

Orientation for Candidates

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April 26, 2022



UNIVERSITY OF
SOUTH CAROLINA

Presentation Overview

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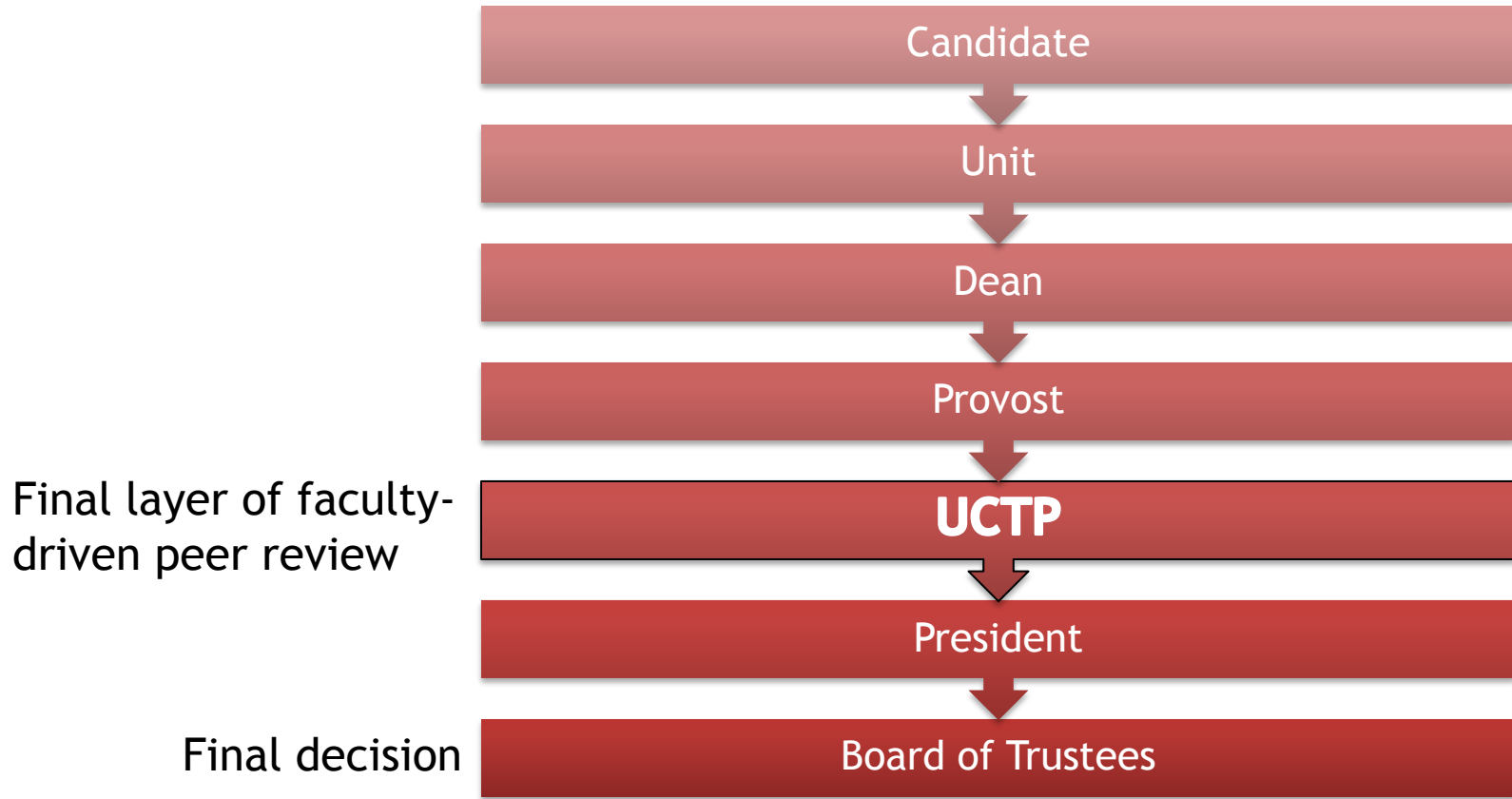
The UCTP

- 24 full professors (15 elected by all TT faculty, 9 appointed by President/Provost).

https://sc.edu/about/offices_and_divisions/provost/faculty/tenure/uctp-committee.php

- A committee of the Faculty Senate.
- Threefold responsibility
 - ❖ Review all tenure and promotion cases
 - ❖ Review and approve Unit T&P Criteria and Procedures
 - ❖ Advise units and administration about process and criteria.





What does UCTP do?

- Each file receives a thorough review from a sub-panel of the UCTP and is discussed by the full UCTP
- The full UCTP votes on all files and the ballots with justifications are included in the candidate's file
- The full UCTP typically meets with the President and Provost to discuss controversial cases before the President makes his recommendations to the Board of Trustees.
 - Total files reviewed:
 - 2019-2020 - 83 files reviewed for T&P
 - 2020-2021 - 71 files reviewed for T&P
 - 2021-2022 - 66 files reviewed for T&P



What is the UCTP looking for?

- UCTP assesses whether criteria and procedures are applied consistently and fairly at all levels of review.
- Procedures are important to ensure the integrity of the T&P process.
- We defer to the unit on most subject matter questions. However, there is a conscious effort in the UCTP to maintain a very broad range of expertise to assist review across all research fields.
- Deliberations are confidential and UCTP members do not see or vote on the files of their own units.



Timelines and Tenure clock

- "Regular" Calendar 2022/23 is now the **Fall Cycle**. Deadlines are now perpetual (dates will not change from year to year). In all tenure and promotion procedures, when a deadline for taking some action falls on a weekend or university holiday, the deadline shall be the next business day.
- Fall 2022 Cycle is target for Assistant Professors hired on August 16th, 2017 unless you will take the automatic tenure clock extension (TCE) provided in response to COVID-19 (or other TCE for other reasons).
 - ❖ all pre-tenure faculty with less than three previously approved tenure-clock extensions were automatically granted a tenure-clock extension and extension of the tenure progress review.
 - ❖ Candidates may choose to proceed with their original tenure clock schedule without the COVID-19 automatic one-year extensions if desired.
 - ❖ However, the candidate's penultimate year will still be the COVID-19 extended decision date.



Date (2022)	Action
May 5	Deans must submit names of faculty members going up for T&P to Provost (your unit must inform the Dean prior to this deadline)
July 25	Relevant portions of candidate file must be sent to outside reviewers (usually this is Scholarship and professional Service sections of candidate file). *Candidate must prepare this for the unit to send
August 25	Full candidate file (with letters) submitted to the unit
September 15	Unit must vote on candidate file by this date. Candidate is notified of negative or positive decision
September 25	Candidate must notify unit <u>only if</u> appealing a negative decision
October 1	Candidate file with unit ballots goes to Dean
November 1	Candidate file, unit ballots, and Dean's recommendation to Provost
January - May, 2023	Provost, UCTP, and President review. Candidate notified of President's recommendation by May (2023)



Timelines and Tenure clock

- "Mid-year" Calendar 2022/23 is now the **Spring Cycle**. Deadlines are now perpetual (dates will not change from year to year).
- Spring 2023 Cycle is target for Assistant Professors hired on January 1st, 2018 unless you will take the automatic tenure clock extension (TCE) provided in response to COVID-19 (or other TCE for other reasons).
- Spring 2023 Cycle is also for Associate Professors applying to be promoted to Full Professor



Date	Action
October 25	Relevant portions of candidate file must be sent to outside reviewers (usually this is Scholarship and professional Service sections of candidate file). *Candidate must prepare this for the unit to send
November 5	Deans must submit names of faculty members going up for T&P to Provost (your unit must inform the Dean prior to this deadline)
January 25, 2023	Full candidate file (with letters) submitted to the unit
February 15	Unit must vote on candidate file by this date. Candidate is notified of negative or positive decision
February 25	Candidate must notify unit <u>only if</u> appealing a negative decision
March 1	Candidate file with unit ballots goes to Dean
May 1	Candidate file, unit ballots, and Dean's recommendation to Provost
August - December, 2023	Provost, UCTP, and President review. Candidate notified of President's recommendation by December (2023)



File Preparation: Governing criteria

- For T&P to associate professor
 - By default, the unit criteria and the faculty manual in place **at the time of hire**. Check this, your unit criteria might have been revised since your date of hire.
 - The candidate may choose to be evaluated according to the criteria and manual in place at the time of submission. (Sometimes they are clearer.)
- For promotion to full professor
 - The criteria in place in the year of submission and the current Faculty Manual.



Candidate's Responsibility

- Preparation of primary and secondary files with accurate information.
- Use the University template available at <http://www.sc.edu/tenure/> where you find also all forms and guidelines. *I recommend you download them in your first year and simply update them annually until you apply for tenure and/or promotion (also helps with third-year review or post-tenure review). Just be sure you check for the latest template prior to submitting it!
- Fully familiarize yourself with your unit's T&P criteria and procedures. The T&P criteria are almost like a contract between you and the unit. Your goal is to meet or exceed the criteria of your unit.
- Although not formally required, craft your personal statement to emphasize how you've met the unit criteria.
- Supply all information about joint appointments and family and medical leave.



Going up early?

Should you do it?

- “Faculty members appointed at the rank of assistant professor who have not previously held tenure-track positions at another institution of higher learning **normally** will not be recommended for tenure until they are in at least their fourth year at the University of South Carolina.” - p28, Faculty Manual
- Unit criteria may allow earlier (use the “normally” loophole)
- Use your Third Year Review to determine what your unit thinks.
- Be sure you meet the unit criteria. Units should apply the same standard to evaluating your file as they do a normal file (i.e. they should not add criteria just because you are going up early).



Going up early? continued

Be sure that you have adequate achievements (especially teaching experience) at UofSC so that can be evaluated.

What should **lateral hires with previous tenure-track experience** do?

- Faculty Manual is silent on this issue for Asst. Profs. But many unit criteria have minimum time in rank requirements, check to be sure.
- Via unit criteria or an agreement with your Dean, previous achievements at other institutions may be part of the evaluation process. If so, document them as your unit criteria indicate!

Promotion to Full

- Look whether your achievements since T&P fulfill the criteria literally and in spirit (“international reputation”; since last T&P)



Be proactive! It's your file, in the end

- Coordinate with your unit T&P chair. If your question cannot be resolved at the unit level, contact the UCTP chair.
- Communicate clearly what you have done and in which research fields to your T&P chair. This helps your unit to find proper external referees.
- Keep track of peer teaching evaluations. They should be sufficiently diverse and span multiple years.
- Your personal statement should be instructive for your peers and UCTP members who do not know your topic. Be mindful of the diversity of backgrounds up the chain of review (unit, Dean, Provost, UCTP, President).



More helpful hints from the UCTP:

- Don't be sloppy! Provide accurate information. As examples: double-check Google Scholar if you provide citations from it; if you cite journal impact factors, specify the date used (they change over time); don't confuse ad hoc manuscript reviewing with being on the actual editorial board of a journal (if relevant for your field); sitting on the dissertation committee of a graduate student from another group does not usually mean you are a mentor/co-mentor (or if so, explain the relationship).
- Clearly explain your role on grants where you are not the sole PI. Be clear about what percent of a multi-PI grant comes directly to your research program.



More helpful hints from the UCTP:

- Clearly explain your contribution on publications where you are not the corresponding author. Some units have “independent” research as a criterion so you must explain how you are intellectually independent from more senior co-authors and co-PIs.



Information and Resources

- One stop for all things tenure and promotion:
https://sc.edu/about/offices_and_divisions/provost/faculty/tenure/
- Tenure and Promotion Calendars:
https://sc.edu/about/offices_and_divisions/provost/docs/tenure/calendar_tenure_and_promotion.pdf
- Faculty manual:
https://www.sc.edu/about/offices_and_divisions/provost/policiesandprocedures/facultymanuals/index.php
- Ask UCTP Chair for advice - the 2021-2022 Chair is Bob Mullen: RLM@sc.edu
- Ask Director of Faculty Affairs Lisa Hammond in the Provost Office for advice:
LHAMMOND@mailbox.sc.edu



Questions?



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