

## **Criteria for Tenure and Promotion**

### **Department of Economics**

The Darla Moore School of Business  
University of South Carolina  
October 21, 2002

The criteria for tenure and promotion within the Economics Department of The Darla Moore School of Business are set forth below. The procedures for tenure and promotion follow the recommendations of the University Faculty Manual and are detailed in the attachment: "Procedures for Tenure and Promotion."

Recommendations made by the Economics Department Committee on Tenure and Promotion shall be based on the criteria detailed in this document. The criteria are intended to ensure that these recommendations and evaluations are made in accordance with clear standards and based on professional merit.

### **Criteria for Promotion**

The criteria for promotion and tenure reflect the faculty's goal of achieving excellence in its research and educational programs. Assessments of candidates for tenure and promotion are based on achievements in three areas: research, teaching, and service. Qualifications should be viewed in total and due consideration given to overall contribution. There may be various combinations and degrees of excellence in qualifications resulting in an overall contribution sufficient to warrant tenure and promotion. Examples of activities included in these three areas are provided below.

#### **I. RESEARCH AND PUBLICATION**

A candidate's publication record indicates acceptance of a candidate's research by peer groups in the profession. Primary emphasis is placed on articles published in high quality refereed journals. Examples of research related activities are listed below:

1. Publications in refereed journals.
2. Published books and monographs.
3. Presentation of research papers at professional meetings.
4. Other publications.
5. Editing of books.
6. Acquisition of research grants.
7. Activities that enhance the research productivity of other department members.
8. Other research activities.

## II. TEACHING AND STUDENT DEVELOPMENT

Activities included in the assessment of teaching effectiveness are provided below:

1. Teaching effectiveness as measured by peer judgments, student evaluations, or other means of evaluation.
2. Amount of teaching as reflected by course load and student population.
3. Teaching experience as reflected by years of teaching and courses taught.
4. Development of curriculum, new courses, and instructional material and methods
5. Graduate Student Direction
  - 5.1. Chairing thesis and dissertation committees.
  - 5.2. Service on thesis and dissertation committees.
  - 5.3. Service on examination committees.
  - 5.4. Direction of non-dissertation research.
6. Participation in student organizations.
7. Other student development activities.

## III. SERVICE ACTIVITIES

Service Related Activities

1. Professional Activities
  - 1.1. Leadership roles in the administration of professional organizations.
  - 1.2. Editorial work for professional publications.
  - 1.3. Referee work for professional publications.
2. For the University of South Carolina, the Darla Moore School of Business, and the Department of Economics.
  - 2.1. Committee performance: amount and quality.
  - 2.2. Continuing education programs.
3. Performance in administrative functions.
  - 3.1. Contribution to student development and organizations.
  - 3.2. Advisement of economics majors.
  - 3.3. Other administrative activities
4. For the community:
  - 4.1. Service related to professional development that contributes to community institutions and organization.
  - 4.2. Acquisition of grants for program development, staff improvement, or experimental courses.

The basic criteria encompassing the research, teaching, and service categories are applicable for all promotion and tenure decisions. Promotion to higher levels denotes higher degrees of accomplishments along the specified dimensions. Performance level descriptions and requirements for tenure and promotion are described in the following sections.

## Performance Categories

### I. RESEARCH PERFORMANCE

*Outstanding.* To be considered “outstanding,” a candidate must have a record of research that clearly exceeds that of active scholars who meet contemporary standards for promotion to the rank sought in departments of economics at comparable universities.

*Acceptable.* To be considered “acceptable,” a candidate must have a record of research that is comparable to or better than those of active scholars at the same rank who meet contemporary standards for promotion to the rank sought in departments of economics at comparable universities.

*Unacceptable.* A record of performance is unacceptable if it is neither outstanding nor acceptable.

Research performance shall heavily weight the candidate’s record of publications in top-tier and mid-tier journals publishing economic research. Top-tier journals are those recognized as the highest quality academic journals publishing economic research. Mid-tier journals refer to academic journals recognized by the economics profession to be of high quality. Other research activity of the types listed above in this document supplements information on journal publications in the determination of research performance level.

### II. TEACHING AND STUDENT DEVELOPMENT

*Outstanding.* To be considered outstanding, a faculty member must demonstrate a degree of competency that significantly exceeds the criterion for acceptable performance in teaching and student development, as described below.

*Acceptable.* To be considered “acceptable” a candidate must provide evidence of achievement of a high degree of competency in teaching and student development.

*Unacceptable.* A record of performance is unacceptable if it is neither outstanding nor acceptable.

### III. SERVICE

*Outstanding.* To be considered “outstanding” a candidate’s achievements must significantly exceed what is normally expected of faculty members at the candidate’s present rank in The Darla Moore School of Business.

*Acceptable.* The candidate’s achievements meet expectations for faculty members at the candidate’s present rank in The Darla Moore School of Business.

*Unacceptable.* A record of performance is unacceptable if it is neither outstanding nor acceptable.

#### IV. OVERALL ASSESSMENT

Decisions on tenure and promotion are based on an overall assessment of performance, rather than attainment of specific levels of attainment in each of the areas of research, teaching, and service. An outstanding rating in the service area alone, however, cannot justify an overall assessment of “acceptable.”

### **Requirements for Tenure and Promotion**

#### I. PROMOTION TO ASSOCIATE PROFESSOR

To be awarded the rank of associate professor, a faculty member must have an overall record of performance in teaching, research, and service that is *acceptable* according to the criteria specified above. Service expectations are minimal for candidates for associate professor. Evidence of competency in teaching and a record of research productivity that suggests the potential for future accomplishment and advancement are necessary.

#### II. PROMOTION TO FULL PROFESSOR

To be awarded the rank of professor, a faculty member must have an overall record of performance in teaching, research, and service that is *acceptable* according to the criteria specified above. Promotion to full professor requires a record of performance that demonstrates national or international recognition of scholarly accomplishments. The assessment must attach a substantial weight to performance subsequent to the candidate’s last promotion or date of hire at the University of South Carolina, whichever is more recent.

#### III. REQUIREMENTS FOR TENURE AS ASSISTANT PROFESSOR

Tenure decisions for persons at the assistant professor rank normally will be made in the sixth year of service. Tenure will not be awarded at the rank of assistant professor; tenure will only be awarded to assistant professors who are simultaneously being promoted to associate professor.

#### IV. TENURE AS ASSOCIATE PROFESSOR

To be eligible for tenure, a person holding, or being promoted to, the rank of associate professor must demonstrate evidence of continuing professional productivity compatible with requirements listed above for promotion to the rank of associate professor.

## V. TENURE AS FULL PROFESSOR

To be eligible for tenure, a person holding, or being promoted to, the rank of professor must demonstrate evidence of continuing professional productivity compatible with requirements listed above for promotion to the rank of full professor.

April 12, 2002

## **Procedures for Tenure and Promotion**

Department of Economics

The Darla Moore School of Business  
University of South Carolina

The tenure and promotion procedures to be followed by the Economics Department are described below. These procedures are subject to requirements described in the Faculty Manual of the University of South Carolina, Columbia Campus. The procedures are designed to ensure that the evaluations and recommendations for tenure and promotion are based on professional merit. The Department Tenure and Promotion Committee shall supervise all matters related to tenure and promotion and revision of tenure and promotion criteria and procedures. The pamphlet, "A Guide to USC Columbia Tenure and Promotion Procedures," might be helpful to candidates for tenure and/or promotion as they prepare their files for review. However, the guide is interpretive and not controlling. The Faculty Manual and the Department criteria and procedures are the only controlling documents.

### **Eligibility for Tenure and Promotion**

Each year all non-tenured tenure-track faculty members are considered for tenure and all tenure-track faculty members below the rank of professor are considered for promotion. Consideration at the unit level is automatic unless the faculty member requests in writing that consideration be deferred until the following year (provided that nontenured faculty cannot defer tenure consideration beyond the penultimate year of their maximum probationary period).

Each eligible faculty member in The Darla Moore School of Business will receive annual written notification from the Dean of The Darla Moore School of Business asking if the individual wishes to be considered for tenure or promotion. Thereafter, all tenure and promotion procedures will comply with the timetable issued by the Office of the Provost and with the times defined in the Faculty Manual. The Chair of the Department Tenure and Promotion Committee shall notify each faculty member eligible for promotion or tenure of the date the candidate's file materials are due. The notice must be in writing and must be sent at least one month before the candidate's file is due.

### **Responsibility for Candidate's File**

The candidate bears primary responsibility for preparation of the file on which the decision will be based. This includes maintaining the records and documentation that eventually will be needed for the file. In addition to the tenure and promotion file, the candidate also will provide specific materials requested by the Chair of the Economics

Department Tenure and Promotion Committee that will be required for external reviewers or other uses in the tenure and promotion process. Candidates will be responsible for assembling their files in accordance with the format distributed by the Office of the Provost and in accordance with the Faculty Manual of the University of South Carolina, Columbia Campus and the University Tenure and Promotion Committee guidelines. The candidate is responsible for delivering the completed file to the Chair of the Department Tenure and Promotion Committee by the date specified in the letter from the Chair. The Chair of the Department Tenure and Promotion Committee will be available to advise in the assembly of the candidate's file, but the ultimate responsibility is that of the candidate.

### **Composition of the Department Tenure and Promotion Committee**

The Department Tenure and Promotion Committee will consist of those eligible to vote on specific cases, as described below. Only tenured members of the Department (excluding professors holding emeritus rank) may vote on an application for tenure or promotion. Faculty members of equal or higher rank may vote on a candidate for tenure, but only faculty of higher rank may vote on promotion. In this regard, faculty members on leave (e.g., on sabbatical or for medical reasons) are eligible (but not required) to serve on the Department Tenure and Promotion Committee. A faculty member required to make a recommendation at a higher administrative level will not be a member of the Department Tenure and Promotion Committee, except, possibly, the Department Chairman (in special circumstances set out in the next paragraph).

The Department Tenure and Promotion Committee shall elect a chair subsequent to the Committee's vote on tenure and promotion applications in the Fall semester and at least one month prior to the peer review committee meeting in the Spring semester. The outgoing Chair of the Department Tenure and Promotion Committee will notify the Department Chair, the Dean of The Darla Moore School of Business, Provost, and the University Committee on Tenure and Promotion of the identity of the new Chair. The Chair is required to be a tenured full professor. The voting unit of the Department Tenure and Promotion Committee must consist of at least five (5) members. The Department Chair shall serve on the Tenure and Promotion Committee only if it would otherwise contain fewer than five (5) voting members. If necessary, the members of the Department Tenure and Promotion Committee shall select additional qualified members from other disciplines within The Darla Moore School of Business to achieve at least five (5) voting members.

### **Responsibilities of Department Tenure and Promotion Committee**

External evaluations will be used to assist in the evaluation of a candidate's research, publications, and other professional and scholarly activities. External reviewers shall be selected from a population of scholars who have expertise in the candidate's field of research. The Chair of the Department Tenure and Promotion Committee, in consultation

with members of the Committee, will compile an extensive list of potential reviewers who have expertise in the candidate's field of research. This list will be shown to the candidate, who will then be permitted to strike two (2) names from the list. The Chair, in consultation with the Committee, will then select at least five (5) individuals from the modified list to serve as reviewers.

Candidates will not recommend or select any external reviewers. Further, reviewers with close personal relationship with the candidate (e.g., former advisor, doctoral dissertation committee members, co-author, or relative) will not be permitted.

The Chair of the Department Tenure and Promotion Committee is responsible for contacting the outside reviewers and securing their agreement to participate in the review process. The Chair of the Department Tenure and Promotion Committee also will furnish the outside reviewers with the candidate's vita, a sample of the candidate's research papers, and a copy of the Departmental Criteria for Tenure and Promotion. Reviewers will be asked to read at least two papers and provide an evaluation of the quality of the research. Reviewers are not asked to make recommendations regarding the tenure and promotion decision, just to provide an evaluation of the candidate's research. Normally reviewers will be paid an honorarium in return for reviewing the papers.

The Committee Chair will encourage the reviewers to submit their reviews by the specified deadline, and place the completed reviews in the candidate's file, along with copies of the letters requesting the reviews. The Chair will also add a summary of teaching evaluations to the candidate's file, as well as copies of the outside reviewers' vitae or a summary of the qualifications of the outside reviewers.

Once the candidate's tenure and/or promotion files are complete, the Chair of the Department Tenure and Promotion Committee will notify the eligible members of the Department Tenure and Promotion Committee that the files are available for review. The Chair also will schedule a meeting of the committee members eligible to vote on each candidate. Both the Dean of The Darla Moore School of Business and the Department Chair shall be notified by the Chair of the Department Tenure and Promotion Committee of the pending meeting of the Committee. Meetings at which candidates are considered for promotion and/or tenure are generally closed to everyone except those eligible to vote on the candidate. A meeting may, however, by vote of the committee, be opened to anyone the committee wishes to be present at the meeting. At the scheduled meeting or by a subsequent date determined by the committee, each eligible faculty member will, by secret ballot, either vote to abstain, or vote yes to support or no to reject each candidate's application for tenure and/or promotion. Each eligible faculty member must provide written justification for his/her vote. These justifications, which need not be signed, should make specific reference to the Department Criteria for Tenure and Promotion. A unit vote in support of a candidate's application for tenure and/or promotion will consist of more than 50% percent of the voting committee members, excluding abstentions. That is, abstentions or failures to vote will not be counted in determining a majority vote. The Chair of the Department Tenure and Promotion Committee will count the votes along with one other person selected by the Committee. The Chair of the Department Tenure

and Promotion Committee will notify all candidates in writing as to whether their application was supported or not supported. The Chair also will notify the eligible faculty members of the Department Tenure and Promotion Committee of the decision(s). The vote count will not be revealed to the candidate. All deliberations of the Department Tenure and Promotion Committee and materials, including outside evaluators' letters and written justifications of the Tenure and Promotion Committee, shall remain in strictest confidence and be available only to those entitled access to the candidate's file.

If the Department Tenure and Promotion Committee vote is in support of tenure and/or promotion, the Chair of the Department Tenure and Promotion Committee will place the recorded votes and written justifications in the candidate's file and forward the file to the Department Chair. The Department Chair will enter a vote of yes for support or no to reject each candidate's application for tenure and/or promotion. The Department Chair also will write a letter to justify his/her vote and place this letter in the candidate's file. The Department Chair will forward the file to the Dean of The Darla Moore School of Business.

If the unit vote does not support tenure and/or promotion, the candidacy will not be considered further beyond the Department Tenure and Promotion Committee. The Chair of the Department Tenure and Promotion Committee will inform the Department Chair and the Dean of The Darla Moore School of Business of the negative vote. Candidates not recommended shall be informed by the chair of the Department Tenure and Promotion Committee of appeal procedures as specified in the Faculty Manual of the University of South Carolina, Columbia Campus.

### **Revision of Department Tenure and Promotion Criteria and Procedures**

The tenured faculty of the Department of Economics are responsible for formulating the specific criteria and procedures for tenure and promotion applicable to faculty of the Department. Revisions to these criteria and procedures will be made in accordance with the procedures specified in the Faculty Manual of the University of South Carolina, Columbia Campus. Proposed revisions must be approved by more than 50 percent of the Department tenured faculty. The date of the most recent revision of the Department Tenure and Promotion Criteria and Procedures document will be included as part of the document.

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