

**CRITERIA FOR TENURE AND PROMOTION  
DEPARTMENT OF CIVIL AND ENVIRONMENTAL ENGINEERING  
UNIVERSITY OF SOUTH CAROLINA**

**I. INTRODUCTION**

Tenure and promotion procedures are set forth in The Faculty Manual of the University of South Carolina. Although The Faculty Manual provides guidelines for department and college policy, it is the responsibility of the tenured faculty of each department to formulate specific criteria and procedures for tenure and promotion. This document details specific criteria and procedures to be used by the Department of Civil and Environmental Engineering (hereafter designated as Department) to implement University guidelines.

Decisions to recommend faculty for promotion and/or tenure are extremely important decisions that ultimately determine the quality and strength of the Department, both present and future. The basis for these decisions shall be evidence presented by the candidate on his or her activities in the areas of teaching, research and scholarship, and service.

**II. COMPOSITION OF THE UNIT COMMITTEE AND VOTING POLICY**

The tenured faculty in the Department of Civil and Environmental Engineering will act as the Unit Committee in dealing with tenure and promotion decisions for its faculty. All tenured faculty members of the Department will be eligible to vote on candidates for tenure so long as they are of equal or higher academic rank. All tenured faculty members of the Department will be eligible to vote on candidates for promotion only if they are of higher academic rank. Tenured faculty in the Unit who hold administrative positions which enable them to make recommendations on the candidate (Department Chair, Dean, Provost, or President) may not vote at the Unit level.

The Unit Committee Chair for the upcoming academic year will be elected by the tenured faculty in the Unit by the last day of the spring semester. The Unit Committee Chair will be a tenured full Professor. No Unit Committee Chair should serve more than three years consecutively. Under unusual circumstances, exceptions to the "three years consecutively" policy may be made.

If, at the beginning of the academic year, there are fewer than five tenured faculty members eligible to vote on any tenure or promotion decision which might be forthcoming during the academic year, then the Unit Committee Chair, in consultation with the Department Chair and eligible faculty members in the Unit, will choose sufficient additional faculty members from other engineering departments within the College of Engineering and Information Technology. A person selected from outside the

Department will be asked to serve for one year; however, that person may be asked to serve again if the need exists.

Eligible voters may vote “yes”, “no”, or “abstain” on tenure and promotion considerations. At least two-thirds of the "yes" and "no" votes must be "yes" for the candidate to receive a positive recommendation from the Unit Committee. A negative recommendation for tenure or promotion is without prejudice to subsequent consideration. Written justification of all votes at the Unit level (including votes of “abstain”) is mandatory.

A tenure and/or promotion file must include external evaluations of the candidate’s research and scholarship. The number of outside reviewers is five (5). The Department Chair, in consultation with the Unit Committee Chair, will select the outside reviewers. Two (2) of the reviewers will be selected from a list supplied by the candidate. All of the outside reviewers will be contacted by the Unit Committee Chair or members of the Unit Committee at the direction of the Unit Committee Chair.

The outside reviewers should be senior, accomplished faculty members at peer institutions. Reviewers should not normally be the candidate's dissertation director, or co-authors or co-investigators during the last 4 years. Candidates must prepare and provide five (5) copies of documents to be sent to outside reviewers by July 1. The documents should include an up-to-date vita and copies of refereed and other significant publications. Outside reviewers will be asked to evaluate the candidate's performance in the area of research and scholarship. A copy of the Unit's criteria for research and scholarship will be provided to outside reviewers.

The candidate bears responsibility for the preparation of the documents to be sent to outside reviewers and the file presented to the Unit Committee.

### **III. TENURE AND PROMOTION IN THE DEPARTMENT**

#### **A. Background**

Faculty in the Department have duties in three primary areas: (1) teaching, (2) research and scholarship, and (3) service. Evaluation of each faculty member’s performance in these three areas shall be considered in any decision regarding retention, promotion, or tenure. The performance of the applicant in the three areas will be reviewed for the entire academic career of the candidate with primary attention given to the period during which the candidate was at the current rank. The Department expects that the candidate’s performance will reflect consistent growth and improvement over the years.

#### **B. Eligibility for Tenure and/or Promotion**

Faculty members in a tenure-track position must hold an earned doctorate in Civil Engineering or in a closely related field. To be awarded tenure and/or promotion, candidates should have relevant experience in a college, university, or industry. The Department follows the guidelines in the University Faculty Manual relative to time in rank (The Faculty Manual).

## **C. Evaluation Areas for Tenure and Promotion**

### **1. Teaching**

The following activities are considered as teaching functions. This list is not exhaustive and candidates need not have supporting information for all areas listed. However, the candidate's file must include information on his or her competence as an instructor (item (a) below).

- a) competence of the instructor in undergraduate and graduate courses
- b) development of a laboratory
- c) course development which includes innovative teaching, preparation of new courses and participation in developing the course organization
- d) engaging in planned activities to improve teaching effectiveness.

To document item (a) above, the candidate's file must include student and peer evaluations as specified below.

- a) Student evaluations of teaching performance from the student questionnaire currently used by the Department. The candidate should conduct full-class student evaluations for each class taught. All completed student evaluation forms for at least the last three years (or the period of employment at USC if less than three years) should be included in the candidate's secondary file. A written summary prepared by the Unit Committee Chair should be included in the primary file. The written evaluation shall include computed numerical averages for the responses to questions related to the *overall effectiveness for the instructor* and the *overall quality of the course*. Values for lower division undergraduate courses, upper division undergraduate courses, and graduate courses must be interpreted differently. Computed numerical averages shall be used to assist in the assessment of teaching competence, but not for comparison with departmental or college averages.
- b) Peer evaluations of teaching performance derived from class observations. Members of the Unit Committee will visit the classroom at the request of the Department Chair after consultation with the candidate. Each peer evaluation will be submitted to the Department Chair. At least one peer evaluation will be conducted annually. Written peer evaluations for at least the last three years (or period of employment at USC if less than three years) should be included in the candidate's primary file.

### **2. Research and Scholarship**

Research is defined as activities *devoted primarily to broadening the research worker's competence and professional ability and to furthering the general objective of expanding the horizons of knowledge* (The Faculty Manual). Because of the nature of Civil and Environmental Engineering as a discipline, it is recognized and acknowledged that faculty members may be involved in original basic or applied research, or combination thereof. Basic research is defined as expanding the existing knowledge base through theoretical developments and/or experimentation and/or original thought. Applied research involves innovative application of existing principles to current problems.

Faculty performance in the area of research and scholarship will be judged in terms of both quality and quantity. Support for the quality of research and scholarship may be evidenced by (1) statements provided by outside reviewers, (2) statements from faculty who have collaborated with the candidate on his or her scholarly activities, (3) refereed publications, and (4) other appropriate items.

The following items serve as evidence for the quality and quantity of research and scholarship. This list is not exhaustive and candidates need not have activity for all listed items. However, each successful candidate must give evidence of peer-reviewed publications of scholarly work and demonstrate the ability to develop and maintain a research program.

- a) publication of peer-reviewed articles in high-quality professional journals
- b) authoring or editing of monographs, books, book chapters, or book reviews
- c) publication of standards for engineering practice or design
- d) publication of high-quality research reports
- e) presentations at professional and/or scholarly meetings, research seminars, and/or colloquia at universities
- f) supervision of graduate students and post-doctoral researchers
- g) written evidence for the quality of the candidate's work by other authors, including (1) citations of the candidate's work, (2) evaluations of the candidate's scholarly work by nationally recognized researchers, and (3) peer reviews provided by grant agencies
- h) awards for scholarly work.

In addition, a candidate's file must include the following information:

- a) list of funded research grants and contracts
- b) list of unfunded proposals submitted for external funding and the peer reviews, if available
- c) list of useable education/research equipment obtained from non-departmental sources
- d) financial support provided for graduate students, post-doctoral fellows or other research personnel.

### 3. Service

Service is defined as applying one's knowledge, time, and effort to help others in various technical and administrative endeavors. A proven record of service is required of all tenure and promotion candidates. Documentation of the quality of the service can be of several forms, including but not limited to the following items:

- a) reports from individuals who were the recipients of the service or who were otherwise knowledgeable about the service
- b) local, state, national or international award or recognition for service
- c) recognition by election or appointment to a leadership position in a professional or community organization.

Service activities may be in one or more of the following settings: professional, department/college/university, and community/society. In general, an increasing record of service is encouraged with increasing rank and years of service. The following list is neither exhaustive nor prioritized, and a candidate's file need not be supported by all listed items.

#### Professional

- a) service on editorial boards or grant review panels
- b) reviewer of manuscripts for professional journals
- c) service as a professional organization officer or professional task force member
- d) organization of professional conferences and/or symposia

#### Department/College/University

- e) participation on Department, College, and University committees, task forces, etc.
- f) Director of Department/College/University program, center or institute
- g) other service activities supportive of the Department/College/University mission
- h) advising and mentoring students and/or junior faculty

#### Community/Society

- i) consultation with industry or local, state, federal, or international agencies
- j) presentation to a community group.

### **D. Specific Criteria for Tenure and Promotion**

The candidate's record of teaching, research and scholarship, and service should be extensive enough to indicate not just past performance, but a reasonable likelihood of continued growth and development.

## **1. Criteria for Awarding of Tenure and/or Promotion to Associate Professor**

In accordance with The Faculty Manual, while the decision to promote a faculty member rests largely on an assessment of evidence of past achievements or promise, the decision to grant tenure rests largely on anticipation of continued professional growth and development in directions of special relevance to the core missions of the Unit and University. A successful candidate for tenure and/or promotion to Associate Professor must present evidence of past achievements and potential for continued professional growth and development. The candidate must show sufficient promise to suggest a high likelihood that he or she will eventually be promoted to full Professor.

In the area of teaching, the candidate must document a consistent record of competent teaching.

In the area of research and scholarship, a successful candidate must demonstrate that his or her research program has advanced beyond the doctoral dissertation and that some independent scholarly work has been executed while at the University of South Carolina. The successful candidate must give evidence of refereed publications and an independent research program.

The successful candidate must have a proven record of service.

## **2. Criteria for Promotion to Professor**

In the area of teaching, the candidate must document a sustained record of competent teaching.

The candidate must demonstrate continued development of a significant, creative, and independent research and scholarship program as evidenced by a sustained record of refereed publications and external funding to support his or her research program.

Promotion to full Professor must be accompanied by evidence the candidate has attained national or international stature in a field. This must be demonstrated by one or more of the following:

- a) a substantial record of refereed publication in high-quality national and international journals
- b) service on editorial boards
- c) invited keynote presentations at national/international professional meetings
- d) authorship of nationally/internationally adopted text or reference books
- e) participation in national/international collaborative research projects
- f) supervision of doctoral students and post-doctoral researchers.

The successful candidate must have a proven record of continuous service on a variety of levels within the University, such as Department, College, and University

committees. Additionally, there must be evidence of substantive service to the profession. At this level, the opportunities for service should reflect the national and/or international reputation of the candidate.

### **E. Criteria for Hiring**

The hiring of people with tenure at the rank of associate or full Professor will be in accordance with University policies and procedures in effect at the time of the appointment. The candidate for an appointment with tenure at the rank of associate or full Professor is expected to meet the performance criteria for tenure and promotion to the corresponding rank given in this document.