion in the candidate's file. The Department Chair also arranges for these files to be forwarded through appropriate channels without prejudice.
- ◆ The Department Chair prepares evaluative letters and forwards all applicable T&P files to the Dean.

#### **Committee of the Whole Review and Voting Process**

- ◆ Each Committee of the Whole faculty member, prior to the Committee of the Whole meeting, reviews the candidate's file for evidence of the candidate's conformity to the departmental T&P criteria in the areas of scholarship, teaching, and service.
- ◆ A meeting of the Committee of the Whole will be held so that a designated member of the T&P Committee can present the candidate's file. The file presentation will include the following: biographical information; general summary of the candidate's accomplishments in the areas of scholarship, teaching, and service, and a restating of the criteria for which the application for tenure and/or promotion has been made. The meeting will then be opened for discussion. Upon the conclusion of discussion, Committee of the Whole members receive ballots and instructions for voting and are allotted two working days to submit sealed ballots to the office of the Department Chair. Eligible faculty members evaluate the candidate's teaching, scholarship, and service in relation to departmental criteria and university guidelines.
- ◆ Eligible faculty members submit their ballots to the Department Chair. The ballot will be cast as a vote of "yes," "no," or "abstain" with a written justification for the vote. The ballot may be signed or left unsigned. The Department Chair will solicit missing ballots, if any, before the T&P Committee meets to count the ballots. The T&P Committee meets to count the ballots no sooner than 24 hours after the ballot deadlines. Full professors count all ballots; associate professors count all ballots except for those candidates seeking promotion to and/or tenure at the level of professor.
- ◆ The votes are tabulated to determine if the Committee of the Whole recommends or does not recommend candidates for promotion and/or tenure. Candidates are recommended for tenure and/or promotion when 50 percent or more of the submitted ballots are "Yes" votes. Abstentions will not be included in computing the percentage. Absentee ballots from faculty who have reviewed each candidate's file will be included in the vote.



(This section is for information only. It is not part of the T&P document)

## **Responsibilities of T&P Chair, Department Chair, Committee of the Whole and T&P Committee**

### **T&P Responsibilities of Chair of the T&P Committee**

The Chair of the T&P Committee shall assume the following responsibilities:

1. The T&P Chair schedules and officiates meetings of the T&P Committee and Committee of the Whole and maintains a file of all non-confidential committee correspondence and activities.
2. The T&P Chair serves as liaison among T&P Committee, Committee of the Whole, the Department Chair, and the candidate(s).
3. The T&P Chair prepares a departmental T&P calendar for distribution to faculty.
4. The T&P Chair schedules a meeting for those candidates who have stated their intent to seek tenure and/or promotion. This meeting will review T&P deadlines, types of letters of support to be solicited, and specific responsibilities of committees, chairs, and candidates.
5. The T&P Chair (a) appoints an advisor for each candidate; (b) assigns a tenured full professor to prepare the teaching summary of each candidate's teaching materials; and (c) designates a T&P Committee member to present the candidate's file at the Committee of the Whole meeting.
6. The T&P Chair notifies eligible faculty of files to be reviewed and solicits letters from College of Education faculty for candidates' files.
7. The T&P Chair forwards all T&P files to the Department Chair including vote counts, justifications, and T&P Committee summaries of conformity to T&P criteria.

### **T&P Responsibilities of Department Chair**

The Chair of the Department of Educational Studies shall assume the following responsibilities:

1. The Department Chair serves as ex-officio member of the T&P Committee and the Committee of the Whole and serves as liaison with the Dean.

2. The Department Chair ensures that a T&P Chair is elected by the Committee of the Whole.
3. The Department Chair notifies all eligible faculty in writing of their options for tenure and/or promotion review.
4. The Department Chair solicits external reviews, serves as liaison with external reviewers and, upon receipt of the external review, acknowledges in writing the completion of the reviewer's task.
5. The Department Chair maintains candidates' files and ensures that each file is complete.
6. The Department Chair keeps a record of the eligible faculty members who have reviewed candidates' files.
7. The Department Chair notifies candidates in writing of the Committee of the Whole's tenure and/or promotion decision(s) pertaining to them.
8. The Department Chair informs the Department faculty of tenure and/or promotion decisions.
9. The Department Chair receives appeals from candidates who are not recommended for tenure and/or promotion and provides immediate oral explanation to these candidates.
10. The Department Chair notifies the Departmental faculty of such appeals and invites letters to be included in the candidate's file.
11. The Department Chair prepares evaluative letters and forwards all applicable T&P files to the Dean.

#### **Responsibilities of Members of the Committee of the Whole**

Members of the Committee of the Whole shall assume the following responsibilities:

1. Members of the Committee of the Whole elect members of the T&P Committee.
2. Members of the Committee of the Whole elect the T&P Chair.
3. Members of the Committee of the Whole read all pertinent T&P files and examine candidates' files to determine conformity of the T&P criteria.
4. Members of the Committee of the Whole attend the Committee of the Whole meeting in which candidate's conformity to T&P criteria is discussed prior to voting.

5. Members of the Committee of the Whole submit ballots and justify each vote based on the candidate's conformity to criteria.

#### **Responsibilities of Members of the T&P Committee**

Members of the T&P Committee shall assume the following responsibilities:

1. Members of the T&P Committee select external reviewers from peer institutions for each candidate.
2. Members of the T&P Committee accept the responsibility to present candidates' files at the Committee of the Whole meeting.

#### **Responsibilities of the Candidate**

Each candidate for tenure and/or promotion shall assume the following responsibilities:

1. Candidates for tenure and/or promotion advise the Department Chair in writing of his/her decision to apply for tenure and/or promotion.
2. Candidates for tenure and/or promotion attend a meeting called by the Chair of the T&P Committee to review and clarify various aspects of the tenure/promotion process.
3. Candidates for tenure and/or promotion submit a vitae and scholarly materials that will be mailed to external reviewers.
4. Candidates for tenure and/or promotion ensure that their files are complete and conform to University guidelines.