

# Orientation for T&P Candidates

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# WHAT WILL THIS PRESENTATION COVER?

- T&P Resources
- T&P Vocabulary
- Overview of T&P Process
- T&P timeline and key dates
- Materials needed for file submission
  - Primary File
  - Secondary File
  - Materials for External Reviewers
- General Advice from UCTP
- Answer Questions



# RESOURCES

Online (Provost website → Our Services → Tenure and Promotion)\*

- T&P Clock and Calendar
- Candidate File Preparation Guide
  - primary file Word template
  - Faculty Manual
  - UCTP Guidelines for Units: Preparing Criteria and Files:
- Unit Criteria

## Human resources

- Unit T&P Chair
- UCTP Committee Members or Chair (Ken Shimizu)
- Faculty that have recently gone through the T&P Process\*

### Office of the Provost

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**Office of the Provost**

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**About the Office**

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**Academic Leadership  
Recruitment & Review**

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**News and Events**

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**Our Offices**

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**Our Services**

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↓ **Tenure and Promotion**

Tenure Clock & Review Calendars

➤ **Candidate File Preparation**

File Review Process

File Submission Guide

Tenure-Progress Review

Post Tenure Review

Annual Review

Unit Criteria

#### TENURE AND PROMOTION

### Candidate File Preparation Guide

Tenure and promotion decisions require a record of accomplishment indicative of continuing development of faculty member in research, teaching, and service, and appropriate progress toward development of a national or international reputation in a field.

The initial file is created by the candidate using a [template primary files \(docx\)](#) [doc]. At each step in the review process additional documents are added and a vote summary is updated. Digital letters and signatures are acceptable, and completed files should be submitted electronically as PDF

#### Important Resources

- [Faculty Manual](#) - final authority on procedures and guidelines for file compilation, submission, and review
- [UCTP Guidelines for Units: Preparing Criteria and Files](#) [pdf] - helps tenure and/or promotion candidates and

\*Some provost website links to files are not underlined and are blocks of text. (look for >> after a heading title)



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# T&P VOCABULARY

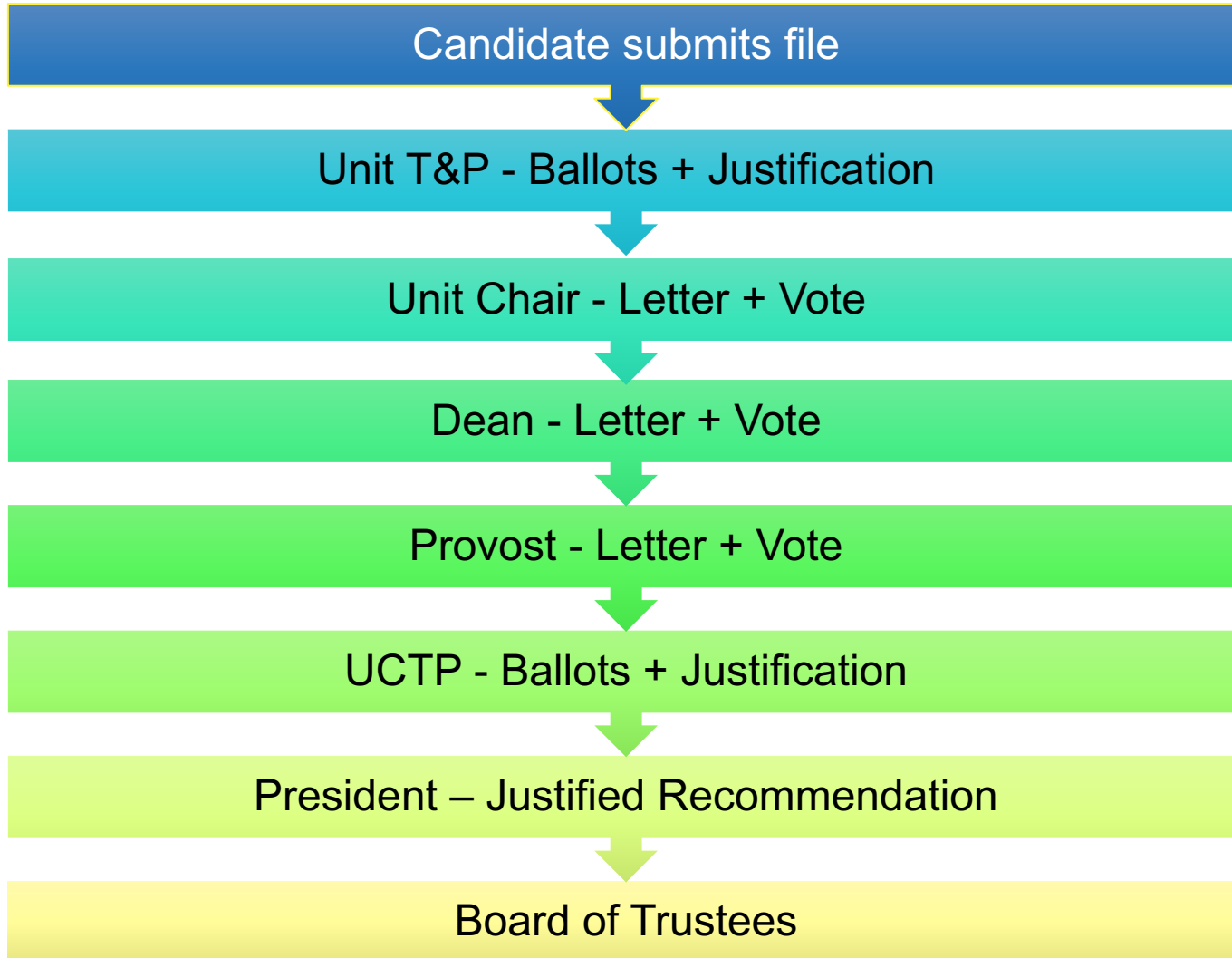
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term	description
T&P Unit	<ul style="list-style-type: none"><li>• Department or College/School-level Committee that initially votes on your T&amp;P file</li></ul>
penultimate year (decision date)	<ul style="list-style-type: none"><li>• final year that your T&amp;P file can be submitted</li></ul>
probationary period	<ul style="list-style-type: none"><li>• length of time allowed for a tenure-eligible faculty member to earn tenure</li></ul>
TCE	<ul style="list-style-type: none"><li>• tenure clock-extension</li></ul>
UCTP	<ul style="list-style-type: none"><li>• University Tenure and Promotion Committee</li></ul>
MOU	<ul style="list-style-type: none"><li>• memorandum of understanding</li></ul>

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# OVERVIEW OF T&P PROCESS



← your responsibility

*usually Department Chair  
(some T&P units are at the  
college and school levels  
and may not have a Chair's  
letter)*

decisions at each level are  
justified in ballots and letters  
based on Unit T&P criteria

*The President has the final authority  
for recommending tenure or  
promotion with the approval of the  
Board of Trustees.*



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# UCTP?

## Faculty Committee

**Faculty Senate**  
(Chair -Wayne  
Outten)

**UCTP Chair**  
(Ken Shimizu)

**UCTP Committee**  
24 Professors  
(15 Elected, 9 Appointed)

## **T&P File Review**

- Reviews all tenure and promotion cases and makes recommendations to the President.
- “The committee assesses whether the candidate’s unit criteria were fairly and appropriately applied at all levels in evaluating the candidate’s file and forwards its recommendation on the file.” (FM)

## **Unit T&P Criteria Review**

- Review and approve Unit T&P Criteria and Procedures



# WHEN IS MY DECISION YEAR?

## Decision Years for Assistant Professors seeking tenure

\*For Associate Professors seeking tenure subtract one year.

<b>Start date</b>	<b>Original</b>	<b>1 TCE</b>	<b>2 TCEs</b>	<b>3 TCE</b>
<b>August 2015</b>	Fall 2020	Fall 2021	Fall 2022	Fall 2023
<b>January 2016</b>	Spring 2021	Spring 2022	Spring 2023	Spring 2024
<b>August 2017</b>	Fall 2022	Fall 2023	Fall 2024	Fall 2025
<b>January 2018</b>	Spring 2023	Spring 2024	Spring 2025	Spring 2026
<b>August 2019</b>	Fall 2024	Fall 2025	Fall 2026	Fall 2027
<b>January 2020</b>	Spring 2025	Spring 2026	Spring 2027	Spring 2028
<b>August 2021</b>	Fall 2026	Fall 2027	Fall 2028	Fall 2029

TCE = Tenure Clock Extension

# CAN I GO UP “EARLY”?

- “assistant professor(s)... normally will not be recommended for tenure until they are in at least their fourth year at the University of South Carolina.” (**Faculty Manual, page 30**) \*
- “associate professor(s)... normally will not be recommended for tenure until they are in at least their third year at the University of South Carolina” (**Faculty Manual, page 30**) \*
- “There is no difference between the standards applied to faculty who apply for tenure in the penultimate year of the probationary period and those who apply for tenure prior to the penultimate year.” (**Faculty Manual, page 30**)
- If you receive a negative decision prior to your decision year, then you can reapply “without prejudice with respect to future consideration”. This includes tenure clock extensions.

*\*exceptions for faculty who previously held tenure-track positions*



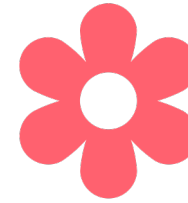
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# CANDIDATE T&P KEY DATES

Fall (2024)	Spring (2025)	Action
<b>April 1, 2024</b>	<b>April 1, 2024</b>	Department chair, director, or dean notifies all eligible faculty in writing of option for filing for tenure and promotion for the upcoming academic year.
<b>April 15</b>	<b>October 1</b>	Faculty notify department chair, director, or dean in writing whether they will seek tenure and/or promotion.
<b>May 1</b>	<b>October 15</b>	candidates for tenure and/or promotion will be advised by Unit T&P Chair of the timetable for file submission and of the date of the unit meeting
<b>August</b>	<b>January</b>	Candidate submits file to the Unit T&P Chair. (Consult Unit T&P Chair for due date. Unit T&P Chair needs to send out files to external reviewers and get letters back by Aug. 25 or Jan. 25.)
<b>September 15</b>	<b>February 15</b>	T&P Unit must vote on candidate file by this date. Candidate is notified of a negative or positive decision
<b>September 25</b>	<b>February 25</b>	Candidate notifies unit if they want to appeal a negative decision
<b>Sept - April</b>	<b>Feb. – Nov.</b>	File reviewed by Department Chair → Dean → Provost → UCTP
<b>May 2025</b>	<b>December 2025</b>	Candidate notified of President's recommendation
<b>end June 2025</b>	<b>December 2025</b>	Board of Trustees vote

# FALL OR SPRING CYCLE?



cycle	Typical candidates
Fall 2024	<ul style="list-style-type: none"><li>• <b>Assistant Professors</b> seeking tenure and promotion with August 16 start dates</li></ul>
Spring 2025	<ul style="list-style-type: none"><li>• <b>Associate Professors</b> seeking promotion to Professor</li><li>• <b>Assistant Professors</b> seeking tenure and promotion with January 1 start dates</li></ul>

- Candidates seeking tenure before their decision year are recommended to go up in the same cycle as their decision year.



# FOR JOINT APPOINTS

- Faculty Manual has guiding language
- Use the tenure home unit criteria
- An MOU must be in place
- The secondary unit gets at least one external letter and can propose/comment on primary unit choices
- The secondary unit submits a summary letter to the primary unit. If the secondary unit is not in consensus, a majority and minority report can be submitted.
- One person, one vote (that vote is in the primary unit if the voting faculty affiliates with 1° and 2° units)



# WHAT DO I NEED TO SUBMIT?

## 1) Primary File

information for internal review

## 2) Secondary File

documentation for internal review

## 3) Materials for External Reviewers

includes material from the primary and secondary files



# 1. PRIMARY FILE

1. Microsoft Word Template\* (Provost website)
  - Cover Page (choice of unit criteria)
  - Vita (start date, degrees, work history)
  - Teaching
  - Research and Scholarship
  - Service
  - Personal Statement
  - List of items in secondary files
2. Tenure Clock Extension Letter(s)
3. Memorandum of Understanding (if applicable)
4. Copy of Relevant Unit Criteria
5. Peer teaching reviews

**(Name Last, Name First)**

(Rank)  
(Department)  
(College)  
(USC Columbia)

Seeking **(Tenure and Promotion, or Promotion)** to  
(Associate Professor, or Professor)

(Date)

This file will be evaluated based on the approved applicable unit criteria for tenure and promotion which appear immediately after the vote summary page. The candidate accepts these criteria and waives any right to application of other approved unit criteria.

\_\_\_\_\_  
UCTP Approval date of unit criteria used by the candidate

I hereby affirm that the information submitted in this file is complete and accurate to the best of my knowledge.

\_\_\_\_\_  
Candidate (Signature and Date)

\*Sections in the template can be deleted or modified to suit the candidate's area of study or the unit criteria



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## 2. SECONDARY FILE

“secondary file includes documentation of teaching, research, and service sufficient to establish the claims of the candidate to merit tenure or promotion.” **(UCTP Guidelines, page 9)**

- These may be electronic or physical copies or both.
- Common items in secondary materials include:
  - Copies of Student Evaluations (including comments)
  - Course materials
  - Copies of Publications
  - Letters documenting Awards or Commendations
  - Books and artwork
  - Recordings of performances, movies, and presentations
  - Letters documenting service and outreach activities



# 3. MATERIALS FOR EXTERNAL REVIEWERS

Materials need to be sent to external reviewers by June 15 (Fall Cycle) or Oct 25 (Spring Cycle) which is 2-3 months before the date the complete file needs to be provided to the Unit T&P committee.

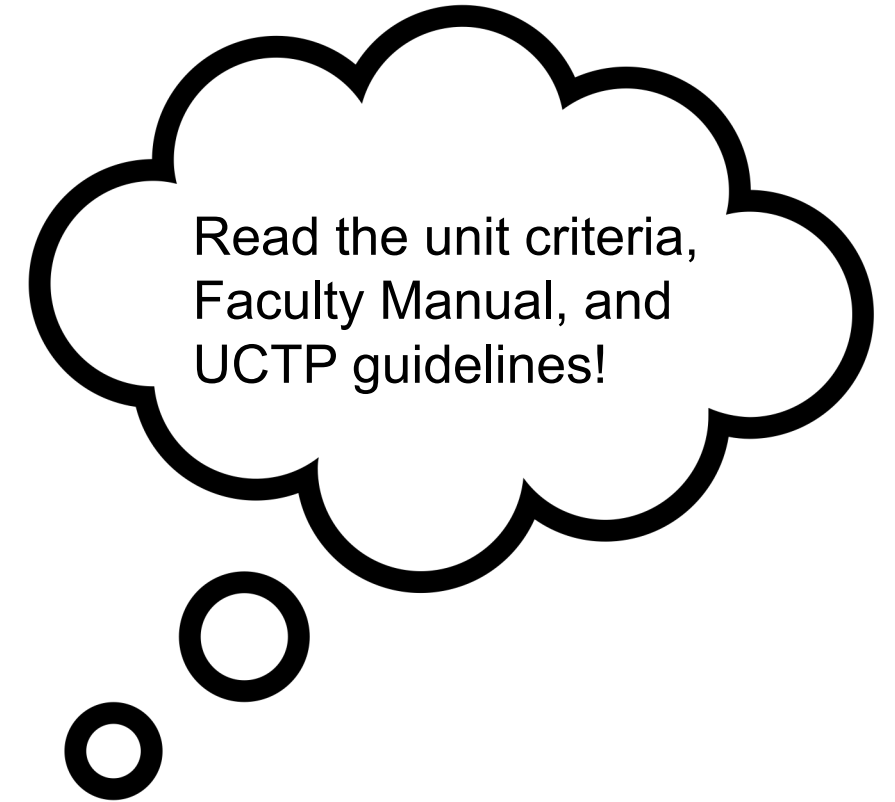
**The materials sent to external reviewers vary depending on the unit**  
(consult with Unit T&P Chair and Unit Criteria)

Examples of materials sent to external reviewers

1. Curriculum Vitae (separate from Vita in the primary file)
2. Copy of Primary File Word Template (might not be the final version)
3. Samples of Research/ Scholarship Common items include copies of publications and books, recordings of movies and performances
4. Customized Personal Statement. The personal statement in the primary file is usually targeted to the internal reviewers who are not experts in your field of study or area of expertise. On the other hand, the external reviewers are more knowledgeable about your area of expertise and are often tasked with specifically assessing the quality and productivity of your research and scholarship.



# ADVICE FROM THE UCTP (1)





# WHICH FACULTY MANUAL AND UNIT CRITERIA?

T and/or P	Faculty Manual	Unit Criteria
<b>Assistant → Associate</b>	may choose* (current or at time of hire)	may choose* (current or at time of hire)
<b>Associate → Full</b>	must use current	must use current

\*Choice of unit criteria date is specified on the cover page of the primary file template

If there is a conflict between the Faculty Manual and Unit Criteria, the Faculty Manual takes priority.



# ADVICE FROM THE UCTP (2)

- Your T&P Chair is an excellent resource. Other good resources are the UCTP and senior colleagues.
- Craft your personal statement (in the primary file) to demonstrate how you meet the Unit T&P standards in teaching, research/scholarship, and service.
- Include submitted or under review scholarship in your Primary File – and update your T&P Chair of positive changes in status
- We encourage you to define and describe your contribution in the case of multi-authored scholarly work and your financial and intellectual portion of collaborative grants – consult your T&P Chair
- “The candidate is allowed some flexibility and may edit the precise format of the tables contained in the primary file to accommodate differences between various disciplines. A key goal in preparing the file is to achieve clarity.” UCTP Guidelines



# “GRIDS” IN PRIMARY FILE– DO NOT

## TEACHING

### Summary of Courses Taught

Course Designator	Contact Hours	Course Title	Enrollments by Term														
			2022 Summer	2022 Spring	2021 Fall	2021 Summer	2021 Spring	2020 Fall	2020 Summer	2020 Spring	2019 Fall	2019 Summer	2019 Spring	2018 Fall	2018 Summer	2018 Spring	2017 Fall
COUR 101	3	ABC	24														
COUR 301	3	ABC		47													
COUR 401	3	ABC			20												
COUR 601	3	ABC			24												
COUR 301	3	ABC				11											
COUR 101	3	ABC				7											
COUR 301	3	ABC					46										
COUR 401	3	ABC					15										
COUR 701	3	ABC						27									

Please do not

- List courses in chronological order
- Have multiple rows for a single course



# “GRIDS” IN PRIMARY FILE – YES, PLEASE!

Summary of Courses Taught

			Enrollments by Term														
Course Designator	Contact Hours	Course Title	2022 Summer	2022 Spring	2021 Fall	2021 Summer	2021 Spring	2020 Fall	2020 Summer	2020 Spring	2019 Fall	2019 Summer	2019 Spring	2018 Fall	2018 Summer	2018 Spring	2017 Fall
COUR 101	3	ABC	24			7			7			14	40		11	39	35
COUR 301	3	ABC		47		11	46										
COUR 401	3	ABC			20		15	10		16	6	11		13		11	
COUR 601	3	ABC			24												
COUR 701	3	ABC						27									

- List in course designator order (small to large)
- One row per course
- You may add columns



# ADVICE FROM THE UCTP (3)

- Clearly state the basis for the total number of publications or presentations you cite in your personal statement or the research/scholarship section.
- Identify what documents are needed for your file as early as possible. (Look over the Primary File template and Unit Criteria or ask a colleague for a look at their file.)
- Inconsistencies and errors in your file make it more difficult to review.
- If you are not sure where something goes in your primary file, you can mention it in the personal statement.



# QUESTIONS?

**Ken Shimizu**

UCTP Chair

2023-2024

Please reach out to me at [shimizu@sc.edu](mailto:shimizu@sc.edu)



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