

Department of Criminology and Criminal Justice
Tenure and Promotion Criteria

Approved by UCTP April, 2018

1. Overview

The Department of Criminology and Criminal Justice will evaluate each candidate for tenure and promotion based on the cumulative record of performance and achievements in the areas of scholarship, teaching and service to the university or through community outreach. Time and accomplishments in a faculty position at another university will be considered in the evaluation of a candidate. However, work conducted at USC will carry more weight than work conducted at other institutions for candidates who have been at USC more than three years. Recommendations for promotion and tenure will be based on the procedures and criteria in the Faculty Manual of the University of South Carolina (Columbia) together with the UCTP guidelines. This document describes the general factors to be considered in the evaluation of whether it is in the University's interest to grant tenure or promote faculty members to positions of higher rank.

1.1 Adjectival Standards for Evaluation

When departments use adjectival standards for evaluating scholarship, teaching, and service, the University of South Carolina Faculty Manual mandates the use of the following adjectival categories: (1) Outstanding; (2) Excellent; (3) Good; (4) Fair; and (5) Unacceptable. For scholarship, the standard for tenure and promotion to associate professor is "excellent" while the standard for promotion to full professor is "outstanding." For teaching, the standard for tenure and promotion to associate professor is "good" while the standard for promotion to full professor is "excellent." For service and outreach, the minimum standard for both tenure and promotion to associate or full professor is "good." The evidentiary expectations to meet these standards are set forth in Sections 2, 3, and 4.

1.2 Scholarship

Scholarly activity involves the formulation and dissemination of new knowledge. For scholarship, the factors are quality, quantity and consistency in scholarly activity. Quality is established by considering the impact of the research/scholarship. Quantity is established by considering overall scholarly productivity. Consistency is established by considering the continuous and sustained level of productivity. A partial listing of items that demonstrate scholarly accomplishments is provided in Section 2.

1.3 Teaching

Teaching involves the dissemination of knowledge and includes activities such as curriculum development, classroom instruction and graduate student mentoring. For teaching, the standard is effectiveness. Effectiveness is established through demonstration of (a) contributions to the curriculum, (b) professional manner of student classroom instruction, and (c) support for educational/research programs within the department through activities such as (c-1) mentoring and advising of undergraduate and graduate students and (c-2) participation in thesis and/or

dissertation committees. A partial listing of items that demonstrate effective teaching for each rank is provided in Section 3.

1.4 Service and Outreach

Service and outreach involves an individual in a potentially broad range of support activities. For service and outreach, the factor to be considered is a demonstrated record of consistent engagement in service activities, either to units within the university community, to the profession or the community at large. A partial listing of items that demonstrate effective service and outreach is provided in Section 4.

2. Scholarship

Scholarly activity will be judged in terms of the quality, quantity, and consistency of scholarly contributions, principally in the form of peer-reviewed scholarly publications. The candidate may place any materials in the file that provide evidence related to scholarship. Examples of such materials include but are not limited to:

- * Refereed journal articles
- * Law review articles
- * Authored and co-authored books
- * Authored and co-authored book chapters
- * Edited books
- * Monographs
- * Research grants
- * Research grant proposals
- * Presentations at professional and scholarly meetings
- * Book reviews
- * Non-refereed publications and abstracts
- * Citations and related evidence of scholarly impact
- * Awards for scholarship and research
- * Nominations for prestigious awards related to research
- * Editorship of professional/scientific journals
- * Board membership on professional/scientific journals
- * Reviewer for professional/scientific journals
- * Grant reviewer for professional/scientific journals
- * Blog postings (with appropriate documentation to judge quality and rigor)
- * Contributions to data-based journalism
- * Evidence of scholarly impact on policy and practice

2.1 Tenure and Promotion to Associate Professor

The criteria for both tenure and promotion to Associate Professor are the same. Tenure may be awarded at the time of appointment. Evidence must show that the candidate has an excellent record of research and scholarly efforts. To support the evaluation, the candidate must provide a

narrative description of a well-defined and coherent research program that: (1) makes significant and sustained contributions to the discipline; and (2) provides documentation of a body of scholarly achievements sufficient to demonstrate promise of becoming a scholar with a national and/or international reputation for research contributions to the discipline. The quality of the research and scholarly activity is principally demonstrated by publication in established peer-reviewed journals, law reviews, or book publishers that are generally recognized by the academic community for the quality of their publications. These outlets include the venues of national and international research associations, as well as those journals and publishers that have an established reputation in criminology, criminal justice or a sub-discipline of the field.

Recognizing that criminology and criminal justice is an interdisciplinary field, publication in quality journals in other disciplines (e.g., psychology, sociology, economics, or law) or in sub-disciplines (e.g., policing or violence) is equally valued in meeting the criteria for scholarship. Quantity and consistency are judged by the establishment of a sustained program of regular and significant contributions to the discipline. Work that is sole-authored or where the candidate is the first listed author will demonstrate a greater contribution from the candidate and will, therefore, carry greater weight. The candidate may also refer to other types of scholarly contributions on the list above to supplement and strengthen the case for excellence.

2.2 Promotion to Full Professor

For promotion to Full Professor, the evidence in the file must show that the candidate has an outstanding record of research and scholarly accomplishments that has significantly advanced knowledge within the discipline. The rating of outstanding exceeds the rating of excellent insofar as the candidate develops a convincing case that a national and/or international reputation for significant research contributions to the discipline has actually been attained.

3. Teaching

Teaching will be judged in terms of the effectiveness of the documented educational activities, as established through demonstration of (a) contributions to the curriculum, (b) professional manner of student classroom instruction, and (c) support for educational/research programs. The candidate may place any materials in the file that provide evidence relating to the effectiveness of teaching activities. The following list (which is not exhaustive) describes evidence typically used to demonstrate teaching effectiveness.

- * Statistical summaries from student teaching evaluations
- * Written comments from student teaching evaluations
- * Peer evaluations conducted by senior faculty
- * Course syllabi and content
- * Examination content
- * Teaching awards and nominations for teaching awards
- * Mentorship and advisement for undergraduate research
- * Mentorship and advisement for graduate research
- * Membership on departmental thesis and dissertation committees
- * Membership on thesis and dissertation committees outside the department
- * Supervision and mentorship of postdoctoral research programs

- * Curriculum development
- * Development of new courses
- * Flexibility in adapting courses to departmental needs
- * Development and implementation of innovative teaching methods
- * Collaborative research with students leading to publication(s)
- * Supervision of student research leading to conference presentations
- * Sponsorship of students who receive awards for research accomplishments
- * Participation in teaching seminars and workshops

3.1 Tenure and Promotion to Associate Professor

The criteria for both tenure and promotion to Associate Professor are the same. Evidence must show that the candidate has a good record of teaching performance. The successful candidate will provide documentation to show (a) classroom instruction that is at least comparable in quality to the departmental average based on student and peer evaluations; (b) a commitment to teaching and a demonstration of how improvements have been made over time; (c) a record of offering a range of courses at the undergraduate and graduate levels; and (d) involvement in mentoring students, including participation on thesis and dissertation committees. Significant deviations from any of these ordinary requirements must be addressed and justified in the candidate's written statement describing his or her teaching philosophy and practice.

3.2 Promotion to Full Professor

For promotion to Full Professor, evidence in the file must show an excellent record in teaching efforts. In addition to the standards for a good rating, an excellent rating requires evidence demonstrating an ongoing commitment to leadership in the educational programs and engagement with students in the department, while maintaining effective teaching performance. The information provided should include (a) contributions to advancing the curriculum; (b) leadership in the development of new courses as appropriate; and (c) contributions to mentoring and advising of graduate students based on applicable items from the list above. Peer reviews of teaching and student evaluations of classroom instruction are required for all promotion cases. Peer evaluations performed by the senior faculty, along with follow-up information as to how the evaluation was used by the candidate to improve instruction (as needed), shall be included in the documentation. It is normally expected that a candidate's annual rating for classroom instruction will be comparable to or exceed the departmental average.

4. Service and Outreach

Service and outreach will be judged in terms of a demonstrated consistent record of engagement in service activities, either to units within the university community, to the profession or the community at large. The candidate may place any materials in the file that provide evidence relating to service and outreach activities. The following list (which is not exhaustive) provides examples of evidence of consistent engagement in service and outreach activities. A variety of different types of evidence should be provided to demonstrate consistent engagement; it is not necessary that the file contain all of the items listed.

- * University or college committee service

- * Member of Faculty Senate or other Faculty Governance Organization
- * University or departmental lectures, seminars or presentations
- * Reviewer of scholarly articles for journal(s) or other publications
- * External reviewer for tenure and promotion files
- * Grant proposal reviewer
- * Academic unit reviewer
- * Editor for scholarly journals
- * Editorial board membership for scholarly journals
- * Professional association committee membership
- * Consulting to government or NGO organizations in area(s) of expertise
- * Community board member
- * Elected officer of a community organization
- * Volunteer activities in community
- * Public engagement (interviews, testimony, presentations)
- * Outreach to community or service to university or profession

4.1 Tenure and Promotion to Associate Professor

The criteria for both tenure and promotion to Associate Professor are the same; the evidence must show that the candidate has a good record of service. A good record is demonstrated by the candidate's consistent performance of mandated departmental service activities, reasonable efforts to perform early career service as needed at the college or university level, and appropriate early career outreach to the community, the criminal justice profession, and the academy of criminology and criminal justice scholars.

4.2 Promotion to Full Professor

Evidence to support promotion to full professor must show that the candidate has a good record of service. A good record is demonstrated by the candidate's consistent performance of mandated departmental service activities, reasonable efforts to perform service as needed at the college or university level, and appropriate advanced career outreach to the community, the criminal justice profession, and the academy of criminology and criminal justice scholars.

Department of Criminology and Criminal Justice Tenure and Promotion Procedures

The evaluation of faculty for promotion and tenure will be based on a candidate's record in the areas of research, teaching, and service/outreach. Recommendations for promotion and tenure will be based on the procedures and criteria in the Faculty Manual of the University of South Carolina (Columbia), the procedures of the University Committee on Tenure and Promotion, and the specific procedures as outlined below.

1. Joint Appointments

For joint appointments, the Department's Tenure and Promotion Committee will follow the procedures as described in the College of Arts and Sciences Procedures for Joint Appointments.

2. Tenure and Promotion Committee

The Tenure and Promotion Committee consists of all tenured faculty members, excluding the Department Chair. The Chair of the Committee will be elected by the Committee by April 15 of each year, and the chair's name will be reported to the Provost and Faculty Senate office. The Committee Chair must hold the rank of full professor unless no member of the Committee holds the rank of full professor. All tenured faculty of equal or higher rank than the candidate will comprise the subcommittee to evaluate faculty for tenure. All tenured faculty of higher rank than the candidate will comprise the subcommittee to evaluate faculty for promotion. Tenure and promotion committee members are not permitted to participate in deliberations or voting on candidates in violation of the University of South Carolina's nepotism policy. In the event that there are fewer than five members of the promotion and/or tenure subcommittee, the Committee Chair will notify the Dean of the College of Arts and Sciences who will appoint the necessary number of additional tenured faculty of appropriate rank from other departments within the College. The Committee is required to use the Department's Tenure and Promotion Criteria in all tenure and promotion decisions.

3. Consideration of Cases for Tenure and Promotion

All non-tenured faculty members will be considered for tenure each year. A non-tenured faculty member may decline to be considered in any year except the terminal year. All faculty members below the rank of full professor will be considered for promotion each year. A faculty member below the rank of full professor may decline to be considered for promotion in any year. Each year in accordance with the official University calendar, the Department Chair will provide written notification to each faculty member advising of the option to apply for tenure and/or promotion. Candidates for faculty appointments may be recommended for tenure upon appointment. Any candidate not recommended for tenure at the time of appointment will have two years of service at the University of South Carolina before tenure eligibility can be considered. Newly hired faculty members must complete two years of service at the University of South Carolina before being considered for promotion.

4. File Development

Each candidate for tenure and/or promotion is responsible for initiating a file which will ultimately be the basis for judging whether the criteria for tenure and/or promotion have been met. The development of the file is a shared responsibility between the faculty member and the department's tenure and promotion committee.

4.1 Candidate Responsibilities

The candidate is responsible for providing the information to be included in the file that will be used in the consideration process. The materials should be provided to the department chair in accordance with the University calendar. Materials to be included in the file by the candidate include:

- * A current curriculum vitae
- * A listing of teaching assignments since the last change in rank
- * Copies of student teaching evaluations by course since the last change in rank
- * All peer teaching evaluations since the last change in rank
- * Reprints of publications or other relevant evidence of scholarship
- * A list of all grants received since the last change in rank
- * Other materials and support letters deemed relevant by the candidate
- * A list of all materials included in the file
- * A signed copy of the applicable Department criteria for tenure and promotion

4.2 Tenure and Promotion Committee Chair Responsibilities

The Committee Chair will solicit names of potential referees from the appropriate members of the Committee. The potential referees should be nationally recognized scholars in areas relevant to the candidate's published work excluding the candidate's dissertation advisor, former teachers, co-authors, co-investigators, or students. Candidates are not permitted to select any of the outside reviewers. The Committee Chair and the Department Chair will select the names of no fewer than five external referees. The Committee Chair will contact at least five potential referees, obtain agreements to review, distribute the files to the reviewers, and place the evaluations along with copies of the referees' curriculum vitae in the candidate's file. The Committee Chair is responsible for assuring that external evaluations are received from at least five external referees and that each referee's evaluation includes a statement describing any relationship and/or prior interactions with the candidate. Finally, the Committee Chair shall appoint a member of the committee to prepare a summary of the candidate's teaching materials. The summary shall be added to the file at least two weeks before the Committee meets to discuss the candidate's file.

4.3 The Complete File

The complete file will include: (a) the file submitted by the candidate in accordance with the University Committee on Tenure and Promotion's calendar; and (b) additions to the file by the Committee Chair including the evaluations of external referees and their curriculum vitae, and

any additional letters sent to the Committee Chair, the Department Chair, Dean, or Provost addressing the candidate's application.

4.4 Additions to the File

Once the Tenure and Promotion Committee has voted, only the following items can be added to the file: (a) votes and vote justifications of Tenure and Promotion Committee members; (b) evaluative statements from University officials charged with reviewing the file; and (c) material information arising as a consequence of actions taken before the vote (for example, letters from outside evaluators solicited before but received after the Committee's vote, acceptance of a manuscript referenced in the file, publication of books or articles that had been accepted prior to the Committee's vote, or published reviews of a candidate's work that appeared after the Committee's vote).

5. File Review and Vote

The Tenure and Promotion Committee Chair will convene a meeting of the appropriate members of the Committee to review each candidate's file. Each committee member is responsible for carefully evaluating the candidate's file. Consideration will be in accordance with the Department's Tenure and Promotion Criteria, the procedures of the University's Committee on Tenure and Promotion, and the Faculty Manual.

Voting will be independent by secret ballot in which each member will vote "yes", "no", or "abstain" and provide a written justification for the vote. Written justifications should specify how the candidate meets or fails to meet the criteria. The votes shall be submitted to the Committee Chair no later than seven days after the Committee meeting. Votes that do not include a justification will be counted as an abstention. An abstention does not count toward the total votes for the candidate in determining the existence of a majority vote. The Tenure and Promotion Committee Chair will forward the Committee's recommendation to the Department Chair. A favorable recommendation requires that a majority of the total number of votes cast are "yes" votes. The recommendation to the Department Chair should include the recording of votes and all written comments. All abstentions should be noted in the file.

The Department Chair will review the file along with the Tenure and Promotion Committee's recommendation (and supporting materials) and vote "yes", "no", or "abstain." The Department Chair will then forward his/her vote with written justification along with all other recommendations, statements, and endorsements to the Dean.

6. Notification

The Tenure and Promotion Committee Chair will notify the candidate and the Committee in writing of the recommendation. Upon request from the candidate, the Department Chair shall provide an oral summary of the justification of the votes without attribution to specific individuals. No written summary of the Tenure and Promotion Committee action -- whether favorable or unfavorable -- will be provided to the candidate.

7. Appeal

A candidate may appeal a negative decision of the Department's Tenure and Promotion Committee and -- upon written request to the Tenure and Promotion Committee Chair -- shall have the file sent through all appropriate channels (the original committee, the Department Chair, the Dean, the Provost, and the University Committee on Tenure and Promotion), and finally, to the President for action. The candidate's written request of appeal must be made to the Tenure and Promotion Committee Chair before the file is officially due at the Dean's office.