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**CRITERIA FOR APPOINTMENT, REAPPOINTMENT AND PROMOTION
OF RESEARCH FACULTY MEMBERS
DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING
UNIVERSITY OF SOUTH CAROLINA**

I. INTRODUCTION

The criteria for appointment, reappointment, and promotion set forth in this document are intended to assist research faculty members in their professional development, and to guide the Department of Computer Science and Engineering (hereafter designated as Department) in the assessment of the contributions and professional progress of research faculty members. The primary basis for these decisions shall be evidence presented by a research faculty member on his or her activities in the areas of research and scholarship. It is understood that the research and scholarship missions of the Department may also involve teaching and professional service.

Appointment, re-appointment, and promotion procedures, as well as general guidelines and policy for research faculty are set forth in The Faculty Manual of the University of South Carolina as well as in the University Policies and Procedures Manual, ACAF 1.16 (Non-Tenure-Track Faculty), ACAF 1.00 (Recruitment and Appointment of Tenured, Tenure-Track, and Non-Tenure-Track Faculty), and ACAF 1.06 (Academic Titles for Faculty and Unclassified Academic Staff Positions). This document details the specific criteria and procedures of the Department to implement University guidelines. When conflicts exist, the latest edition of The Faculty Manual and University Policies and Procedures will take precedence.

Research faculty members are appointed on an annual basis. They can be terminated because of programmatic changes or decisions, if their performance is deemed unacceptable as a result of the annual review process, or if the funding source for their position is terminated. As stated in the Faculty Manual, employment can be terminated within ninety days upon receipt of a written notice by either party.

II. APPOINTMENT, REAPPOINTMENT, AND PROMOTION IN THE DEPARTMENT

A. Background

Research faculty members in the Department have primary duties in supporting and conducting research and scholarly activities. Evaluation of

each faculty member's performance in this area shall be considered in any decision regarding reappointment or promotion. The performance of a research faculty member will be reviewed for his or her entire academic career, with primary attention given to the period during which the individual was at the current rank. The Department expects that the individual's performance will reflect consistent professional development. The criteria governing promotion and reappointment recommendations are intended to stimulate professional growth and to ensure that each decision is made solely on the grounds of professional merit. Recommendations for promotion in rank represent recognition of past achievement as well as a clear statement of confidence that a candidate is capable of further professional development.

Although the primary function of a research faculty member is to promote research and scholarly activities within the Department, it is recognized that this function may be augmented by teaching or with service duties at the departmental, national, or international level.

It is expected that research faculty members should exhibit both personal and professional integrity.

B. Eligibility for Appointment, Reappointment, and/or Promotion

Research faculty members should normally hold an earned doctorate in Computer Science, Computer Engineering, or a related discipline that allows the research faculty member to support and enhance the research and scholarly mission of the department.

A research faculty member who is a candidate for reappointment or promotion bears responsibility for the preparation of the reappointment or promotion files presented to the Unit. A reappointment or promotion file must include sufficient evidence of the candidate's research and scholarship to enable the Unit to evaluate the strengths and weaknesses of the candidate's scholarship and research activities and productivity.

C. Evaluation Areas for Reappointment and Promotion

1. Research and Scholarship

Research faculty members may be involved in basic or applied research, or combinations thereof.

Substantive scholarship consists of work recognized as being of lasting value by peers. Evidence of substantive scholarship should be provided primarily by refereed publications and presentations at national technical meetings, outside lectures, and research monographs and textbooks. A consistent and durable record of scholarship is expected. Each successful

candidate must be able to show creative thought and substantive contributions to one or more of the research programs in the Department.

Each candidate must document his/her ability to assist with obtaining the funding necessary to maintain one or more research programs. As supporting evidence, a candidate's file must include lists of funded research grants and contracts and proposals submitted for external funding. The candidate must demonstrate intellectual and scientific expertise and leadership in successful research grants and contracts.

2. Service

While service is not explicitly required of all research faculty members, it is recognized that relevant service activities may contribute substantially to the research mission of the department. Relevant service is that which is connected to the teaching, research, and scholarship missions of the University. Service at the department, college, university, community, or professional levels may be considered. Research faculty members may submit evidence of relevant service to be considered in the decision to reappoint and/or promote.

3. Teaching

While teaching is not explicitly required of all research faculty members, it is recognized that teaching (for example, of advanced courses) may contribute substantially to the research mission of the department. Research faculty members who teach a lecture course must obtain teaching evaluations and peer evaluations to substantiate effective teaching. Evaluations must be obtained using the standard instruments used for tenured and tenure-track faculty. Research faculty members may submit evidence of relevant and effective teaching to be considered in the decision to retain and/or promote.

D. Specific Criteria for Appointment, Reappointment, and Promotion

1. Criteria for Initial Appointment

Candidates for initial appointment at the rank of Research Assistant Professor must demonstrate professional development, grant writing ability, and a record of scholarly production beyond that typically expected of a post-doctoral student. Normally, several years of post-doctoral training or industrial experience would be required. The candidate for Research Assistant Professor must demonstrate that his or her potential for contributions to research, including the ability to attract research funding, have advanced beyond the doctoral dissertation, or post-doctoral training.

Candidates with extensive scholarly publications, grant funding, and/or industrial experience may be considered for initial appointment at the rank of Research Associate Professor or Research Professor.

2. Criteria for Promotion to Research Associate Professor

In the area of research and scholarship, the candidate must demonstrate that his or her contributions to the Department's research program have been validated by a substantive record of publications in reputable refereed journals, and by substantiated contributions to successful proposals for external funding that support one or more research programs in the department.

The successful candidate may present a record of relevant service within and external to the University.

The successful candidate may present a record of effective teaching in the Department.

Research faculty members appointed initially at the rank of Research Assistant Professor will not normally be recommended for promotion until they are in their fifth year at the University of South Carolina.

3. Criteria for Promotion to Research Professor

The candidate must demonstrate continued contributions to the development and maintenance of significant research programs within the Department. For promotion to the rank of Research Professor, the candidate must demonstrate creative and substantive contributions to the development of one or more novel research areas within the department. Evidence for these contributions may include a consistent and durable record of refereed publications and external research funding, and/or acquisition and development of major new research facilities, including scholarly activities in areas that would not have developed solely from the knowledge base of the tenured and tenure-track faculty. There should also be evidence of having attained national or international stature in the candidate's field.

The successful candidate may present a record of relevant service within and external to the University and include service to the profession.

The successful candidate may present a record of effective teaching in the Department.

Faculty appointed or promoted to the rank of Research Associate Professor will not normally be considered for promotion to Research Professor until after their third year in the lower rank at the University of South Carolina.

III. COMPOSITION OF THE UNIT REVIEW SUBCOMMITTEE AND VOTING POLICY

Candidates for initial appointment at the rank of Research Assistant/Associate/ Professor will be presented to the tenured and tenure-track faculty at a regularly scheduled meeting of the faculty. No sooner than two weeks after this, a vote on whether to offer the initial appointment will be taken at a called meeting of the Computer Science and Engineering Faculty. Candidates for initial appointment at the rank of Research Assistant Professor will be required to present a seminar and will be voted on by secret ballot by all tenured and tenure-track faculty. Candidates for initial appointment at the rank of Research Associate Professor will be voted on by secret ballot by tenured faculty at the rank of Associate Professor and higher. Candidates for initial appointment at the rank of Research Professor will be voted on by secret ballot by tenured faculty at the rank of professor. Votes must be either "Yes," "No," or "Abstain." A two-thirds majority of the "Yes" and "No" votes must be "Yes" for initial appointment. The successful candidate requires that a majority of eligible faculty cast either "Yes" or "No" votes. Faculty on sabbatical may choose not to participate in the vote to appoint or promote, in which case that faculty member is not counted among the eligible voters. The Chair of the Department and the Dean of the College do not cast votes, and are not counted as eligible voters.

The annual performance of research faculty members, as well as their requests for promotion, will be reviewed by a Subcommittee of three faculty members from the Department of Computer Science and Engineering, chosen from among the tenured faculty of the department. The Subcommittee will be chosen in January of each year. The members of the select committee must be tenured Associate Professors or Professors in the Department. Tenured faculty in the Unit who hold administrative positions that enable them to make recommendations on the candidate (Department Chair or Dean) may not serve on the Unit Subcommittee. Faculty on sabbatical will not serve on the Unit Subcommittee.

The role of the Subcommittee is to view the candidates' files and to meet with the tenured or tenure-track faculty members with whom the research faculty collaborates. The Subcommittee will then prepare a written summary of the candidates' files and present this to the eligible voters among the tenured and tenure-track faculty. Other tenured or tenure track faculty members who wish to submit an independent evaluation of the research faculty will do so in writing, and will be given the opportunity to present this evaluation to the eligible voters.

If, at the beginning of the calendar year, there are fewer than three tenured faculty members eligible to serve on the Subcommittee and vote on a reappointment or promotion decision which might be forthcoming, then the tenured faculty members in the Unit of higher rank than the candidate will

choose sufficient additional faculty members from other units who meet the eligibility criterion so that there are at least three Subcommittee members who are eligible to vote on each file.

After the Subcommittee (and any other independent evaluator) has presented its summary to the eligible voters, the eligible voters will then vote "yes," "no," or "abstain" on the reappointment or promotion of the candidate. This vote will be a secret ballot, and will be conducted by the Chair of the Unit Subcommittee. All votes of the department must be either "yes," "no," or "abstain." A favorable recommendation by the Department requires that two-thirds of the "yes" and "no" votes be "yes." Vote justifications are not required at the level of the Department.

The Department Chair will prepare a written annual evaluation of the research faculty member and will present and discuss this with the faculty member. The Department Chair will consider the candidate's file, the report of the Subcommittee, and the vote of the faculty. The faculty member will sign the annual evaluation to acknowledge its receipt. The original signed evaluation letter will become part of the faculty member's permanent file, and a copy of the evaluation letter will be given to the faculty member.

The Department Chair will also recommend whether or not to retain and/or to promote the candidate. The Chair will prepare a letter of justification on his/her decision, and will forward this to the Dean of the College of Engineering and Computing. The Dean will then prepare a letter to the candidate stating whether the candidate will be retained and/or promoted.

All research faculty members (Research Assistant Professor, Research Associate Professor, and Research Professor) will submit a file and a written request for reappointment and/or promotion, if appropriate, prior to their annual reappointment date.