

# Tenure and Promotion Policy

## Department of Philosophy

### University of South Carolina

Approved by the DCTP March 29, 1993

Approved by the UCTP April 15, 1993

#### Departmental Committee on Tenure and Promotion

The committee on Tenure and Promotion in the Department of Philosophy (hereafter "DCTP") consists of all tenured members of the faculty in philosophy, with the following provisions: (1) in candidacies for tenure, only DCTP members who have rank equal to or higher than the candidate's shall have voice and vote; (2) in candidacies for promotion, only members who have rank higher than the candidate's shall have voice and vote; (3) the chair of the department shall, in matters affecting both tenure and promotion, be considered as a regular member of the faculty; however, the chair of the department should vote on each file only once (the appropriate place to register such a vote is normally the department chair's letter to the Dean); and (4) in candidacies for promotion or tenure concerning which fewer than five members of the DCTP are eligible to vote, those members shall propose to the Provost's office for approval by the Provost and the University Committee on Tenure and Promotion (hereafter "UCTP") a sufficient number of additional faculty members of the appropriate rank from other departments.

By the second week in April of each spring semester the DCTP shall elect a tenured full professor to serve as its chair for the following academic year. The name of the person elected shall be reported to the Provost and to the chair of the UCTP. The chair of the DCTP shall not be the chair of the department ~~except~~ when no other full professor can serve.

It is the responsibility of the DCTP to make recommendations concerning promotions and tenure in accordance with the procedures set forth in this document and the "Criteria Governing Tenure and Promotion" of the Department of Philosophy, subject also to the relevant provisions of the Faculty Manual and the guidelines set by the UCTP. The DCTP shall also be responsible for reviewing cases in which its recommendations are overruled. Finally, the DCTP shall be responsible for adopting and publishing statements of criteria and procedures governing tenure and promotion within the department. Such procedures shall be in accordance with the Faculty Manual and the current guidelines set by the UCTP, and shall be subject to approval by the UCTP.

All proceedings of the DCTP are confidential ~~except~~ for official communications of the committee as specifically identified in the procedures.

#### Procedures

The following procedures apply to applications for both tenure and promotion. If a candidate is applying for both tenure and promotion at the same time, the DCTP shall vote separately on the two applications. However, in such cases the candidate need prepare only one file to serve as the basis for both decisions.

\* Where the words 'normally,' 'usually,' or 'it is possible that' occur, the intent is to provide for a rare exception to the stated general rule. In such a case, a justification for the departure from precedent will be sent forward with the file.

Each year all non-tenured tenure-track faculty members shall have the opportunity to be considered for tenure and all tenured or tenure-track faculty members below the rank of full professor shall have the opportunity to be considered for promotion by the DCTP. Tenure regulations and maximum probationary periods are as specified in the Faculty Manual. Potential candidates for tenure and/or promotion shall be advised in writing by the chair of the department by the second week of April of their option to be considered for tenure and/or promotion review in the fall semester. Faculty who have been so notified shall respond to the department chair by the end of the third week of April indicating whether or not they will request tenure and/or promotion review in the fall semester. Thirty days prior to the date files are to be completed, the DCTP chair shall verify that all eligible faculty have been notified of their option for tenure and/or promotion review. At this same time, the chair of the DCTP shall notify the dean of the college and the chair of the department of the initial meeting of the committee and invite them to submit to the DCTP any information relevant to the committee's review.

It is primarily the responsibility of the candidate to construct the file that shall be used by the DCTP in deciding on the candidate's application. Relevant data to be included in the file are those providing evidence that the candidate has satisfied the criteria for tenure or promotion as set forth in the "Criteria Governing Tenure and Promotion" of the Department of Philosophy and in the Faculty Manual. Candidates may choose to be evaluated by documents in force at the time of their appointment, or by those in force at the time of their consideration for tenure or promotion. Candidates should consult with the DCTP chair concerning the format and contents of the files. Failure of a potential candidate to submit a file by the date that the file is due in the hands of the DCTP shall be interpreted as a request by the potential candidate not to be considered.

At the earliest convenient time (usually by June 15), but in no case later than the date for submitting files, the candidate shall provide to the DCTP chair: (1) the candidate's up-to-date curriculum vitae, (2) a copy of each of the candidate's relevant publications, and (3) the names of at least five scholars who are not members of the USC faculty to serve as referees of the candidate's scholarship. The candidate may also at this time provide a list of no more than two names of persons who shall not serve as referees. Members of the DCTP shall select, by vote if necessary, up to five additional names. The DCTP will then select at least five external referees from the list, and the chairman of the DCTP will ask these persons to provide an evaluation of the candidate's published work. Copies of all relevant materials, including the department's criteria, will be sent to the referees sufficiently in advance of the decision to give them time to provide detailed and careful evaluations. The confidentiality of the referees' letters will be respected, to the extent allowed by law. Evaluations from at least five external referees shall accompany each candidate's file.

Before initial vote on the candidacy, the DCTP may request an interview with the candidate or the candidate may request an interview with the committee. However, such interviews are not expected to be a usual part of the routine.

After the votes on the candidates, three lists shall be forwarded through administrative channels to the UCTP: 1) a list of persons not wishing to be considered 2) a list of persons considered but not recommended at this time 3) a list of persons recommended for tenure or promotion. There shall be no prejudice to future consideration with regard to persons on lists 1) and 2), except in the case of a candidate in the final decision year for tenure.

Lists 2) and 3) shall be determined in the following manner: the members of the DCTP who qualify as having voice and vote in the matter of the candidacy shall examine and discuss all material submitted. The chair of the DCTP shall notify qualified members who are or who expect to be on leave that in order to have voice and vote on a candidacy they must signify in writing prior to the first day of classes of the semester in which such considerations take place their intent to participate in the considerations of the DCTP. In each case, the chair of the DCTP shall have a ballot sent to all members of the committee

eligible to vote on that case. Each such member shall vote privately "yes," "no," or "abstain" and return the ballot to the chair of the DCTP. Each vote (including abstentions) must be supported by a written justification, which may be unsigned, and which must be submitted to the DCTP chair within three working days of the day of the vote (unless otherwise agreed by the committee). A simple majority of "yes" votes among all those voting "yes" or "no" constitutes the committee's recommendation in favor of the candidate's application, be it for tenure or promotion. Less than a simple majority of "yes" votes among those voting "yes" or "no" constitutes the committee's decision not to recommend the candidate's application, be it for tenure or promotion. A record of the votes, including abstentions, is to be made in all instances. This record, and the written justifications, shall be forwarded when appropriate through all the proper channels. The chair of the DCTP will notify departmental faculty of its recommendations for tenure and promotion and invite letters from the faculty regarding each candidate. Each faculty member, whether or not authorized to vote on a particular candidate, may, if he or she chooses, write a letter to the department chair or directly to the dean, and such letters shall become part of the candidate's file at the level to which the letter is addressed.

Each faculty member who is considered shall be informed in writing whether the recommendation was favorable or unfavorable. Faculty members wishing to appeal unfavorable decisions of the DCTP must file written notice of appeal with the chair of the DCTP within one week of notification of the departmental committee's recommendation. The chair shall have the candidate's file sent forward through channels for consideration by the UCTP, and shall notify the faculty of all cases of appeal, inviting letters from them regarding each candidate filing an appeal.

### Revision Procedures

Changes to or revisions of this document of the "Criteria Governing Tenure and Promotion" shall be discussed at a meeting of the entire departmental faculty before being voted on by the DCTP. Such changes and revisions must also receive the approval of the UCTP prior to implementation. No such change or revision shall apply retroactively if it is disadvantageous to the faculty member being considered.

**Appendix  
Tenure and Promotion Calendar**

(This Calendar is intended as a guideline only, and the dates indicated are subject to change based upon the timetable established by the Provost's office for each particular year.)

<u>Deadline</u>	<u>Activity</u>
April - Week 2	<ol style="list-style-type: none"> <li>1. DCTP elects its chair for the following year.</li> <li>2. The department chair notifies all eligible faculty in writing of option for tenure and promotion review in fall semester.</li> </ol>
April - Week 3	Faculty members notify the department chair or Dean indicating whether or not they will request tenure and/or promotion.
April - Week 4	The DCTP compiles names of potential outside referees for each candidate.
June - July	Candidates prepare files.
August - Week 1	DCTP contacts outside referees to obtain agreement to review file.
August 20	DCTP chair verifies that all eligible faculty have been notified of option for T&P review.
August - Week 3	<ol style="list-style-type: none"> <li>1. Send relevant portions of file to outside referees.</li> <li>2. Notify all faculty members in writing of date of DCTP initial meeting including a reminder to candidates to complete preparation of files.</li> </ol>
August - Week 4	Any faculty members who were notified for the first time in August should inform department chair whether or not they will request tenure and/or promotion.
September 21	<ol style="list-style-type: none"> <li>1. File should be complete, including letters from outside referees, and ready for DCTP review.</li> <li>2. Notify the Dean of faculty who are coming forward for consideration.</li> </ol>
October 21	<ol style="list-style-type: none"> <li>1. DCTP must vote by this date.</li> <li>2. Files with ballots and vote justifications go to department chair (or Dean).</li> <li>3. Candidates notified regarding T and/or P decision.</li> <li>4. DCTP chair notifies department faculty regarding candidates recommended for T and/or P. Faculty may write letters to the departmental chair or Dean to be included in the file.</li> </ol>

October 28

Faculty members appealing negative decisions must notify DCTP chair who will immediately announce these appeals to department faculty and invite letters from them regarding these cases.

October 30

All files go to Dean.

\* Each of these dates are firm deadlines established by the Provost for 1992. Each year the Provost will set firm deadlines for these activities.

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While it is recognized that faculty members display different strengths and abilities, it is normally expected that they will be effective as teachers and that they will be presenting and publishing scholarly work and participating in professional societies. Contributions to the department and university through service on committees and relevant public service will also be considered. Other relevant professional and personal characteristics may also be taken into account, such as length of service in the profession, relevant experience elsewhere, special administrative duties performed, supplementary education and training, and personal attributes as they affect the work of a faculty member; see the section on tenure and promotion procedures in the Faculty Manual.

In tenure and promotion decisions, the exact value placed upon any aspect of the candidate's record must in the end depend upon a judgment of its quality. The record must show significant achievements and give promise of further such achievements. Decisions take into account the complete professional record of the candidate. For the departmental Committee on Tenure and Promotion (hereafter "DCTP"), the following considerations are especially important:

## I. Teaching

Criteria Governing tenure at all ranks, and promotion to associate professor rank, and to full professor rank.

- a. The DCTP expects that a candidate be a good teacher. A poor teacher will not be recommended for tenure or promotion regardless of achievements in other areas.
2. At a minimum, the good teacher must perform the routines of teaching adequately: meeting classes, grading and returning papers promptly, and keeping regular office hours.
3. The department of philosophy expects the administration of a student evaluation form in every course offered in the fall and spring semesters. Normally a good teacher should receive student evaluations averaging between "good" and "excellent" in a range including "very poor, poor, fair, good, excellent." But student response is only one factor in the evaluation and it is not always sufficient evidence of good or poor teaching." At the option of the candidate, one or more colleagues may be invited to observe the candidate's performance in the classroom and to submit an evaluation of the candidate's performance. If the candidate chooses to have such an evaluation, the invitation(s) may be issued by the candidate or the chair of the DCTP.
4. Evidence that a candidate has contributed significantly to the academic and intellectual development of students is an additional item relevant to an assessment of the candidate's teaching effectiveness. Letters from graduates and/or the successful performance of students in advanced courses may supply such evidence.
5. Courses should contain adequate content, be suited to the curriculum of the department, and be of a rigor appropriate for a given level of instruction. To assist the DCTP it is suggested that candidates make available several course syllabi and samples of examinations and handouts used in courses.

6. Further evidence may include the direction of theses and dissertations as well as the direction of students in independent study.
7. Other relevant items that may be considered in an assessment of teaching are the candidate's having developed new, appropriate, and successful courses or having introduced effective new teaching techniques, such as the development or implementation of effective and appropriate teaching software, or having been a nominee for, or a recipient of a teaching award. A successful course is one which contributes to the undergraduate program or the graduate program of the department, as determined by faculty approval and student response.

## II. Research

- A. Criteria governing tenure at all ranks, and promotion to associate professor rank, and to full professor rank. For additional criteria governing each rank, see sections II-B and II-C below.
  1. The DCTP draws a distinction between major and minor pieces of research. While the determination has to be made by the DCTP, a minor piece of research typically consists in a book review, a short contribution published in a volume of unrefereed Proceedings, a commentary delivered at a conference, or a short contribution in applied philosophy. Minor pieces of research provide a fuller picture of the candidate's interests and abilities, but by themselves are not sufficient evidence of adequate scholarship. Major pieces of research provide this evidence by testifying to sustained inquiry, and by being of greater depth and/or significance than minor ones. Such major pieces of research typically consist in books, substantial articles in refereed journals or volumes of Proceedings, professionally significant translations, or extensive reports in applied philosophy. Major pieces of research address other professionals in the same area of research, or, if they address a wider professional audience or the general public, their subject matter must be of interest to professional philosophers. All major pieces of research should be presented in some public fashion.
  2. In the case of co-authored work, when the co-authors have shared the work equally, each may receive full credit for the work.
  3. Invited papers, edited volumes, textbooks, and computer software may be judged to be either major or minor, according to their merits.
  4. Papers read at professional meetings or at the invitation of other universities are expected to show evidence of new work on the part of the candidate. They will be assessed according to such criteria as the scope, depth and quality of the paper, the nature of the occasion, and other relevant factors.
  5. The same criteria as those governing books and papers will govern pieces of research which appear as computer software, performances, exhibitions, presentations, or activities in applied philosophy.
  6. Where possible, the standards used for published work will be used to assess research that does not appear as a printed publication.
  7. To be included in the candidate's file any piece of research must be documented in a manner amenable to its evaluation by the DCTP and external reviewers. Copies of publications constitute appropriate documentation. In the case of presentations and commentaries at professional meetings, audio-visual presentations, computer software, exhibitions, or performances, the provision of a transcript, videotape, audiotape, disk, or catalogue may constitute adequate documentation.
  8. In order to demonstrate substantial progress in the pursuit of their research interests, candidates for tenure and/or promotion have to show how the items in their files address and advance those interests. They should do so by means of a cover-letter to the file.

**B. Criteria governing tenure at assistant or associate professor rank, and promotion to associate professor rank**

1. Normally, to be tenured, the candidate must have a publication record which indicates substantial progress since appointment at USC. Important here is the promise of further development as indicated by publications; other pieces of research will also be taken into consideration.
2. Normally, all candidates for promotion to associate professor are expected to have major publications; other pieces of research will also be taken into consideration.

**C. Criteria governing tenure at the full professor rank, and promotion to full professor rank**

To be tenured at the full professor rank or to be promoted to full professor, requires evidence of substantial progress in publication since the previous promotion. The complete research record should be of sufficient scope and coherence to constitute a contribution to a particular field or fields of philosophy. An important consideration is that the candidate's work should have attracted attention in the form of favorable comments, responses and reviews.

**III. Service**

The following are considered important service:

1. Service on departmental committees.
2. Organizing of conferences and colloquia.
3. Supervising library ordering.
4. Service on college and university committees, especially on those which are policy making or to which the candidate can contribute his professional skills.
5. Representing the department, college, or university at university hearings or public meetings
6. Participation in professional societies; reviewing for journals, publishers, and granting agencies; membership on editorial boards.
7. Development of computer software that aids and assists scholarly work.
8. Student advisement.
9. Public service where it draws upon the candidate's professional training or where it furthers the teaching and scholarly work of the department.