

**College of Education  
Department of Physical Education**

**TENURE AND PROMOTION  
GUIDELINES**

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## **I. Policies and Procedures for Tenure and Promotion**

### **A. General Policy**

The tenured faculty of the Department of Physical Education elect to function as the Tenure and Promotion Committee of the Whole on tenure and promotion matters. A full professor elected by the tenured faculty of the department at a spring meeting of the Department of Physical Education will organize the review of candidates seeking tenure and/or promotion and will serve in that capacity for a period of three academic years.

Decisions regarding tenure and/or promotion will be based on the established criteria. Tenured faculty members are eligible to vote on tenure requests when their rank is equal to or higher than that of the candidate. Eligibility for voting on promotion requires that the voter be tenured and of a rank higher than that of the candidate. The Department Chair is not eligible to vote on faculty applications for tenure and promotion.

In any matter not specifically covered in this document, the Department of Physical Education adheres to the policies and procedures included in the current Faculty Manual of the University of South Carolina.

### **B. Responsibilities of the Tenure and Promotion (T&P) Committee Chair**

It will be the responsibility of the T&P Committee Chair to:

1. Chair Tenure and Promotion Committee meetings.
2. Serve as a liaison between the T&P Committee members, the candidates and the Department Chair.
3. Serve as secretary and maintain a file on all non-confidential business.
4. Distribute the calendar of Tenure and Promotion Activities provided by the Provost to all department faculty.
5. Appoint a tenured faculty member to prepare a summary of each candidate's teaching evaluation.
6. Ask faculty who wish to apply for T&P to indicate in writing to the Department Chair that they wish to do so the preceding academic year according to the schedule established by the Provost.
7. Provide eligible faculty with the relevant criteria and forms and assist all faculty who indicate they wish to apply for tenure and/or promotion to prepare their tenure and/or promotion file in

a manner consistent with the procedures set forth by the Provost's office and in a time frame consistent with the university calendar for submission of files.

8. Call a meeting of the T&P Committee to select a minimum of five nationally known outside reviewers in a candidate's area of expertise to review a candidate's file. A maximum of two reviewers may be suggested by the candidate. It is highly recommended that no reviewer be an individual with whom the candidate has worked.
9. Submit the names of the outside reviewers to the Department Chair who in turn will send the candidate's file to the reviewers with a set of instructions describing the review process and a request that the reviewers submit a recent vita with their review of the candidate's scholarship. This cover letter should be included with the outside reviewer's responses in the candidate's file.
10. Call a meeting of the T&P Committee to discuss each candidate's file at which time each eligible member of the T&P Committee will receive instructions for voting and a ballot which must be returned to the T&P Committee Chair within two working days of the meeting.
11. Call a meeting of the T&P Committee within 24 hours of the time the ballots are due to count the votes.
12. Inform all tenured faculty within the College of Education that they may submit letters to be placed in a candidate's file.
13. Forward all T&P files to the Department Chair including vote counts and written justifications for ballots.

### **C. Voting**

1. Each eligible faculty member submits a ballot with written justification for each candidate to the T&P Committee Chair. Eligible faculty members are to evaluate teaching, scholarship and service against unit criteria.
2. The T&P Committee Chair will solicit missing ballots, if any, before the T&P committee meets to count the votes.
3. The votes are tabulated and the departmental faculty decisions to recommend or not recommend are made. Candidates are recommended for tenure and /or promotion when a majority of eligible faculty (more than 50 percent) vote that the candidate's achievements warrant recommendation.
4. Faculty on leave may vote only upon notification of the unit chair or dean of a desire to do so in writing before beginning the leave. All discussions of the T&P Committee and vote counts are to be confidential.
5. All discussions of the T&P Committee are confidential.

**D. Notification and Appeals**

1. The Department Chair notifies each candidate in writing of the T&P Committee's decision(s) pertaining to them. Numerical vote results will not be shared with the candidate.
2. The Department Chair sends a letter to the department faculty regarding decision(s) to recommend a candidate for tenure and/or promotion.
3. In the case of a negative recommendation, the first recourse of the candidate is to request an immediate oral explanation from the Department Chair for the action taken regarding tenure and/or promotion. The candidate may appeal a negative decision by notifying the Department Chair in writing. The candidate's file will go forward when there is an appeal.
4. The Department Chair will immediately notify the department faculty of appeals and invite letters from them to be included in the candidate's file. He/she also will arrange for the files of applicants who are appealing to be forwarded through appropriate channels without prejudice.
5. The Department Chair writes an evaluative letter to be included in each candidate's file and forwards all applicable T&P files to the Dean.
6. Specific procedures for appeal are described in the current Faculty Manual.

**E. T&P Responsibilities of the Department Chair**

1. Serve as a non-voting member of the T&P Committee.
2. Serve as liaison with the Dean on all tenure and promotion matters.
3. Ensure a T&P Committee Chair is elected.
4. Notify all eligible faculty in writing of their options for tenure and promotion review.
5. Solicit external reviewers and serve as liaison with the external reviewers.
6. Maintain candidate's files, make sure that files are complete.
7. Maintain records of all reviews of a candidate's file.
8. Notify candidates in writing of the T&P Committee's decision(s) pertaining to them and notify the faculty of the department of the decision(s). The actual number count will not be communicated to any candidate.
9. Receive appeals from candidates who choose to appeal and provide an immediate oral explanation to them.

10. Notify faculty of the department regarding any appeal of a candidate and invite letters from them to be included in a candidate's file.
11. Write an evaluative letter for each candidate's file and forward all applicable tenure and promotion files to the Dean.

#### **F. Responsibilities of Members of the T&P Committee**

1. Read all files for which he or she is eligible to vote in relation to conformity of the file to the department's criteria for tenure and promotion.
2. Attend the T&P Committee meeting in which a candidate's conformity to the T&P criteria is discussed prior to voting.
3. Vote and justify their vote in writing based on a candidate's conformity to criteria.

#### **G. Calendar of Events**

##### Spring of Previous Year

- Department Chair asks eligible faculty who wish to be considered for tenure and/or promotion to submit their names to the Department Chair.
- Faculty notify the Department Chair of their desire to be considered for tenure and/or promotion. In their decision year faculty must be considered for tenure. Faculty who resign are not considered for tenure and/or promotion.

##### Summer

- T&P Committee Chair notifies each candidate of the specific time line for the review of his/her file in writing according to the University calendar.
- Candidates for tenure and/or promotion submit to the chair of the T&P Committee supportive materials to be sent to outside reviewers
- T&P Committee chooses five outside reviewers (two of whom may be suggested by the candidate) to review a candidate's file.
- Department Chair contacts outside reviewers, requests a current vita from reviewers and submits a candidate's materials and the criteria to be used in the assessment to the outside reviewers.
- Candidate submits all materials in his/her file (including teaching evaluations) to the T&P Committee Chair.

##### August 15th and September

- T&P Committee Chair calls a meeting of the T&P Committee to review a candidate's files

- Results of a candidate's review, but not the numerical vote, are communicated to the candidate and the faculty of the T&P Committee in writing.
- Candidates may appeal the process and letters from faculty are solicited by the Department Chair
- Candidate files including the voting of the T&P Committee and the Department Chair's evaluation are submitted to the Dean.

## **II. Criteria for Tenure and Promotion**

Awarding of promotion and/or tenure in the Department of Physical Education is based on a candidate's performance in the areas of scholarship, teaching, and service consistent with the mission of the department.

General mission. The Department of Physical Education's primary mission is to train highly qualified professionals in physical education, including physical education teachers, athletic trainers, and teacher educators in physical education. In addition, the department strives to provide leadership on the state, national, and international levels regarding public policy issues related to the field. Scholarship is regarded as essential. Scholarship provides the foundation for effective "cutting edge" instruction and thoughtful leadership regarding public policy at the national and state levels. Therefore, the Department of Physical Education places relatively greater emphasis on scholarship and teaching, and less emphasis on service in reaching decisions involving promotion and/or tenure.

### **A. Criteria For Promotion**

Normally an earned doctorate is required for all tenure track positions.

#### Promotion to Associate Professor

The rank of Associate Professor signifies that an individual is an emerging scholar who is developing a national reputation in physical education. Promotion to associate professor will be recommended when the candidate demonstrates *effectiveness* in scholarship, teaching and service.

#### Promotion to Full Professor

The rank of full professor signifies that an individual has attained the status of senior scholar and is therefore well known and highly respected for his/her expertise in a particular specialty area in physical education. Promotion to full professor will be recommended when the candidate demonstrates *outstanding* performance in the area of scholarship, at least *effectiveness* in teaching, and at least *effectiveness* in service activities.

### **B. Criteria for Tenure**

The criteria for tenure are the same as those for promotion to associate professor with the addition that consistency and durability of performance are relevant factors in evaluating faculty for tenure. Therefore, the length of service that a faculty member has completed in a given rank is a valid consideration in formulating a tenure recommendation.

*Assistant Professor.* Tenure will not be recommended at the rank of assistant professor. Faculty members appointed at the assistant professor level and applying for associate professor normally will not be recommended for tenure until at least their fourth year at the University of South Carolina unless that faculty member has had experience at the rank of assistant professor elsewhere.

*Associate and Full Professor.* Faculty members appointed at the associate level normally will not be recommended for tenure until at least their third year at the University of South Carolina.

If a faculty member has been appointed at another college or university for at least two years, he/she normally would be eligible for tenure after having established a durable and consistent performance in meeting criteria for an additional two years at the University of South Carolina.

### **C. Definitions**

#### **Scholarship**

Scholarship in physical education assumes a variety of forms and represents contributions to the theoretical/conceptual, methodological, or knowledge creation domains. Contributions to physical education scholarship include generating theories, methods, and important qualitative and quantitative findings, validating theories, or testing methods; and analyzing and synthesizing existing knowledge. Examples of scholarly work include:

1. Publications of books and book chapters.
2. Reports of research, peer reviewed articles, and other materials published in leading professional journals.
3. Grants and contracts that support teaching, research, or service consistent with the mission of the Department of Physical Education.
4. Presentations at scientific or professional conferences.
5. Research-related activities such as reviewing manuscripts, organizing symposia, and other appropriate scholarship activity.

The quantity of scholarship necessary for promotion, or, for tenure in the Department of Physical Education will vary with the expectations of the diverse interests and fields of department faculty. Therefore the process of review relies heavily on the judgments of the department faculty and the external reviewers in a specific field.

*Effective in scholarship* is defined as (1) a continuing record of peer-reviewed scholarship activity and, (2) favorable evaluations of the candidate's work by department faculty and external reviewers.

*Outstanding in scholarship* is defined as meeting the criteria of effective scholarship plus a continuing record of peer reviewed scholarly activity that receives national recognition. *National recognition* is defined as evaluations of a candidate's work as a substantial contribution in his/her area of expertise by professionals of national stature in the candidate's field. Normally outstanding in scholarship would imply lead author publications in the best national/international journals of his/her field.

### **Teaching**

Teaching is a multi-faceted activity that is composed of classroom teaching, working with students outside the formal classroom setting, advising students, and developing course materials.

*Effective in teaching* is defined as a continuing record of instructional activities that receive positive evaluations. These include the candidate's (1) teaching performance evaluated by the department chair, peer review, and student evaluations (College of Education as well as solicited and unsolicited student evaluations), (2) quality of instructional techniques and strategies and clinical supervision, and (3) the quality of independent study, thesis, and dissertation work. Evidence of effective teaching activities may also include (but not be limited to) the following evidence: Up-to-date and complete course syllabi and sample student products. "Positive student evaluations of teaching" is defined as a rating of 3.7 or above (average of items 1-15) out of 5 points possible on the College of Education student perception of teaching instrument for all courses taught. Candidates are expected to establish a record of student evaluations of teaching in which the rating for the majority of courses (70% or better) meets or exceeds 3.7. Candidates who show considerable improvement in student perceptions of teaching toward the end of their evaluation period (better than 4.0 in all courses taught in the most recent two year period), and who receive positive peer and chair evaluations of teaching during this time may also receive an effective rating.

*Outstanding teaching* is defined as a continuing record of instructional activities that receive positive evaluations. These include the candidate's (1) teaching performance evaluated by the department chair, peer review, and student evaluations (College of Education as well as solicited and unsolicited student evaluations), (2) quality of instructional techniques and strategies and clinical supervision, and (3) the quality of independent study, thesis, and dissertation work. Evidence of effective teaching activities may also include (but not be limited to) the following evidence: Up-to-date and complete course syllabi and sample student products. "Positive student evaluations of teaching" is defined as a rating of 4.0 or above (average of items 1-15) out of 5 points possible on the College of Education student perception of teaching instrument for all courses taught. Candidates are expected to establish a record of student evaluations of teaching in which the rating for the majority of courses (70% or better) meets or exceeds 4.0. Candidates who show considerable improvement in student perceptions of teaching toward the end of their evaluation period (better than 4.2 in all courses taught in the most recent two year period), and who receive positive peer and chair evaluations of teaching during this time may also receive an outstanding rating.

### **Service**

Service includes those professional contributions the candidate makes that are outside teaching and scholarship.

Effective in service is defined in terms of the quantity and quality of the contributions of the candidate to:

- department, college and university committees.
- sharing of professional knowledge and expertise with community and state organizations.
- assistance to professional organizations at the local, state, and national and/or international level.

Candidates are expected to demonstrate service to the department as well as outside the department.

Outstanding service is defined in terms of the candidate's state and national recognition for leadership in professional activities and organizations. In addition, the candidate must meet the requirements listed above under effective service.

