UCTP
Orientation for Tenure and Promotion Chairs

April 30, 2019

Audrey Korsgaard, Chair

UNIVERSITY OF
SOUTH CAROLINA

Presentation Overview

- UCTP Composition and Aims

- Unit Criteria

- Candidate File Components

- Information Sources

- Q&A

The UCTP

- Who are UCTP?
  - 24 full professors elected and appointed
- Member responsibilities
  - Review all tenure and promotion files
    - Fair and rigorous adherence to procedure and criteria
    - Advisory
  - Review and approve Unit T&P Criteria and Procedure

Timeline for 2019-2020

- For calendar and timelines, see https://sc.edu/about/offices_and_divisions/provost/faculty/tenure/tenureclockcalendars.php

- "Regular" Calendar
  - Tenure and promotion to associate files
  - Submitted in fall 2019, decided in spring 2020

- Mid-year Cycle
  - Promotion to full and anyone hired on January 1
  - Submitted in beginning of 2019, decided at end of 2019

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File Review Process

- Primary File (Candidate)
- Teaching Summaries (Unit)
- External Reviewer Letters (Unit)
- Unit Tenure and Promotion Committee Ballots
- Chair's Letter

- Dean's Letter
- Provost's Letter
- UCTP vote
- Meeting between President, Provost and UCTP
- President's decision
- Board of Trustees approval

The T&P Authority

- For tenure and promotion to associate professor
  - The criteria in place at point of hire
  - The faculty manual at point of hire
- For promotion to full professor
  - The criteria in place in year of submission
  - The current faculty manual

Candidate's Responsibility

- Preparation of primary and secondary files
- Use the University template available at:
- Consult http://www.sc.edu/tenure/ for forms and guidelines

Unit Chair Responsibilities

- Teaching summary of ratings and of comments

- Peer Reviews of Teaching

- Example of letter sent to external reviewers

- External reviewers list of names and affiliations

• External reviewer letters and abbreviated CVs

• Ballots with justifications

• Updated vote summary form with votes

• Other letters and updates to the file

• Uploading the file to Blackboard

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Information and Resources

- One stop for all things tenure and promotion: http://www.sc.edu/tenure/

- Faculty manual http://www.sc.edu/policies/facman/columbia manual.shtml

UCTP CHAIR
2019-2020

Professor Michael Stoeltzner
Philosophy

Questions?