

CRITERIA AND PROCEDURES FOR TENURE AND PROMOTION
IN THE DEPARTMENT OF CHEMISTRY AND BIOCHEMISTRY
UNIVERSITY OF SOUTH CAROLINA

Adopted October 1, 1978
(Amended May 4, 1981; April 19, 1993; May 19, 1997, November 17, 2004)

I. PROCEDURES

A. Right of Faculty to Consideration for Tenure and/or Promotion.

Each year all tenure track faculty, except tenured full professors, will be considered for tenure and/or promotion, unless the candidate waives that right in writing. However, a minimum time in service may be necessary to obtain a favorable recommendation on tenure (see sections II.B.2, II.C.1 and II.E.1).

A non-tenured faculty member must submit a tenure and promotion file for an internal Preliminary review during the third year of service (see Sec. I.H).

A tenured Associate Professor must submit a tenure and promotion file for an internal Preliminary review in conjunction with their post-tenure review (see Sec. I.I).

If the candidate has waived the right to formal consideration for tenure or promotion or both, then an external review of the candidate will not be conducted, even when an internal review is required.

B. Composition of the Tenure and Promotion Committee

1. Composition. The Tenure and Promotion Committee will consist of all the tenured faculty of the Department acting as a committee of the whole. For consideration of promotion, deliberations and voting will be restricted to tenured faculty of rank higher than that of the candidate. The Chair of the Tenure and Promotion Committee shall be a tenured full professor to be selected by vote of the faculty as a whole prior to April

15 each year. However, the Chair of the Department may not serve as the Chair of the Tenure and Promotion Committee.

2. Conflict of Interest. An evaluator is defined as an external reviewer, a voting member of the Tenure and Promotion Committee, the Chair of the Tenure and Promotion Committee, the Chair of the Department or the Dean. A conflict of interest will be deemed to exist between the candidate and an evaluator if any of the following conditions exist:

- a. The candidate and the evaluator are co-authors on the majority of refereed papers by the candidate since the candidate's last promotion.
- b. The evaluator is a member of the candidate's immediate family or lives in the same household.
- c. The Tenure and Promotion Committee finds by a two-thirds vote that there are special circumstances that create a significant potential for bias in the evaluator's opinions. The fact that the evaluator is known to have strong opinions does not in itself constitute a conflict of interest.

If a member of the Tenure and Promotion committee has a conflict of interest, he or she may not vote on matters concerning the candidate and he or she will not be counted in the number of eligible voters.

If the Chair of the Tenure and Promotion Committee has a conflict of interest, the Tenure and Promotion committee will elect an alternate Chair to act in matters concerning the candidate.

If the Chair of the Department has a conflict of interest, the Tenure and Promotion Committee will request the Dean to appoint an alternate to act as the Chair in matters concerning the candidate.

If the Dean has a conflict of interest, the Tenure and Promotion committee will ask the Provost to appoint an alternate to act as the Dean in matters concerning the candidate.

C. Voting Procedures of the Tenure and Promotion Committee

The Chair of the Tenure and Promotion Committee shall give all appropriate faculty members at least three working days advance notice of any meeting of the Committee. On all procedural questions, a simple majority of members present will be sufficient to decide the issue. For purposes of discussion or procedural action on tenure and promotion matters, a quorum shall constitute 51 percent of all faculty eligible to vote on the matter under consideration. 67% of all eligible voters, not counting those on leave who elected not to vote, must vote positively for a favorable recommendation for tenure or promotion. All eligible voters must vote ("yes", "no", or "abstain") on tenure and promotion recommendations.

The Department Chair shall attend all meetings of the Tenure and Promotion Committee and may participate in discussions, except when he or she is being considered for tenure and/or promotion. However, since the Chair's opinion is cast in the Chair's recommendation, he or she is not permitted to vote as a member of the Tenure and Promotion Committee.

D. Timetable for Notification of Candidates Eligible for Tenure and/or Promotion

Each year by April 15, the Department Chair will (1) ensure the election of the Tenure and Promotion Committee chair, (2) notify each untenured faculty member regardless of rank and each assistant and associate professor of impending tenure and promotion considerations, and (3) ask the candidates to prepare and submit a resume' of professional activities and accomplishments, hereafter referred to as the "Tenure and Promotion file". A copy of such notification will also be sent to the Dean with a request for any information the Dean may wish to provide. The Department Chair will inform candidates of a timetable for submission and preliminary review of their files that is in accord with the University calendar for the Tenure and Promotion process. Should a candidate choose

to waive consideration for promotion and/or tenure, the candidate must notify the Department Chair by letter prior to the date for submission of files (with a copy sent to the Chair of the Tenure and Promotion Committee). Otherwise, the candidate shall submit his or her file to the Chair of the Tenure and Promotion Committee.

E. Information to be Contained in the Tenure and Promotion File

The file submitted for Preliminary review should be as accurate and complete as possible. However, if new information becomes available after the initial submission, the candidate may amend the file up to the time of the departmental vote. If information of unusual significance becomes available after the departmental vote, the Department Chair may at his or her discretion write a letter containing the new information and explaining its significance. This letter will be added to the candidates file for subsequent stages of evaluation. The fact that information added after the initial submission may not receive consideration at all previous stages of the evaluation will not be a cause for grievance.

The candidate will follow the format of the University Tenure and Promotion File. A list of major subject headings is provided below. In some cases, where noted, the Department places additional restriction and/or requests information from the candidate in addition to that stipulated by the University.

- I.
 - A. Voting form
 - B.. List of all supporting material submitted by the candidate
- II. Curriculum vitae
 - A. Personal data
 - 1. Name
 - 2. Education history
 - 3. Employment history

4. Honors and awards
5. Names and addresses of outside referees.
 - a. Chosen by unit
 - b. Chosen by candidate

The candidate may provide names, addresses, phone/FAX numbers and email addresses of up to three referees from outside the University who are competent to judge the value of the candidate's scientific work. None of these referees may be individuals with whom the candidate has had a close professional connection (e.g., dissertation advisor, postdoctoral supervisor, research collaborator, etc.). If the candidate provides two names, a letter will be solicited from at least one of them. If the candidate provides three or more names, letters will be solicited from at least two of them.

B. Summaries

1. Teaching summary.

Include all teaching experience at USC
2. Scholarly and creative activities summary
3. Service activities summary (II.B.)

C. Teaching history (II.)

1. Research supervision
 - a. Post-doctoral research programs
 - b. Supervision of doctoral programs
 - c. Supervision of masters research programs
 - d. Undergraduate student supervision
 - e. Other research supervision
2. Teacher Evaluation
 - a. Evaluation forms

The candidate must include summaries of the student evaluations that are conducted routinely for all of the standard lecture/laboratory courses in the Department. The Chair of the Tenure and Promotion Committee or his or her designee will provide a narrative analysis of the candidate's numerical scores and summary of written student comments in comparison to the normal range within the department.

b. Peer review

Include complete copies of peer reviews of teaching for the last six years or since the last promotion, whichever is longer. A summary should be provided of all earlier peer reviews.

c. Other evaluations

The candidate should provide a brief narrative description of any contributions to course and curriculum development.

The results of all surveys of advising performance should be summarized.

D. Scholarly and professional publications.

It is assumed that coauthors are students, postdocs or others working under the direction of the candidate. If a coauthor is another faculty member or faculty level colleague, that coauthorship should be clearly indicated.

1. List of books

2. List of refereed publications, in print or in press.

If a publication is listed as "in press", a copy of the acceptance letter should be presented. The candidate must supply a copy of each reprint or preprint of work performed at the University of South Carolina. Individuals with faculty level experience at other institutions may include copies of work performed at the faculty level in other institutions.

3. List of abstracts and unrefereed publications.

4. List of scholarly exhibits and performances in the arts.

5. Other scholarly activities

- a.. List of publications submitted or under review
- b. List of papers presented at professional meetings
Invited or plenary presentations should be indicated.
- c. Seminars
Named lectureships should be indicated.
- d. List of book reviews
- e. List of grant proposals submitted in last three years.

Please list all grants submitted, not merely those for the last three years, and if a decision has been made by the funding agency, indicate if the project was funded or not funded. Under costs indicate the amount of direct costs and indirect costs and clearly indicate the period covered.

f&g. Manuscripts and proposals reviewed (by title, and journal or agency)

Because of confidentiality requirements, the candidate should submit only a summary of the number of reviews for each journal or agency in each year.

- h. Other consulting, review panels, etc.

E. Professional and public service

- 1. Advisory and consulting services to private and government agencies
- 2. Clinical activities
- 3. University and community services
 - a. Administrative and committee duties.

Please list in three categories: Departmental, College, University. Indicate if you were the Chair.

- b. Community
- c. Professional or learned society
- d Other

III. Faculty member's personal statement.

Candidates for tenure are encouraged to include a personal analysis of their achievements in relation to the Department's Tenure and Promotion criteria.

IV. Additional material for inclusion in candidate's file.

A. Letters from outside referees

A copy of the letter of solicitation to the referees should be included.

For each referee, a 1-2 page CV should be included. If one is not provided by the referee, the Chair of the T&T committee may use public information to compile one. The Chair of the Tenure and Promotion committee may abridge the CV's to meet the length restriction.

B. Other letters not supplied by candidate

The Department Chair will forward to the Chair of the Departmental Tenure and Promotion Committee any other relevant material concerning the candidate. This might include a summary of Departmental and University research support and any information received from the Dean.

If the candidate holds a joint appointment in some other academic unit of the University, the recommendation of the Chair or Director of that unit will also be solicited by the Chair of the Department and included in the candidate's file.

C. Letters supplied by the candidate

F. Review of Candidate's Tenure and Promotion File

1. Preliminary Review. The Tenure and Promotion Committee will study the material received. As a result of this preliminary review, the Committee may conclude that the candidate is not ready for tenure or promotion or it may decide to conduct a complete review. The Committee must complete the preliminary review, and the Chair of the Tenure and Promotion Committee, in consultation with the Department Chair, must notify the candidate by letter of the results of that review within one week. The Chair of the Tenure and Promotion Committee shall advise the candidate of the results of

the Committee's discussions and the basis for its recommendations without compromising the confidentiality of these discussions. Should the Committee recommend against tenure or promotion on the basis of the preliminary review, the candidate has a period of 7 calendar days after being formally notified of this recommendation during which he or she may request, in writing to the Chair of the Committee, a complete review. If so requested, the Committee will then proceed with a complete review.

2. Complete Review

- a. External Reviewers. For a complete review, the Department will obtain advisory letters and CV 's from no fewer than five external reviewers who are considered to be experts in the candidates field of study. Typically, external reviewers should have no affiliation with the University of South Carolina system, nor should they be current or former collaborators of the candidate. The preponderance of the external reviewers should be in or have extensive experience with the academic system in the United States. The external reviewers will be selected by the members of Tenure and Promotion Committee. Letters from reviewers of the candidate's choosing will be included as described in Sec. I.E and count toward the five needed. It shall be the duty of the Chair of the Tenure and Promotion Committee to solicit these letters.

All external reviewers will be sent Sections II and III of the candidate's file, copies of 5-6 publications selected by the candidate and the section of this document containing the relevant criteria for promotion and/or tenure. It will be the responsibility of the external reviewers to provide their personal analysis of the candidate's productivity and achievements, particularly with respect to scholarly work, in relation to the Department's Tenure and Promotion criteria. They should be requested to comment on the quality of the journals in which the candidate's papers appear.

The external reviews will be included in the candidate's file. Within the legal limits, the names of all external reviewers and their reviews shall not be revealed to the candidate.

b. Review by the Members of the Tenure and Promotion Committee. Following receipt of the complete set of external reviews, the members of the Tenure and Promotion Committee will have a period of at least one week in which to review the file of each candidate under consideration. At a meeting on or about October 15, the Committee will meet and vote by secret ballot on one or more of the following options for each candidate:

i. Promotion

ii. Tenure

In accordance with University regulations, all ballots must contain a written justification of the vote. The voting privileges of faculty who are unable to be present at the committee meetings are defined below. The Chair of the Committee shall collect the ballots and record the vote. This information will be placed in the candidate's file and the file forwarded to the Department Chair with the recommendations of the Tenure and Promotion Committee.

c. Voting Privilege of Faculty Who are Unable to Be Present at Committee Meetings. Any faculty member who will be on leave during the proceedings of the Tenure and Promotion Committee and who notifies the department chairman about the desire to vote before the beginning of the leave may elect to receive by mail a complete copy of the candidate's file. If appropriate, ballots identical in nature to those used by other members of the Tenure and Promotion Committee at the preliminary review and the final review will be included in this mailing. The faculty member on sabbatical leave may respond in writing in any manner he or she wishes. That member may vote and will be counted as part of the voting faculty if the member's written ballot is received prior to a deadline set by the

Chair of the Tenure and Promotion Committee. If the member on sabbatical does not wish to vote or if that member's vote is not available by the deadline, then that member will not be counted among the faculty eligible to vote. For any other faculty member who must be absent from a Tenure and Promotion Committee meeting for a legitimate reason, a ballot identical in nature to those used by other members of the Tenure and Promotion Committee will be provided for his or her use. All ballots submitted by absent faculty members must be mailed or given to the Chair of the Tenure and Promotion Committee, who will include them with all other ballots. Any ballot from an absent faculty member (other than one on sabbatical leave) received after the adjournment of the meeting will be counted as an abstention. In no case will an oral vote be counted.

G. Action Following Vote by Tenure and Promotion Committee

The Department Chair shall forward the recommendations of the Tenure and Promotion Committee to the Dean. The Chair will report the results of the vote, including the total number eligible to vote, and will explain the absence of votes from any potentially eligible faculty members due to sabbatical leave or other excused absence. The Chair will also include his or her own recommendation. The Department Chair shall inform the candidate by letter of the action of the Committee and discuss his or her own recommendation to the Dean. In the case of a decision not to recommend tenure or promotion, the Department Chair will review with the candidate the reasons for this decision and provide the candidate with a written summary of the discussion by the tenured faculty and will provide specific constructive suggestions for improvement of the candidate's performance when appropriate. At this point the candidate may request in writing that his or her complete file be forwarded through administrative channels even though it lacks the positive recommendation of either the Tenure and Promotion Committee or the Department Chair. Otherwise, the Department Chair need send only a statement of the action by the Tenure and Promotion Committee to the Dean. The

Department Chair will forward to the Dean a list of those faculty members who decline candidacy for tenure and/or promotion. Individuals not recommended for tenure or promotion, except those in their final year of evaluation or already notified of termination, will be reviewed in subsequent years without prejudice. For a probationary appointment, the final year of evaluation is defined as the year immediately preceding the final year of the appointment.

H. Third-Year Review.

Every untenured faculty member is required to submit a complete Tenure and Promotion file at the end of their fifth academic-year semester of service. The Tenure and Promotion committee will meet to discuss the progress of the candidate toward meeting the criteria for tenure and to suggest routes for meeting those criteria. The Chair of the Tenure and Promotion committee will submit a letter to the Chair of the Department summarizing those discussions. The Department Chair will write a letter containing his or her evaluation of the candidate's progress to the Dean and also include the letter from the Chair of the Tenure and Promotion committee. Copies of both letters will be made available to the candidate.

The results of the third year review are purely advisory. Opinions and interpretation of criteria contained in it are not binding on subsequent reviews. The results of the third-year review will not be included in the files for any subsequent reviews.

I. Post-Tenure Review of Associate Professors

At the time of the normally scheduled post-tenure review, a tenured associate professor must submit a complete Tenure and Promotion file. This file will serve as the basis for both post-tenure review and a preliminary review for promotion to professor. The file must be submitted according to the earlier of the two time tables. The Tenure and Promotion committee may conduct the promotion review and post tenure review

concurrently, but must conduct separate discussions and votes based on the two sets of criteria.

II. CRITERIA

A. General Criteria

1. Scholarly Work, including:

a. The quality and number of

i. original research reports published in scientific journals

ii. review articles

iii. books authored

iv. patents, patent disclosures, software or other intellectual property activities based on original research

b. Funding

i. Number of grants, agencies from which the grants were funded and the dollar value of extramural funding obtained for research

ii. The level of University support provided for the candidate's research program and the candidate's use of those resources.

c. The number of scientific presentations given at:

i. professional meetings

ii. symposia

iii. at other universities or research institutions.

These presentations will be assessed with regard to the reputation of the venue and any special distinctions such as invited or plenary lectures, or named lectureships.

2. Teaching Performance in formal classroom instruction will be assessed based on student evaluations and peer reviews with regard to:

a. Content: Is material presented appropriate to the course taught?

b. Clarity: Is material presented in a clear and organized fashion?

- c. Style: Does the delivery of information interest and stimulate the audience?
- d. Fairness: Is grading done impartially with regard to a published scale and criteria announced in the course syllabus?

Contributions to teaching outside of the classroom will be assessed based on

- a. The number of undergraduates who undertake research under the candidate's direction.
 - b. The number of graduate students who have obtained degrees or who are currently pursuing degree programs under the candidate's direction will also be considered under the area of teaching performance.
 - c. Contributions to the improvement of the department's courses and curriculum.
 - d. Number of students advised and results of surveys of advising performance.
3. Service, including:
- a. Participation on Department, College, and University committees
 - b. Evaluation of manuscripts for professional journals and/or proposals for granting agencies
 - c. Service on editorial boards and review panels
 - d. Service in official posts in professional organizations
 - e. Anything else that brings credit to the University.
4. Personal Characteristics that affect the candidate's interactions with members of the University community, particularly as relate to:
- a. ability to work constructively with others to achieve common goals
 - b. maintenance of high ethical standards in all aspects of candidate's professional life.

B. Specific Criteria for Promotion to Associate Professor with Tenure

1. Promotion Criteria versus Tenure Criteria. The Department of Chemistry and Biochemistry will normally recommend tenure for assistant professors, only if they are also qualified for promotion. Therefore, the Department of Chemistry and Biochemistry will generally consider simultaneously its recommendations for tenure and promotion of assistant professors.

However, for assistant professors who have held tenure-track faculty appointments at another college or university or other positions with similar responsibilities, the Department may recommend promotion without a recommendation for tenure. This recommendation will be made when the faculty member currently meets the criteria in this section based on experience elsewhere, but the candidate has not yet demonstrated that he or she can maintain that level of performance at the University of South Carolina.

2. Time in Service. Faculty members appointed at the rank of assistant professor who have not previously held tenure-track positions at another college or university or other positions with similar responsibilities will not normally be recommended for either tenure or promotion to Associate Professor until they are in at least their fourth year at the University of South Carolina. See Section III.C for those with prior experience.
3. Scholarly work. The candidate must demonstrate a commitment to continued scholarship as evidenced by a research program that is based on his or her own initiative and that has advanced significantly beyond, or is independent of, dissertation and postdoctoral research accomplishments. The work must be clearly recognized as having been executed at the University of South Carolina and should be published in refereed scientific journals. Although collaborative research efforts with colleagues at the University and elsewhere are honored and encouraged, it must be possible to identify the candidate's creative and independent contributions to the research accomplishments. While the number of publications expected will depend on

factors such as the candidate's field, a minimum number will typically be an average rate of one reviewed publication for each year spent at USC. This material as a whole is expected to be of high quality and significance to the candidate's field. These characteristics will be assessed in part by the reputation of the journals in which the work is published, by the perception of the members of the Tenure and Promotion Committee, and importantly, by the aggregate opinion of the external reviewers.

The candidate must have actively sought appropriate levels of extramural funding to support his or her research program, and is expected to have been successful in this endeavor. The level of extramural funding is one measure by which the overall quality of the candidate's research will be assessed. In general, the level of extramural funding is expected to be sufficient to sustain the major portion of the candidate's research program and to be commensurate with the investment the University may have made in the candidate's research program. The aggregate opinion of the external reviewers will be of value to the Tenure and Promotion Committee in determining how the candidate's level of funding compares to comparable individuals at institutions similar to USC.

4. Teaching. The candidate should have demonstrated a clear commitment to providing a high quality, interesting, and fair educational experience for students in the courses that have been taught at USC. High quality in this context refers to the clear and organized presentation of material appropriate to the course. Interesting and fair were defined above in section II.A.2. Assessment of performance in formal courses will be as described above in section II.A.2. The presence of a significant number of graduate students working under the candidate's direction will also be considered a positive indication of the candidate's teaching effectiveness at the graduate level. Teaching performance will be assessed by regularly administered surveys of student opinions of faculty teaching and by evaluations of lecture style, organization and content made by colleagues who have attended and/or viewed videotapes of the candidate's lectures.

Participation in laboratory and curriculum development and in student advisement will also be considered.

3. Service. Required service will normally be limited to participation on Departmental Committees, on which the candidate is expected to work in a cooperative and constructive manner.
4. Personal Characteristics. The candidate is expected to have shown an interest and ability to work together with others to achieve common goals and to uphold the highest ethical standards in the conduct of scientific research, teaching, service, and in all relationships with students and professional colleagues within the University and elsewhere.

C. Specific Criteria for Tenure at the Level of Associate Professor

1. Time in Service. Faculty members appointed at the rank of associate professor who have not previously held tenure-track positions at another college or university normally will not be recommended for tenure until they are in at least their third year at the University of South Carolina.
2. Scholarly work. The candidate must demonstrate a commitment to continued scholarship as evidenced by a research program that is based on his or her own initiative and that has advanced significantly beyond, or is independent of, dissertation and postdoctoral research accomplishments. The work must be clearly recognized as having been executed at the University of South Carolina and should be published in refereed scientific journals. Although collaborative research efforts with colleagues at the University and elsewhere are honored and encouraged, it must be possible to identify the candidate's creative and independent contributions to the research accomplishments. While the number of publications expected will depend on factors such as the candidate's field, a minimum number will typically be an average rate of one reviewed publication for each year spent at USC. This material as a whole is expected to be of high quality and significance to the candidate's field. These

characteristics will be assessed in part by the reputation of the journals in which the work is published, by the perception of the members of the Tenure and Promotion Committee, and importantly, by the aggregate opinion of the external reviewers.

The candidate must have actively sought appropriate levels of extramural funding to support his or her research program, and is expected to have been successful in this endeavor. The level of extramural funding is one measure by which the overall quality of the candidate's research will be assessed. In general, the level of extramural funding is expected to be sufficient to sustain the major portion of the candidate's research program and to be commensurate with the investment the University may have made in the candidate's research program. The aggregate opinion of the external reviewers will be of value to the Tenure and Promotion Committee in determining how the candidate's level of funding compares to comparable individuals at institutions similar to USC.

3. Teaching. The candidate should have demonstrated a clear commitment to providing a high quality, interesting, and fair educational experience for students in the courses that have been taught at USC. High quality in this context refers to the clear and organized presentation of material appropriate to the course. Interesting and fair were defined above in section II.A.2. Assessment of performance in formal courses will be as described above in section II.A.2. The presence of a significant number of graduate students working under the candidate's direction will also be considered a positive indication of the candidate's teaching effectiveness at the graduate level. Teaching performance will be assessed by regularly administered surveys of student opinions of faculty teaching and by evaluations of lecture style, organization and content made by colleagues who have attended and/or viewed videotapes of the candidate's lectures. Participation in laboratory and curriculum development and in student advisement will also be considered.

4. Service. Required service will normally be limited to participation on Departmental Committees, on which the candidate is expected to work in a cooperative and constructive manner.
5. Personal Characteristics. The candidate is expected to have shown an interest and ability to work together with others to achieve common goals and to uphold the highest ethical standards in the conduct of scientific research, teaching, service, and in all relationships with students and professional colleagues within the University and elsewhere.

D. Specific Criteria for Promotion to Professor

1. Promotion Criteria. The candidate should demonstrate the continued development of a significant, creative, and independent research program as evidenced by a substantial record of research publications in highly regarded journals and a favorable recommendation from the majority of outside reviewers. International recognition of the candidate's research accomplishments should also be evident as indicated by invitations to speak at international meetings, service on conference organizing committees or editorial boards, and publications of major reviews of the field. The candidate will normally have a record of substantial levels of funding from extramural sources in support of his or her research program. The candidate is expected to have a clear record of positive contribution to the educational function of the Department. One indication of such a contribution is that the faculty and students perceive the candidate's formal courses as having a positive role. The candidate should also continue to attract graduate students to his or her research program. The candidate should be able to present a record of positive service on a variety of levels within the University, such as Department, College, and University Committees. It is also expected that candidates will have been called on by professional journals or review panels to review manuscripts for publication or grants for funding.

2. Promotion Criteria versus Tenure Criteria. The Department of Chemistry and Biochemistry will normally recommend promotion to professor, only if the candidate has already obtained tenure.

However, for associate professors who have held tenure-track faculty appointments at another college or university or other positions with similar responsibilities, the Department may recommend promotion without a recommendation for tenure. This recommendation will be made when the faculty member currently meets the criteria in this section based on experience elsewhere, but the candidate has not yet demonstrated that he or she can maintain that level of performance at the University of South Carolina.

E. Specific Criteria for Tenure at the Level of Professor

1. Time in Service. Faculty members appointed at the rank of professor who have not previously held tenure-track positions at another college or university normally will not be recommended for tenure until they are in at least their third year at the University of South Carolina.
2. Criteria. The rank of professor without tenure is normally obtained on the basis of work performed in part at another institution (Section II.D.2). To obtain tenure, the candidate must maintain a level of performance at the University of South Carolina meeting the criteria for promotion to professor and demonstrate that this level of performance is likely to be sustained at the University of South Carolina.

III. NEW APPOINTMENTS AND TENURE AT ADVANCED LEVELS

- A. Procedures. If a new appointment is to be made to an external candidate with significant faculty level experience in a prior position, the Tenure and Promotion committee will meet to review the candidate's record and consider the effect of that experience on the initial level of the appointment and on future promotion and tenure decisions. The

accomplishments of the external candidate shall be subjected to both internal and external review using the same criteria as for internal candidates. However, the standard timetable and formatting requirements may be modified to meet the requirements of the hiring process, so long as they allow adequate evaluation of the criteria.

B. New Appointments at Advanced Levels.

For initial appointment at an advanced level, external candidates must have achieved a level of accomplishment in their employment elsewhere that is comparable to that expected of an internal candidate at the same level.

C. Tenure at Advanced Levels.

In view of the long-term commitment represented by a grant of tenure, the Department may choose to delay a tenure consideration for new appointments made at advanced levels or when early promotion to Associate Professor is made for an individual with prior faculty-level employment elsewhere. In such a case, during the ensuing probationary period the candidate is expected to demonstrate performance at the University of South Carolina that meets or exceeds the criteria used for promotion to the candidate's rank.

D. Modification of Time Requirements.

If a new appointment is to be made without tenure to a candidate with significant prior faculty level experience, in consultation with the Department Chair and the Dean, the Committee will determine the affect of the prior experience on (a) the maximum probationary period, if the appointment is without tenure, (b) the minimum time in service before the next tenure and/or promotion would normally be made. This information will be included in the candidate's offer letter and will become part of the record for the next tenure/promotion decision.