

Approved by the USC Committee
on Tenure and Promotions
February 5, 1992

SCHOOL OF MEDICINE
BASIC SCIENCES SUBCOMMITTEE:

Procedures and Criteria for
Tenure and Promotion

This document presents guidelines for the granting of tenure and promotion to faculty members of the School of Medicine Basic Science Departments of Anatomy, Microbiology and Immunology, Pathology, Pharmacology, and Physiology.

Composition of the Tenure and Promotion Committee

The Committee on Tenure and Promotion shall consist of all tenured faculty in the School of Medicine Basic Science Departments. A chair shall be elected for a 2-year term by the Committee early in the fall semester of alternate academic years. The chair can be removed from office at any time by a simple majority vote (one more than 50% of the eligible voters) of the Committee. The chair must be a tenured full professor.

Procedures

All procedures shall be in conformity with the University-wide timetable for tenure and promotion considerations.

1. Each faculty member below the rank of professor and each non-tenured faculty member shall receive written notification at least thirty (30) days in advance of the deadline for submitting current vita material for promotion and/or tenure consideration. The chair of the Tenure and Promotion Committee is responsible for sending these notices, with a copy to the Dean's Office, to the departmental chair, who will be responsible for notification of the individual faculty members under consideration.
2. All faculty below the rank of tenured full professor will be considered for promotion and/or tenure. Any faculty member who does not wish to be considered in any given year must notify the department chair in writing by the stated deadline. Those faculty in the penultimate year do not have the option of not being considered. The faculty member desiring consideration must submit an updated vita and file to his or

her department chair by the University deadline. A minimum of 5 letters of support will be solicited by the candidate's chair from referees outside the Unit. Two of these will be selected from a list of 5 provided by the candidate. A minimum of 3 will be independent of this list and should be selected on the basis of their knowledge of the candidate's research and/or teaching activities. The candidate may solicit additional letters. The referees should be sent, 1) criteria for P&T in the School of Medicine, 2) curriculum vitae of the individual and 3) representative publications of the candidate. A bibliographic paragraph on each external referee which states their qualifications to comment on the candidate should be included in the file. The department chair will forward the information, along with his personal recommendations, to the chair of the Tenure and Promotion Committee.

3. Following the deadline for submission of updated personnel information, the Tenure and Promotion Committee of the School of Medicine shall meet and make its recommendations by a secret ballot. If the candidate's department chair provides the formal chair's letter, then the chair shall also be allowed to vote on the candidate. Promotion and tenure must be considered separately, but the two may be recommended at the same time. Ballots will be returned to the chair of the Promotion and Tenure Committee (or his/her designee) in a double envelope system. The inner envelope will have no marks of identification and will contain the marked ballot. The outer envelope will contain the sealed inner envelope and will have the name and signature of the voting faculty member on the outside. The two envelopes will be separated upon receipt by a mechanism that prevents pairing of the two envelopes. Votes shall be recorded as favorable, unfavorable, or abstain. Written justification of all votes is mandatory. Decisions shall be by majority vote of the "yes" and "no" votes cast. Ballots marked "abstain" and unmarked ballots shall constitute the absence of a vote. In the matter of tenure, decisions shall be by all tenured faculty of equal or higher rank, and in the matter of promotion, decisions shall be by those of higher rank. The chair of the Committee on Tenure and Promotion shall forward all recommendations to the Dean with supporting material. Because it is required that the total number of eligible faculty be sent to the Provost, along with a justification for failure to vote, a list will be compiled and sent to the Dean of all eligible faculty casting ballots and those failing to vote.
4. The Dean shall forward the full dossier of all faculty members recommended favorably by the School Committee and also the full dossier of all faculty who choose to appeal the School Committee's recommendations within the prescribed time limit set by the University Tenure and Promotion Calendar. The Dean will forward these complete folders, along with his recommendations, to the Provost. The Dean shall also forward a list of all faculty who chose not to be considered and of all faculty members under consideration who were not recommended favorably by the School Committee and who did not appeal this recommendation. Failure to recommend favorably at a particular time is without prejudice with respect to future consideration.

5. Additions to the file initiated by the candidate or faculty after the unit vote has occurred are limited to the following:
 - a. Candidates may add to the list of published articles those titles which were shown as submitted or in process when the file was prepared.
 - b. Letters submitted directly to the Dean (Section VII) or as part of an appeal (Section VIII) may be entered in the designated section(s) of the Tenure and Promotion file.
6. It is the responsibility of the chair, Tenure and Promotion Committee to notify faculty members under consideration of the favorable or unfavorable recommendation by the School Committee on Tenure and Promotion. A faculty member dissatisfied with a negative decision by the School Committee shall be permitted to appeal the School Committee's recommendation by notifying the chair, Tenure and Promotion Committee of his/her intention to file an appeal within the time limit set by the University Tenure and Promotion Calendar. The file, including the contrary recommendation of the School Committee, will then be forwarded to the Dean for further recommendation.
7. Appeals to the University Grievance Committee are permissible after the full cycle of regular consideration by the School, the University Committee, the President, and the Board of Trustees has been completed.

Criteria for Promotion and Tenure

A. General

The members of the Basic Science faculty applying for tenure and promotion must hold an earned doctoral degree; exceptions may be allowed in extraordinary circumstances. The awarding of promotion and tenure will depend on the applicant's level of performance in the areas of Teaching, Research and Service. Section B describes the usual contents of these areas and lists some of the items required to support the performance level claimed in each. In those cases where the material is not of a suitable form or size to be usefully included in a promotion and tenure file, an independent evaluation of the material should be provided. Any special honors received will also be considered.

The minimum levels of performance in each area expected of each rank of faculty are described in section C for promotion and in section D for tenure. Certain descriptive terms used in the text are marked with an asterisk to indicate that their meanings are explained in section E.

B. Performance Areas

1. Teaching

- a. Teaching load. For each course, the number of contact hours* and the number and type of student* should be given. Equal consideration will be given for medical and graduate student teaching.
- b. Quality of teaching
 - (i) Peer and student evaluation of the quality of the teaching must be provided. Students' performance on standardized tests may be used when available.
 - (ii) Attendance at teaching workshops or other unusual efforts to keep up with the field of specialty or to improve the teaching quality.
- c. Creation of or unusual use of novel or non-standard teaching methods. Computer-assisted instruction and tape-slide presentations are examples.
- d. Teaching aids. Textbooks, laboratory and self-study manuals, photographic slides, and student handouts.

2. Research*

- a. Publications. Refereed journal articles, books, chapters of books, invited reviews, non-refereed publications.
- b. Presentations. Invited and non-invited talks at scientific meetings and symposia. Seminars.
- c. Grants. Applications submitted, approved but not funded, and funded. The rank or score of an unfunded application may be included.
- d. Meetings attended.
- e. External or independent evaluation of the research. Letters from other investigators in the field not employed at USC.

3. Service*

- a. To the Department. Course director, committees, organization of teaching grants, and any service function useful to the Department as a whole.
- b. To the School of Medicine. Committees and any responsibility useful to the Medical School as a whole.
- c. To the University. Committees, Faculty Senate, and any University-wide service responsibility.
- d. Professional activities. Any professionally-related service such as membership on editorial boards, professional society membership and responsibilities such as officer or committee member, session chair at scientific meetings, and organization of meetings. Review panels and consulting services to industry, science, or government. Scientific presentations to schools or civic groups and similar activities.

4. Special honors

Any award or prize recognizing outstanding professionally-related service or performance.

C. Performance Levels for Promotion and Appointment

1. General

A candidate for promotion or appointment must show strength in either Research or Teaching; the area showing strength hereafter being called the major area and the other the minor. The candidate will state in his/her personal letter the "major" and "minor" areas.

2. Promotion to Assistant Professor

The position of Instructor is a non-tenure track appointment; hence, promotion to Assistant Professor is an appointment to the tenure track. To be eligible for the rank of Assistant Professor, a faculty member must possess strong potential for development as a teacher and a scholar. The individual must be capable of conducting self-directed scholarly research. Normally he/she will be expected to hold the earned doctor's degree or its equivalent.

3. Promotion to Associate Professor

- a. Assistant professors will not be normally recommended for promotion until they have completed at least four (4) years of independent* teaching and/or research.
- b. Sustained accomplishment in the major area must show that local and national reputations are being developed as described in performance areas sections B.1 and B.2.
- c. A satisfactory level of accomplishment must be achieved in the minor area.
- d. Some accomplishment of service or a demonstrated willingness to participate in service to the University, School, or Department must be shown.
- e. The personal attributes, as they consistently affect the candidate in the performance of their professional duties, may be considered for promotion to the rank of Associate Professor. The candidate must show integrity, good judgment and reasonable cooperation with others.

4. Promotion to Professor

- a. Associate professors will not normally be recommended for promotion until they have completed at least nine (9) years of independent

teaching and research.

- b. Sustained accomplishment in the major area since promotion to Associate Professor must be shown. The candidate must have an outstanding reputation nationally and must have made a major intellectual contribution in the field of specialty.
 - c. Significant accomplishment in the minor area must be shown.
 - d. Significant accomplishment in the area of Service must be shown.
 - e. The personal attributes, as they consistently affect the candidate in the performance of their professional duties, may be considered for promotion to the rank of Professor. The candidate must show integrity, good judgment and reasonable cooperation with others.
5. Candidates for appointment at a given rank must offer credentials and evidence consistent with those required for promotion to that respective rank.

D. Performance Levels for Tenure

1. General

The awarding of tenure will follow the policies of the University of South Carolina Faculty Manual and the procedures of the School of Medicine in effect at the time of appointment or later revision of either if these are to the candidate's advantage. A minimum probationary period of two (2) years at the University of South Carolina is required before the effective date of tenure.

2. Tenure Criteria

Tenure award is predicated on achievement of the performance criteria established for the rank of the candidate as well as the expectation of continued scholarly productivity and development.

The award of tenure further anticipates that the individual will, through the projected period of affiliation with the University, contribute toward the accomplishment of institutional goals. The personal attributes, as they consistently affect the candidate in the performance of their professional duties, may be considered for awarding tenure. The candidate must show integrity, good judgment and reasonable cooperation with others.

E. Definitions

Contact hours	Actual time spent with students. Includes lectures, conferences, examinations, and laboratory periods.
Independent	Without supervision by graduate, postdoctoral, or other advisor.
Research	Activity producing new or original contributions to a scientific field.
Service	Any professional activity useful to others depends upon being a member of the academic or scientific community.
Type of student	These include undergraduates, medical students, academic graduate students, and residents.