

**CRITERIA**

There are several factors which will determine eligibility for consideration for either promotion or tenure, but which are not matters involving any qualitative judgment on anyone's part. Both divisional committees and the departmental committee are expected to abide by these guidelines.

1. Terminal degree: no one will be considered by the Promotion and Tenure Committee without the appropriate terminal degree: Ed.D. or Ph.D. in Art Education, Ph.D. in Art History and M.F.A. (or its equivalent) in Art Studio.
2. Experience at the University of South Carolina: at least one year of service at the University would normally be needed to make a judgment for promotion to the rank of Assistant Professor while correspondingly longer periods of time would be necessary for higher level promotions or for tenure.

Departmental criteria for promotion or tenure will be based on at least three categories. This does not constitute a priority ranking.

**1. Category One - Teaching**

Faculty members will be expected to be good teachers - that is to say, above average, at the undergraduate level as determined by student evaluations, faculty evaluations and Departmental (college or university) reputation. Rapport with students will be extremely critical in studio classes as will the kind of results that are achieved by the students. For lecture courses, the ability to organize and communicate ideas effectively will be of paramount importance. In both cases, selling the course and the department determine the continued success of the art program at Carolina.

**2. Category Two - Service**

This includes service within the Department beyond teaching; such as, advising, committee work, etc., on campus committee work, community projects related to the profession and any and all involvement in professional association work including talks, consultations, etc. This is the category of activity that can result in the growth and development of the Department, a positive cooperative spirit of helpfulness, good public relations on and off campus and the generation of a reputation for the Department that attracts the necessary outside rapport.

### 3. Category Three - Exhibition and/or Publication Record

Based on the assumption that a creatively active faculty member can be a better teacher, the Department encourages and supports the development of a professional record. Such a record should be developed without released time and it will be the responsibility largely of the individual Divisions to determine adequacy for whatever elevation is being considered. The record submitted for consideration should be accomplished fact: the publication record should include reprints, xerox copies, actual publications or letters of acceptance from publishers and editors, while the exhibition record should be supported by reviews, catalogs or printed lists when available. National impact will be considered more worthwhile than regional, and regional better than local.

Promotion to associate professor will usually require effective performance in two of the three areas. Promotion from associate professor to professor will usually require outstanding performance in all three areas.

Tenure will be recommended only for those faculty members who have either demonstrated or shown promise of excellence and who are most likely to continue to make a significant contribution to the Department in the future through further growth and development in teaching, service and research.

Approved August 26, 1976

INFORMATION -

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On August 25, 1975 the full faculty of the Department of Art met for their annual fall faculty meeting. On the agenda for that meeting was the matter of formulating procedures and criteria for the Department of Art regarding tenure and promotion. At that time, the full faculty elected a committee charged with the responsibility of drafting proposed procedures and criteria for tenure and/or promotion. The committee was requested to return the draft for consideration at the next full faculty meeting.

The committee consisted of:

- Ms. Nell Lafaye, Associate Professor, Tenured 1975
- Dr. Randy Mack, Associate Professor, Tenured 1975
- Dr. John O'Neil, Associate Professor, Department Head, Tenured 1968
- Dr. Truman Teed, Full Professor, Tenured 1970
- Howard Woody, Full Professor, Tenured 1969

After several meetings the committee drafted a set of procedures and criteria. A special meeting of the full faculty was called for 5:00 pm on October 5, 1975. After discussion and amending the draft proposal a revised document was voted on by the full faculty. This document was unanimously accepted.

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Tenure and Promotions Procedures  
of the  
Department of Art

1. The composition of the departmental Tenure and Promotions committee shall consist of all tenured faculty members in the rank of associate or full professor. All official review committees within the department shall consist of no less than five tenured faculty of appropriate rank.
2. The purpose of the Tenure and Promotions Committee is to make recommendations concerning tenure and promotion.

Duties of the Tenure and Promotion Committee:

1. To review annually the data of all non-tenured faculty.
2. To notify in writing, at least one month prior to the consideration by the committee, any non-tenured member of his opportunity to present data to the committee, so that the termination of the probationary period, whether by granting of tenure, or of dismissal, shall be in conformity with the recommendations set forth in the faculty manual.
3. To notify in writing, at least one month prior to the consideration by the committee, all members of the faculty of their right to present data to the committee for consideration for promotion.

4. At the same time, both the Dean and Department Head shall be notified by the Chairperson of the Tenure and Promotion Committee of the pending meeting of such departmental committee and shall have the opportunity to place appropriate material in the file of any individual.
5. To review all materials and to make recommendations to the University Tenure and Promotion Committee.

## Procedure:

The Committee will proceed in the following manner:

1. It will review the list of publications and/or record of exhibitions, papers presented, lectures given, and other evidences of scholarship and professional activity of the candidate being considered for tenure and/or promotion.
2. It will determine as accurately as possible the teaching effectiveness of any person under consideration.
3. It will determine the contribution made by the candidate as indicated by service on committees, special assignments, or other actions for the benefit of the department and/or the university.
4. Should the candidate choose to be evaluated by the appropriate divisional committee of the whole, the evaluation of the candidate by that division shall be heard. The choice of the candidate not be reviewed by the division shall not negatively prejudice any decision made by the departmental Committee on Tenure and Promotions.
5. The Committee will review all material submitted by the candidate. The Committee also may collect and review any other relevant materials pertaining to the candidate's record of performance.
6. Committee voting will be based on a simple majority of those present and voting. All individual ballots will remain secret but the vote count will be available to committee members and appropriate administrative

officers. A person eligible to vote who does not vote will be listed among the number not voting; a person who wishes to abstain must vote to abstain, not merely refuse to vote. The complete file of the candidate and the vote tally (including abstentions) will be forwarded through normal channels to the Dean and appropriate administrative officers, and university committees. This procedure shall apply for all candidates whether recommended by the departmental committee or not. The names of faculty members not wishing to be considered also shall be forwarded through the appropriate channels.

7. In cases involving tenure Committee membership will consist of all tenured faculty of rank equal to or higher than that of the candidate.
8. In cases involving promotion, committee membership will consist of all tenured faculty of rank higher than that of the candidate. Where less than five faculty members of the department meet this qualification, faculty members of the appropriate rank from outside of the department will be selected to complete the make-up of the committee. This selection will be made in consultation with the candidate, Head, and Dean.
9. Copies of the committee's vote will remain for at least one year in the confidential custody of the Head of the Department. However, the candidate under review will have access to his files. All candidates may add material to their file during the time period specified in the regulations of the university.

10. The committee will recommend in writing to the Head of the department, within a month's time, the granting of tenure, promotion or tenure and promotion to any individual faculty member. These recommendations will be forwarded by the Head of the Department through the specified channels.
  11. Non-favorable action on a candidate for promotion and/or tenure by the committee shall not prejudice the individuals future consideration.
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- 12 The members of the Tenure and Promotions committee, as individuals and as a committee, have agreed, without reservation, not to discuss in any manner with anyone not a member of the committee, faculty member or otherwise, any of the proceedings or deliberations of the committee.
  - 13 The right of any full-time member of the department to communicate in writing with the Committee on Tenure and Promotions at any time on any matter that may be of concern is herewith asserted.



- 14 All faculty below the rank of full professor shall be considered annually for promotion and/or tenure. Faculty members may request, however, for reasons such as recency in rank or the incomplete status of a major project, not to be considered by the departmental Committee for Tenure and Promotion.
  
- 15 All faculty members who are considered will be informed in writing whether the recommendation was favorable or unfavorable. In the latter case, an individual may request that his materials be forwarded for review. Lists of all candidates considered will be forwarded through the appropriate channels. Lists of all faculty members not wishing to be considered also will be forwarded.
  
- 16 After a full review by the Deans, Vice-Presidents, Provost, the University Committee on Tenure and Promotion, and the President, the candidate will again be informed as to the recommendation that will be made to the Board of Trustees. At no point in the procedure, however, will the voting details of the various committees be revealed to the candidate.

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TO: Members of the Tenure and Promotion Committee

FROM: Jim Cromer

SUBJECT: Voting procedures

DATE: October 14, 1981

The primary purpose of the following procedures is to insure both confidentiality and full participation (voting and justification) by all committee members.

1. Committee members will review the candidate's materials making sure to sign the check-out log. Materials will be in John O'Neil's office two weeks prior to our committee meeting.
2. During the Tenure and Promotion Committee meeting, envelopes containing a voting form and a form for written justification will be distributed. Signing of the forms will be optional. However, the committee member's name and a place for a signature will be on the envelope.
3. Following the meeting, the committee member will have five (5) days in which to fill out the forms and return them in the envelope provided to Tracy Honn in room 102. Please staple the voting and the justification form together.
4. Tracy will empty and destroy the envelopes. To further insure confidentiality the forms will be shuffled and then a tally will be made. The results will be included in the candidate's materials and forwarded to the Dean. No one will be privy to the secret voting and justification of a committee member's ballot.
5. Results of the voting (to forward and not to forward) and a summary of justification will be provided for the candidate. Members of the Committee will be supplied the actual numbers of favorable and unfavorable votes.

DEPARTMENT OF ART  
Tenure and Promotion Committee

INSTRUCTIONS FOR VOTING AND WRITING JUSTIFICATION OF VOTE

WRITTEN JUSTIFICATION OF THE VOTES BY MEMBERS OF THE DEPARTMENT OF ART TENURE AND PROMOTION COMMITTEE IS MANDATORY. Written comments by a candidate's peers are always given great weight in the review process. However, absence of detail in the written justification can be damaging to a candidate's chances of being promoted, especially since faculty who are opposed to tenure or promotion for a particular candidate generally write very detailed letters expressing the reasons for their votes.

The ideal written justification is one that analyzes the candidate's performance in terms of the department's criteria for all three major areas of performance: teaching, scholarship and service. It has been well advised in the university's tenure and promotion guidelines, that the recommendations include the following heading:

1. Recommendation
2. Teaching
3. Scholarship
4. Service

VOTING PROCEDURE

The primary purpose of the following procedure is to insure both CONFIDENTIALITY AND FULL PARTICIPATION (voting and justification) by all committee members.

1. Committee members will review candidate's materials making sure to sign the check-out log. Materials will be in John O'Neil's office two weeks prior to our committee meetings.
2. During the Tenure and Promotion Committee meeting, envelopes containing a voting form and a form with instructions for writing your justification of vote will be distributed. Signing the forms will be optional. However, the committee member's name and a place for a signature will be on the voting form.
3. Following the meeting, the committee member will have five (5) days in which to fill out the forms and return them in the envelope provided to the executive secretary in room 102.
4. The executive secretary will empty and destroy the envelopes. To further insure confidentiality, the written justifications will be constantly suffled and then stapled to one of the voting forms collected during the meeting of the Tenure and Promotion Committee. IT IS IMPERATIVE THAT YOU INCLUDE ON YOUR JUSTIFICATION WHETHER YOU VOTED YES, NO OR ABSTAIN.

5. Results of the voting and a summary of justification will be provided for the candidate. THE CANDIDATE WILL NOT RECEIVE THE ACTUAL NUMBERS OF FAVORABLE AND UNFAVORABLE VOTES. The candidate will only receive the decision of the committee as to its recommendation to send the tenure and promotion papers forward or not to forward the candidate's files.