

Revised and Approved: November 30, 1995
Approved by UCTP: January 17, 1996
Revised March 24, 2003
Revised April, 2004
Revised April 14, 2005
Revised October 31, 2005
Approved by UCTP: April 5, 2006

DEPARTMENT OF GEOGRAPHY

Criteria and Standards for Promotion and Tenure

I. PROMOTION

According to the *Faculty Manual*, “the university is committed to achievement in research (including scholarship, visual arts, or performing arts), teaching and service. Collectively, the faculty profile of the university and of any academic unit should reflect performance consistent with that of major research universities.”

A. Associate Professor

To be eligible for this rank, a faculty member must possess a record of scholarly achievement in both teaching and research that constitutes evidence for consistent and continued professional development. Teaching and research are the primary criteria for promotion to this rank, with service a secondary consideration.

1. Research

The candidate must have a recognized regional or national reputation as a productive scholar, demonstrated by publications in peer-reviewed outlets and, depending on subfield, extramural (that is, from outside the university) grant activity. These activities must show evidence of an emerging professional program with one or more identifiable foci. The major publications must go significantly beyond research based on the doctoral dissertation. The assessment of research accomplishments is based on the existing published research record (including those items accepted for publication, but not including those items under review), and on the quality and quantity of research in progress. Publication must normally include articles in geography and specialty journals. The candidate will specify his or her contributions in the case of multiple authored works. Because of variation from one sub-field to another, exact quantification of required published output is not possible; but a general guide of approximately two refereed publications per year or their equivalent is expected. The scholarly record must include research presentations at regional, national, and/or international meetings of professional societies and organizations. Evidence of quality of published work and research scholarship includes:

- a. Published reviews of the candidate's work (books and chapters in books)
- b. Awards (Research honors, book prizes, professional society awards)
- c. Selection of work for republication, such as a chapter in a book, reprint series

- d. Citation indices
- e. Competitive fellowships (i.e., Guggenheim, Fulbright)
- f. Letters from outside Tenure and Promotion referees
- g. Editorships and editorial boards
- h. Member of scientific review panels

2. Teaching

An established record of quality and effectiveness as a teacher of both graduate and undergraduate students is required. The widest possible array of evidences related to the effectiveness and quality of teaching will be used including:

- a. An average student ratings score of 3.0 or better on a 5.0 scale using approved evaluative devices.
- b. Favorable evaluations from peer reviews of teaching, with emphasis placed on the most recent reviews.
- c. Syllabi and course materials that reflect course design and execution substantially exceeding minimum standards of acceptability.
- d. Course curriculum revisions that substantially improve course offerings and offer innovative curricular changes including the introduction of new courses.
- e. Course-related products and project materials created by students.
- f. Successful experimentation with innovative teaching techniques.
- g. Successful direction of graduate student research.
- h. Integration of field experiences with course work.
- i. Receipt of a Teaching Award.
- j. Letters from former students or former advisees.

3. Service

Variation in the intensity and level of service activity necessitates flexible criteria. In the department, the candidate must meet the minimum expectations for service. Normally this involves at least one specific area of responsibility and service on several permanent and ad hoc committees. At the professional level, active participation in regional and/or national associations is expected.

B. Professor

1. Scholarship

To be eligible for the Rank of Professor, a faculty member must have an extensive and influential record of scholarly achievement that reflects a national or international reputation in the discipline. The record should include evidence of a coherent professional program that includes one or more foci, and that connects research, teaching, and service contributions. Publication must normally include articles in geography and specialty journals. . The candidate should have published at least one “capstone” piece such as a major refereed article, book chapter, or book that draws together a defining statement of the candidate’s scholarly contribution. The candidate will specify his or her contributions in the case of multiple authorship.

Because of variation from one sub-field to another, exact quantification of required published output is not possible, but a general guide of approximately two refereed publications per year or their equivalent is expected. The reputation is based on a sustained and consistent record of research accomplishments including publications in refereed outlets, extramural grant activity (from outside the university) where appropriate.

2. Teaching

The candidate must have a continuing record of commitment to quality undergraduate teaching and graduate training (see the array of evidences related to the quality of teaching under section I.A.2.).

3. Service

Within the department, the candidate must have a record of a leadership role in shaping the academic programs and mentoring graduate students and more junior colleagues. It is also expected that the candidate demonstrate an active role in collegiate and university governance structures indicative of the status of a senior scholar in the University. Service beyond the university in state, regional, national, or international settings is expected.

The entire professional career of the candidate will be assessed in the promotion decision although more emphasis is placed on the candidate's accomplishments since his/her last promotion. The major criterion for promotion to professor is the national or international recognition of excellence in scholarship. A variety of evidences of national or international reputation will be used, including:

- a. Published reviews of the candidate's work (books and chapters in books)
- b. Awards (Research honors, book prizes, professional society awards)
- c. Selection of work for republication, such as a chapter in a book, reprint series
- d. Citation indices
- e. Competitive fellowships (i.e., Guggenheim, Fulbright)
- f. Letters from outside Tenure and Promotion referees
- g. Editorships and editorial boards
- h. Member of scientific review panels

II. TENURE

To be eligible for tenure, a faculty member must possess a record of scholarly achievement that reflects a strong national reputation in his/her field. Teaching effectiveness and research accomplishments are the primary criteria for tenure, with professional activity and service of secondary importance. Consistency and durability of overall performance during the probationary years are important considerations in the tenure decision. The specific requirements for tenure are the same as promotion to the rank of Associate Professor.

III. PROCEDURES

A. Candidate Responsibilities

It is the candidate's responsibility to construct the file that shall be used by the department in deciding on the candidate's application. Relevant data to be included in the file are those providing both positive and negative evidence that the candidate has satisfied the criteria for tenure or promotion as set forth in the departmental criteria and in the Faculty Manual. The candidate is free to include personal narratives addressing both positive and negative items in the file. The candidate must provide a list of all materials included in the file.

B. External Letters

The candidate must also provide a list of no more than four external referees and specify her/his relationship to each referee. Normally, a maximum of two will be selected from the candidate's list. The Tenure and Promotion Committee will solicit and obtain a minimum of five external review letters. The remaining reviewers will be chosen by members of the T&P committee in consultation with the Chair.

C. T&P Committee

The T&P Committee consists of all tenured faculty at the rank of Associate Professor or higher within the Department. The chair of the T&P committee is elected by all tenured faculty each year. Only full professors are eligible to serve as the chair. The chair of the T&P committee will conduct the meeting during which the qualifications of the candidate are discussed.

Unit committees for candidacies for tenure and/or promotion shall be comprised of at least five (5) members. In the event that the Department Committee on Tenure and Promotion does not contain a sufficient number of qualified members to constitute a unit committee, the Committee shall recruit additional members from the tenured faculty of related disciplines at the University of South Carolina.

D. Voting Procedures

All tenured faculty members at the rank of Associate or Full Professor are eligible to vote on promotion to Associate Professor and tenure. Only tenured Professors are eligible to vote on promotion to Professor or tenure at the Professor rank. All tenured members should have reviewed the candidate's file to be eligible to vote. A faculty member on leave may vote only upon written notification to the Chair of the Department or Dean of a desire to do so before beginning the leave. The Chair of the Department is not eligible to vote at this level. Voting will be by secret ballot and the votes tallied by a teller committee consisting of the chair of the T&P Committee and the Chair of the Department. Abstentions need to be justified as do all other ballots. A positive vote of a majority of those voting "yes" or "no" is sufficient to recommend tenure or promotion. Ballots can be justified by separate letter to the Chair of the department or the T&P chair. The ballots with justifications for each individual vote are required within three days of the T&P meeting and must be forwarded to the Chair of the Department. These need not be signed. All justifications become part of the official file transmitted to the Dean.

E. Chair's Responsibilities

The Chair will provide a separate narrative on the candidate's file and indicate his or her level of support for promotion and/or tenure. The Chair will then pass the entire file on to the Dean for review.

F. Appeal Process

Candidates will be informed of the appeals process as specified in the Faculty Manual.