

# PROMOTION AND TENURE CRITERIA

(Approved by Sociology Faculty, April 9, 2003)

## *General*

Our general criteria for promotion and tenure require the evaluation of a candidate's record of performance and achievement in three domains of activity: teaching, research and scholarly activity, and service. With respect to teaching, the general factor to be evaluated is its effectiveness. With respect to research and scholarly activity, the general factors to be evaluated are its quality and quantity. With respect to service, the general factor to be evaluated is its effectiveness.

## *Specific*

1. **Teaching.** For promotion to professor an outstanding record of teaching is required. For promotion to associate professor and for tenure a record of effective teaching is required. Fairness in student evaluation is necessary for teaching to be judged effective or outstanding. Effective teaching is indicated by well-organized course materials systematically presented in an atmosphere conducive to learning. In addition to being effective, outstanding teachers mentor students in various ways, such as through supervision of theses and dissertations, participation in the classes of others, supervision of student internships, advisement, or counseling; and they are innovative through such activities as the incorporation of new research findings into course content, the creation of new courses and new preparations for existing courses, or their interest in and exploration of advanced instructional technologies.

Candidates may place in their files any materials they think provide evidence of their teaching contributions. The committee views as especially compelling, evidence based on peer review and student judgments from the following types of items: peer evaluations, peer visitations to classes, observations at talks and seminars, inspections of files and class materials, student evaluations, being sought out by students who have strong academic records, having students who undertake successful academic careers and who identify the candidates as persons who have significantly contributed to their academic development, and supervising and directing graduate student research that culminates in a successfully defended thesis or dissertation. It is not necessary that a candidacy be supported by all the items listed.

2. **Scholarly Activity.** For promotion to professor an outstanding record of scholarship indicating attainment of national or international stature is required. For promotion to associate professor or for tenure a record of effective scholarship which shows the candidate's promise of becoming a leading scholar is required. The criterion for an "effective record of scholarship" is satisfied by evidence that the candidate is able to garner resources to conduct his or her research, to document his/her research efforts through peer-reviewed publications, and to publish at least some of that work in the discipline's most highly-regarded, peer-reviewed outlets. The criterion for an "outstanding record of scholarship" is satisfied by evidence of broadening peer recognition and an unabated record of effective scholarship sustained over a significant span of time, usually 8-12 years. Candidates may place in their files any materials they think provide evidence relating to the quality and quantity of their scholarly achievements. Of primary importance is the formulation, successful conduct and dissemination of high-quality original research and scholarship. The committee views as especially compelling evidence, documentation based on peer reviews and judgments, in particular:

- a. A sustained, high quality record of publications in esteemed academic outlets: books published by companies that employ rigorous peer review in the selection of manuscripts and/or scholarly papers published in journals or other publishing outlets that employ rigorous peer review of submissions.
- b. A record of support for the candidate's research from agencies that subject proposals to rigorous peer review.

- c. Written evaluations of scholarly activity from nationally recognized scholars which indicate that the candidate has met the standard for the promotion sought.
- d. A growing list of citations of the candidate's work by other scholars.

It is not necessary that a candidacy be supported by all the items listed.

Performance of other activities also contributes to the evaluation of scholarship. Examples of these scholarly activities include, but are not limited to:

- a. Publishing edited collections of the work of colleagues and peers; textbooks that are regarded highly and adopted by colleagues and peers; chapters in collections edited by colleagues which do not involve rigorous peer review; and/or book reviews and other scholarly commentary.
- b. Reviewing manuscripts for journals, monographs for publishers and grant proposals for funding agencies.
- c. Service as an editor or associate editor of scholarly journals.
- d. Giving scholarly presentations and lectures to lay and/or professional audiences.

It is not necessary that a candidacy be supported by all the items listed.

3. **Service.** A record of activity which facilitates the teaching and scholarly activities of colleagues, or which promotes the general welfare of the discipline, the department, the college, the university and the community is required of all promotion and tenure candidates. Such service is to be related to the candidate's discipline. Candidates may place in their files any materials they think provide such evidence. Examples of such service activities include, but are not limited to:

- a. Holding positions in the department with significant administrative duties.
- b. Participating on departmental, college and university committees.
- c. Participating on committees, organizations and groups that serve the community.
- d. Service as an officer of a state, regional, national or international professional association.
- e. Service as an organizer or presider at scholarly and professional association meetings.

It is not necessary that a candidacy be supported by all the items listed.

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# PROMOTION AND TENURE PROCEDURES

(Approved by Sociology Faculty, March 31, 2000)

## *The Committee*

The Committee consists of all tenured members of the Department. Departmental decisions regarding Promotion and Tenure are made by the Committee members. The Committee's two officers are a Chair and a Recording Secretary elected by secret ballot each Spring semester for the forthcoming academic year. The Chair must be at the rank of full professor, while the Recording Secretary can be chosen from members eligible to serve on the Committee without regard to rank. (Note: If the person chosen as Recording Secretary is not a full professor, that person will not serve when consideration for promotion or tenure is being given to a candidate of equal or higher rank or tenure status. In that event a Recording Secretary for those considerations will be elected by secret ballot from among the full professors.) The duties of the Chair are to: organize the faculty files; call the meetings, notify the Department Chair, the Dean, and the faculty of the meetings; and general organizational duties. The Recording Secretary's duty is to keep minutes of the meetings of the Committee. The Committee functions as a committee of the whole.

The Promotion, Tenure, and Reappointment Committee is required to employ its published criteria in making all promotion and tenure decisions. The criteria are the ones adopted by the Committee and forwarded to, and approved by, the University Tenure and Promotion Committee.

Each Spring the Tenure and Promotion Committee will elect a Teaching Evaluation Committee consisting of a Chair and two other members. The Teaching Evaluation Committee will review and evaluate materials and information provided by any candidate for promotion and tenure. The report of the committee will be submitted to the Tenure and Promotion Committee and when approved will become part of a candidate's file, serving as the Tenure and Promotion Committee's report on the candidate's teaching.

## *Procedures*

1. The procedures described below are in effect until revised by a majority of the tenured faculty and approved by the University Tenure and Promotion Committee.

2. The procedures are consistent with those in the Faculty Manual (1999) 1994, pp. 27-46).

3. Consideration and recommendation of tenure will be separate from consideration and recommendation of promotion, even though the same criteria are used for the tenure decision and for the promotion to Associate Professor decision.

4. Each year the Committee considers all non-tenured faculty members for tenure, and all faculty members below the rank of full professor for promotion. With one exception, a faculty member may decline in writing to be considered for tenure and/or promotion. The exception is that an untenured faculty member cannot decline to be considered for tenure in his/her penultimate probationary year (the decision year).

5. The maximum probationary period for all full-time faculty members appointed at the rank of associate professor or professor is service for six years at the University of South Carolina. The maximum probationary period for all full-time faculty members appointed at the rank of assistant professor is service for seven years at the University of South Carolina.

6. Candidates' responsibilities with respect to Tenure and Promotion are as follows:

a. Establish and maintain an Open File. The Committee recommends that the file contain two copies of the following:

- (1) A statement of academic interest and development.
- (2) A current vita.
- (3) A report on teaching activities.

- (4) Relevant research, writing, and teaching materials.
- (5) Any other materials the candidate deems relevant.
- (6) A list of the contents of the file signed by the candidate.

b. Prior to the construction of the official list of outside reviewers (see 7b below), submit a list of no more than five potential reviewers and identify any scholars whom the candidate believes inappropriate for either professional or personal reasons.

c. Meet with the Committee Chair to review current departmental criteria and procedures concerning tenure and promotion.

d. Be prepared, if requested to do so by the Committee, to appear before it.

7. Committee responsibilities regarding Tenure and Promotion are as follows:

a. Meet in early September and as needed to review and/or recommend revisions in the criteria and procedures for tenure and promotion, recognizing that all proposed changes are subject to approval through appropriate channels as provided by the Faculty Manual.

b. Construct a list of no less than eight outside reviewers for promotion and tenure. The list is confidential and the reviewers should be recognized scholars at research institutions. The list will be constructed by the Chair of the Tenure and Promotion Committee and the Chair of the Department in consultation with members of the Tenure and Promotion Committee. The resulting list will be circulated to the Tenure and Promotion Committee for approval. If majority approval is not gained, a meeting will be held to revise the list as needed. Any reviewer listed solely by the candidate will be identified as such and no more than three of these will be included on the final, approved list. The Chair of the Committee will mail a vita and a copy of each of the candidate's relevant publications to the outside evaluators.

c. Through the Chair give the Dean, Department Chair, and Department faculty members the names of individuals to be considered for tenure and promotion so that any of these will have an opportunity to place appropriate material in the Tenure and Promotion File of any candidate.

d. Meet to consider all relevant materials submitted by the candidate and others, and to give all members of the Committee opportunity to speak for or against each candidacy.

e. Vote by secret ballot on the candidacy following consideration and discussion. A simple majority of those qualified and voting for the candidacy is required for recommending promotion or tenure, provided that two-thirds of the relevant committee members (a quorum) are present. For tenure decisions those eligible to

vote are all tenured committee members of equal or higher rank than the candidate. For promotion decisions those eligible to vote are all members of higher rank than the candidate.

f. Give written justifications of votes. Each member of the Committee who votes is required to fill out a form and return it to the Committee Chair for inclusion in the candidate's file, on which form the member indicates how the member voted in the meeting and the member's justification of the vote the member cast.

g. In the case of a favorable recommendation, all materials collected and considered in the review go forward as part of the candidate's file.

h. Committee recommendations against either promotion or tenure and materials considered by the Committee are not forwarded unless the candidate appeals the Committee's recommendation in writing. If the candidate appeals, the Committee's recommendation and all relevant materials are forwarded as above. The names of candidates considered but not recommended for promotion or tenure are sent by way of the Department Chair to the Dean.

i. As soon as possible following the vote of the Committee, the Chair shall orally inform the candidate of the Committee's recommendation. The Chair shall also send a letter to the candidate confirming the statement given orally. At the same time the Chair shall inform the department faculty of the Committee's recommendation.

j. Keep the proceedings and records of the Committee in confidence. The only officers and committees having access to these are explicitly given in these procedures or in the Faculty Manual.

8. Committee recommendations and all materials it considers are reviewed by the Dean, Provost, University Tenure and Promotion Committee, and the President. Following these reviews the candidate and the faculty are informed of the President's recommendation to the Board of Trustees.

9. Neither the identities of those voting for or against a candidate nor the vote counts taken by relevant committees may be revealed to the candidate.

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