

TENURE AND PROMOTION CRITERIA AND PROCEDURES

DEPARTMENT OF WOMEN'S AND GENDER STUDIES

COLLEGE OF ARTS AND SCIENCES

DEPARTMENT APPROVAL DATE: February 24, 2023

UCTP APPROVAL DATE: November 15, 2023

EFFECTIVE DATE: January 1, 2024

TABLE OF CONTENTS:

INTRODUCTION	4
WGST Mission Statement:.....	4
Eligibility for Tenure or Promotion.....	4
Descriptions of Rank	5
PART ONE: PROCEDURES.....	6
1.1 Introduction.....	6
1.2 The Department Tenure and Promotion Committee	6
1.3 Establishing Candidacy	6
1.4 External Referees	7
1.5 Department Voting.....	8
1.6 Establishing Tenure and Promotion Files.....	8
1.6.1 Composition of Files	8
1.6.2 Materials in the File	9
1.6.3 Confidentiality	9
1.6.4 Joint appointments.....	9
1.6.5 Voting.....	9
1.6.6 Notification	9
1.6.7 Appeal Procedures	10
PART TWO: CRITERIA FOR TENURE AND PROMOTION	10
2.1. Standards.....	10
2.1.1 Value of Innovation	10
2.1.2 Faculty Engagement	10
2.1.3 Digital Technology in Research/Scholarship	10
2.1.4 Interdisciplinarity.....	10
2.2. General Criteria for Teaching, Research/Scholarship, and Service.....	11
2.2.1. Teaching.....	11
2.2.1.1 Definition of Teaching.....	11
2.2.1.2 Documentation of Teaching	12
2.2.1.3 Evaluation of Teaching.....	12
2.2.2. Scholarship/ Research	12
2.2.2.1 Definitions.....	12
2.2.2.2 Documentation of Research/Scholarship.....	13
2.2.2.3 Evaluation of Research/Scholarship	13
2.2.3 Service.....	14
2.2.3.1 Definitions.....	14
2.2.3.2 Documentation of Service	14
2.2.3.3 Evaluation of Service	15
PART THREE: TENURE AND PROMOTION TO ASSOCIATE PROFESSOR	15
3.1 Time in Rank	15
3.2.1 Criteria for Scholarship/Research.....	16
3.3 Teaching	17
3.3.1 Criteria for Teaching	17
3.4 Service	17

3.4.1 Criteria for Service	18
PART FOUR: PROMOTION TO PROFESSOR.....	18
4.1 Time in Rank	18
4.2 Research/ Scholarship	18
4.2.1 Social Sciences	19
4.2.2 Humanities.....	19
4.2.3 Natural Sciences	20
4.3. Teaching	20
4.4. Service.....	20

Abbreviations used include:

WGST = Department of Women’s and Gender Studies

CAS = College of Arts and Sciences

AC AF = University Policies and Procedures: Academic Affairs

FM = Faculty Manual

MOU = Memorandum of Understanding

UCTP = University Committee on Tenure and Promotion

INTRODUCTION

This document is intended to assist candidates in their preparation for tenure and promotion. These criteria and procedures are consistent with the FM and the guidelines established by UCTP. In the event of inconsistency between these criteria and the Faculty Manual, the FM is to be considered the final authority (see FM p. 23).

Candidates are responsible for familiarizing themselves with this Department's criteria regarding tenure and promotion as well as those set forth in the FM and the UCTP Guidelines.

Women's and Gender Studies Mission Statement:

Women and Gender Studies (WGST) at the University of South Carolina promotes understanding of the diverse array of women's experiences through a complete program of teaching, research, and service to the University, the local community, the state, and the nation. Through its research mission, WGST re-conceptualizes existing knowledge and creates new knowledge through the lens of gender and the prism of diversity. Through its teaching mission, WGST shares this knowledge with students so they learn to think critically, communicate effectively, solve problems, and interpret human experience. Emerging from an activist tradition, WGST serves university, local, state, national, and global communities by acting as a resource and guide for issues related to women and gender. Our research, teaching, and service missions interweave as we create, share, and apply the knowledge, skills, and values that promote the full participation of women in society. In pursuit of our goals, WGST aspires to excellence and distinction in research/scholarship, teaching, and service. These activities are not seen as autonomous elements but as components of the larger mission and as a synthetic and integrated whole.

Eligibility for Tenure or Promotion

The Department's policies related to tenure and promotion are subject to those set forth in the FM.

Faculty below the rank of full professor are to be considered annually for promotion and/or tenure. Candidates for promotion to associate professor may elect to be evaluated by the tenure and promotion guidelines in effect at the time they were hired. Candidates who apply for promotion to full professor must use the criteria and standards in effect at the time of their application, as stated in the FM. By offering themselves for consideration, candidates acknowledge that they have read the requirements for promotion and tenure in the FM and have satisfied probationary requirements.

Faculty who seek tenure and/or promotion may be solely appointed in WGST; jointly appointed with a tenure home in WGST; or jointly-appointed with a primary appointment in another department. Candidates who are joint appointments with a tenure home in WGST or in another unit must include a copy of their Memorandum of Understanding (MOU) in their tenure and promotion file. In cases where the faculty has a primary appointment in another unit, WGST will provide a secondary evaluation, abiding by the MOU with the tenure home unit, using WGST's procedures, as described in the FM (p. 25) and UCTP Guidelines (p. 12). As directed by the FM, if WGST is the secondary unit, we must be given an opportunity to propose outside evaluators and to comment on evaluators proposed by

the primary unit. Primary and secondary units should work together to obtain a suitable and representative group of evaluators. An evaluation must be solicited from at least one evaluator nominated or approved by each secondary unit.

Descriptions of Rank (FM p. 18-19)

The written approval of the appropriate chief academic officer is required prior to initiating a search for any tenured or tenure-track faculty position. (AC AF 1.00)

Professor: To be eligible for appointment at the rank of Professor, a faculty member normally is expected to hold the earned doctorate degree and have at least nine years of effective, relevant experience. The candidate for Professor must have a record of superior performance usually involving both teaching and research/scholarship, or creativity or performance in the arts or recognized professional accomplishments. The written approval of the president is required before an offer can be extended for a hire with tenure and/or for a position at the rank of professor. (AC AF 1.00)

Associate Professor: The faculty member normally is expected to hold the earned doctor's degree and must possess strong potential for further development as a teacher and scholar. To be eligible for appointment at the rank of associate professor, a faculty member must have a record of excellent performance usually involving both teaching and research/scholarship, or creativity or performance in the arts or recognized professional accomplishments. For a hire with tenure, offer letters must state that tenure is contingent on the approval of the Board of Trustees. (AC AF 1.00)

Assistant Professor: To be eligible for appointment at the rank of assistant professor, a faculty member normally is expected to hold the earned doctor's degree or its equivalent and must possess strong potential for development as a teacher and scholar. The maximum probationary time as Assistant Professor is 7 years, with possibilities for extension as outlined by the FM (p. 20). Time in rank may be shortened if hired as an advanced Assistant Professor or, by agreement of the tenured Department faculty, in light of demonstrated scholarly/research excellence. (See below for more information, Standards.)

Faculty with joint appointments: Jointly appointed faculty are faculty members whose tenure home is in one unit (the "primary unit") and who have a part time appointment, with some combination of teaching, research/scholarship, and service obligations, in one or more unit or program (the "secondary unit").

Each joint appointment of a new hire or an existing faculty member should be formalized by an MOU that specifies the responsibilities of the faculty member to the primary and secondary units. The MOU shall stipulate procedures for faculty evaluation and agreements regarding the allocation of resources. It should also address how the joint appointment can be rescinded at the request of the faculty or either academic unit. Faculty members holding joint appointments will have full rights and privileges of the primary department except as otherwise agreed in the MOU. (AC AF 1.00)

PART ONE: PROCEDURES

1.1 Introduction

These procedures are intended to provide candidates and unit committees with a clear outline of steps to be followed in reaching all decisions regarding tenure and/or promotion within WGST. Candidates and committee members should, however, familiarize themselves with the Tenure and Promotion Regulations of the current FM, with the Tenure and Promotion Calendar for the current year, and with the current UCTP Guidelines.

For joint appointments, the candidate's file will also be made available to eligible faculty of the secondary unit. In these case, formal input from the eligible faculty of the secondary unit that will be solicited and placed in the candidate's file at least five working days prior to the unit's vote on the application. Faculty who are members of both the primary and secondary unit can only vote in the primary unit. The UCTP guidelines also state that secondary units must develop written procedures for evaluation of joint appointees. Such evaluations should be conducted in accordance with the MOU developed by the two units for the joint appointment. For joint appointments where WGST is the primary unit, the Chair of the Department will solicit a statement of the evaluation procedures from the secondary unit and make them available to the candidate at the start of the University appointment.

1.2 The Department Tenure and Promotion Committee

All tenured faculty of WGST supervise all matters related to tenure and promotion, including development and revision of the Departmental Tenure and Promotion Criteria and Procedures. The Chair of the Department shall not serve as chair of the Department's Tenure and Promotion Committee but may be present at the meetings of the committee.

- The Department committee for tenure and promotion shall be comprised of at least five (5) members.
- The Chair of the WGST Tenure and Promotion Committee will be selected by election or acclamation by the tenured faculty of the Department. The Committee Chair shall serve for a three-year term, which may be renewed upon approval of the faculty.
- In the event that the Department does not contain a sufficient number of qualified members to constitute a committee, the chair of the committee, in consultation with the dean's office, shall recruit additional members from the tenured faculty of related disciplines.

1.3 Establishing Candidacy

The Chair of the Department shall, yearly, in writing, ask all tenure track faculty who are eligible for tenure or promotion, whether or not they wish to be considered for tenure and/or promotion by the deadline stipulated in the Tenure and Promotion Calendar. The Tenure and Promotion Calendar is published on the Provost's website, providing dates for those faculty hired in August or January of any given year.

All eligible faculty shall convey their wishes to the Chair in writing by the deadline date stipulated in the Tenure and Promotion Calendar for that year. All eligible faculty, save those who do not wish to be considered, shall be regarded as candidates for tenure and promotion.

Candidates, except for those who are in their penultimate year, may waive candidacy for tenure and promotion. Non-tenured faculty must submit a file for a review during their third year as described in ACAF 1.05.

- After establishing candidacy, candidates may at any time withdraw from further consideration without prejudice save that imposed on nontenured faculty by University regulations bearing on allowable time in rank.
- After a candidate declares intent, the chair of the Department committee shall call a preliminary meeting of the committee, during which the candidate will be interviewed, and their case discussed, emphasizing the necessary components for the file. Prior to the Tenure and Promotion committee selecting a slate of referees, candidates may indicate any potential outside reviewers who would not be appropriate due to real or perceived conflicts.

1.4 External Referees

At a separate meeting, the Department tenure and promotion committee shall discuss selection of external referees. The candidate may not be part of this selection process. The committee shall then select a list of individuals to provide referee letters, with the mandate of obtaining at least five, with the unit of a jointly appointed faculty member determining one of the five. If more than five letters are received, all must be included in the file.

Referees will be impartial scholars, preferably at peer or aspirant institutions, within the field, outside the University of South Carolina. The majority of evaluators normally must be persons with academic affiliations. However, select non-university specialists may be selected as outside evaluators if consistent with the candidate's field of discipline. Specialization in Women's and Gender Studies may come from a variety of disciplines suited to the candidate. Persons who have co-authored publications or been colleagues or advisors of the applicant or have collaborated on research should be excluded from consideration as outside evaluators. All evaluators must be asked to disclose any relationship or interaction with the applicant.

For tenure and promotion to Associate Professor, the outside referee will hold a rank higher than that of the candidate. For Professor candidates, the outside referee will hold a rank of Professor. Emeriti and persons of greater rank to the tenure and promotion candidate may be used, or else a person of equal rank to a Professor for promotion to Professor. Examples of such ranks include Associate and Full Curators at research museums.

External referees are charged primarily with evaluation of a candidate's scholarship and should be provided with publications and other relevant materials for this purpose. The unit tenure and promotion chair must also send each evaluator a copy of the Department's Tenure and Promotion requirements for Scholarship/Research by which the candidate's work is to be evaluated.

It is the responsibility of the unit tenure and promotion committee chair to secure the letters from external referees selected by the unit committee. Curricula vitae should be solicited from all referees and included in the file, and they should be asked to provide statements about any relationships that exist between themselves and the candidate. The

Chair of the tenure and promotion committee shall provide a capsule biography of such individuals as part of the file.

The majority of five (5) external reviewers' responses must be construed as positive when the Department's tenure and promotion committee evaluates the candidate's file.

1.5 Department Voting

- All tenured faculty members at the rank of Associate or Full Professor are eligible to vote on tenure and promotion to Associate Professor. Only tenured Professors are eligible to vote on a candidate's file for promotion to Professor.
- Only the voting members of Department and the Department chair, who may not vote, may participate in deliberations leading to such votes or have access to confidential files bearing on them.
- The Department vote is by secret ballot utilizing WGST tenure and promotion criteria. Faculty who are on sabbatical or leave are eligible to vote. All faculty are welcome to write a letter, beyond the ballot, to be included in the candidate's file.
- Any otherwise eligible faculty member who has a conflict of interest or a family or other close personal relationship with the candidate that could affect their objectivity, shall not vote or otherwise participate in the process. No one may vote on the candidacy of a domestic partner.
- In the case of joint appointments, a representative from the secondary unit will be invited to participate in the deliberations. They may have access to the candidate's file, but they are not eligible to vote.

1.6 Establishing Tenure and Promotion Files

1.6.1 Composition of Files

The candidate has responsibility for the preparation and contents of the file of their own primary and secondary materials, including a sheet listing the contents of the file. Specific contents of the file are listed in the UCTP Guidelines and generally include documentation of teaching, research/scholarship, and service as well as the candidate's curriculum vitae and a personal statement. Information specific to WGST on documentation for the file is defined in Sections 4, 5, and 6 below.

- Confidential material (such as letters from outside referees or letters of support) is added by the chair of the tenure and promotion committee.
- The chair shall work in association with the candidate to maximally enhance and clarify the file.
- The format for the file is published on the website <http://www.sc.edu/tenure/> While there is some flexibility in the precise format of the tables, depending on the specific discipline, the aim is for the greatest clarity for the candidate's case.
- The unit committee may set the candidate a reasonable deadline for the provision of documents and information, subject to requirements of the Tenure and Promotion Calendar.

The candidate shall not be required to provide any materials not described in the criteria.

1.6.2 Materials in the File

Documents or letters that may have negative impact may not be removed by the candidate or other person. After the Department has voted, only limited materials may be added to the file in specific cases. (UCTP Guidelines, p. 6-7)

1.6.3 Confidentiality

All letters submitted at the request of the unit committee as well as the deliberations of the committee are to be held in the strictest confidence allowable under the law.

1.6.4 Joint appointments

For joint appointments, the MOU must be included in the candidate's file. The secondary unit will provide a written evaluation for inclusion in the candidate's file.

The chair of the Department tenure and promotion committee shall make the candidate's file available to committee members in sufficient time for prudent consideration prior to taking a vote. In the case of joint appointments, the candidate's file will also be made available at the same time to the eligible faculty in the secondary unit.

1.6.5 Voting

The chair shall call at least one (1) additional meeting of the unit committee for discussion of the candidate's case after committee members have been given an opportunity to review the complete file. The chair shall work in association with the committee to closely review and deliberate upon the file.

The WGST tenure and promotion committee will, on or before the date specified for such action in the UCTP Calendar, conduct a secret ballot vote on tenure and/or promotion, having informed the candidate of their intention to do so. All votes by committee members must be accompanied by written justifications citing the Departmental Tenure and Promotion Criteria under which the committee is obligated to reach decisions.

If half or more than half of the Department committee's voting members, excluding abstentions, vote in favor of tenure and/or promotion, the vote shall be recorded as positive and, together with the candidate's complete file, shall be conveyed to the Dean of CAS for further consideration.

If more than half vote against tenure and/or promotion, excluding abstentions (or if all abstain) the committee will not forward the candidate's case for further consideration except on written appeal from the candidate.

The Chair of the Department will not vote as a member of the Tenure and Promotion Committee but will provide a letter expressing an administrative point of view on the candidate's case.

1.6.6 Notification

The Tenure and Promotion Committee Chair will notify the candidate and the Committee in writing of the recommendation. Upon request from the candidate, the Department Chair shall provide an oral summary of the justification of the votes without attribution to specific

individuals. No written summary of the Tenure and Promotion Committee action -- whether favorable or unfavorable -- will be provided to the candidate.

1.6.7 Appeal Procedures

A candidate may appeal a negative decision of the Department's Tenure and Promotion Committee and -- upon written request to the Tenure and Promotion Committee Chair -- shall have the file sent through all appropriate channels (the original committee, the Department Chair, the Dean, the Provost, and the University Committee on Tenure and Promotion), and finally, to the President for action. The candidate's written request of appeal must be made to the Tenure and Promotion Committee Chair before the file is officially due at the Dean's office. (See FM, p. 37-43)

In the event of a vote forwarded to the Dean, all tenure track faculty of WGST will be informed of the decisions and invited to submit comments to the Dean.

PART TWO: CRITERIA FOR TENURE AND PROMOTION

2.1. Standards

2.1.1 Value of Innovation

Quality research or equivalent creative artistic activity, teaching excellence, and a commitment to service are important areas of evaluation of faculty by WGST. In addition to long-standing criteria for such evaluation, innovative faculty work in these areas should also be considered when germane. The candidates should articulate the nature and value of the innovative work in their files.

2.1.2 Faculty Engagement

As a public university, we recognize the importance of engaged research, distinct from community engagement or service learning. Faculty engagement refers to scholarly, creative, and pedagogical activities directed toward persons and groups both within and outside Columbia, the state of South Carolina, and other areas. Such activities encompass engagement outside the usual spheres of professional academic work and typically take the form of collaborative interactions, include partners outside the University, and seek to enhance the "public good" or "public life" of the state, nation, or wider world. These activities should be encouraged among the tenured faculty because they help promote the role and function of the University beyond its walls.

2.1.3 Digital Technology in Research/Scholarship

Digital technologies are continuing to develop, including how humans communicate and develop new knowledge. Digital technologies influence every aspect of professional life, including research, teaching, and service. Digital technology can include data sets, social media, websites, or blogs. Candidates for promotion and tenure should articulate the nature and reception of their digital work in their files.

2.1.4 Interdisciplinarity

Interdisciplinary scholarship provides opportunities for creating knowledge in new and unanticipated ways, often representing cutting-edge scholarship and teaching. Since many challenges and problems require skills and perspectives from multiple academic and

professional disciplines, evidence of innovative inter- and cross-disciplinary research, teaching, and service should therefore be valued in a candidate's promotion and tenure dossier.

2.2. General Criteria for Teaching, Research/Scholarship, and Service

Achievement in each area of professional activity will be judged in terms of the criteria outlined below. Each candidate is expected to have made a substantial contribution in the areas of teaching and research/scholarship, and a contribution to service suitable to their roles and rank in the Department.

The FM mandates the use of the following adjectival standards:

- **Outstanding:** The candidate's performance is far above the level required by the Department, is of extremely high quality, with a significant national or international reputation.
- **Excellent:** The candidate's performance exceeds the level required by the Department, is of high quality, with evidence of a developing national or international reputation.
- **Good:** The candidate's performance is at the level required by the Department, with promise of a future national or international reputation.
- **Fair:** The candidate's performance is below the level required by the Department, but there is promise of future improvement.
- **Unacceptable:** The candidate's performance falls below the level required by the Department.

The following sections provide general Definition, Documentation, and Evaluation information for Teaching, Scholarship/Research, and Service. Specific considerations for tenure and promotion for Assistant Professors and promotion for Associate Professors are delineated in Sections 5 and 6.

2.2.1. Teaching

For teaching, the unit tenure and promotion committee shall evaluate a candidate's overall effectiveness as a teacher.

2.2.1.1 Definition of Teaching

Teaching shall be defined as all instructional activities conducted within the University. These activities shall include, but not be restricted to, the categories below. In assessing the quality of the candidate's teaching record, particular importance will be attached to the first two items.

- Classroom instruction.
- Integration of teaching and research/scholarship.
- Advisement and mentoring of students.
- Course and curriculum development.
- Chairing or co-chairing theses and dissertations, and supervision of student projects, and fieldwork training.

2.2.1.2 Documentation of Teaching

It is incumbent upon the candidate to provide documentation evidential to the criteria cited in the questions below. Minimally, this documentation should include:

- A short narrative describing and summarizing the candidate's involvement with teaching, advising, and mentoring (This may include a statement of the candidate's philosophy of teaching.)
- A list of courses taught during the period since the last assignment of rank.
- A list of theses, dissertations, chaired or co-chaired, and projects supervised.
- Results of the peer evaluations of teaching.
- A sufficient number of course syllabi and handouts to provide the committee with a clear idea of the content and objectives of the candidate's course offerings.
- Additional materials such as new course proposals and descriptions of special projects.
- Evidence of curriculum development activities, at the Department or College level.
- Student evaluations for courses taught during the period under review.

2.2.1.3 Evaluation of Teaching

A summary evaluation of the candidate's teaching must be prepared by the tenure and promotion committee and submitted as part of the file. These evaluations should be framed within the Department's courses. Evidence for these evaluations include:

- A summary of peer and student evaluations conducted periodically throughout the member's tenure-track [or tenured] appointment at the University. For joint appointments, peer and student evaluations from the secondary unit must be included in the summary.
- While student evaluations are important, greater weight is given to the peer evaluations. Peer evaluations of teaching give a wider view of the candidate's work, analyzing course content, syllabi, communication, classroom presence, etc. of each candidate. Therefore, it is important that each candidate has at least two peer evaluations each year. For jointly appointed faculty, the secondary unit should have at least one additional peer review each year.
- A table that contains the average rating of overall instructor performance for each course, specific information related to teaching evaluation criteria, and a comparison with selected other courses in the discipline at the same level.

2.2.2. Scholarship/ Research

2.2.2.1 Definitions

Because of the interdisciplinary nature of WGST, each faculty member may utilize one discipline or many to achieve their research goals. As such, this Department operates with a complex structure, embracing scholarly and research methods crossing multiple disciplines. WGST recognizes three possible disciplinary trajectories for candidates: Humanities, Social Sciences, and Natural Sciences.

The research criteria for all disciplinary areas appropriately stress that the quality of all research is the single most important factor in the evaluation of research; however, quantity is also considered based on the discipline-specific standards, detailed in Sections 5 (Tenure and Promotion to Associate Professor) and 6 (Promotion to Professor).

Major Research/Scholarship/Artistic Production is peer-reviewed work that makes a significant contribution to a given field. Minor Publications are brief contributions which are not peer reviewed. Both major and minor contributions should be included in the files, separated into Primary and Secondary files. More details in Sections 5 and 6.

2.2.2.2 Documentation of Research/Scholarship

The documents required by the University and Departmental tenure and promotion procedures are:

- A minimum of five letters solicited by the unit committee from referees external to the University.
- A complete set of the candidate's research/scholarship/artistic production. If published, include notated copy in the file; a listing of research; a listing of presentations. For all documentation, separate major and minor contributions and indicate: if peer reviewed or invited; if collaborative, the portion that is the candidate's work.
- A curriculum vitae outlining the candidate's scholarly activity.
- Candidates may submit additional materials including reviews of or citations to the candidate's work, letters soliciting new manuscripts or permission to reprint earlier work, speaking invitations, research grant and contract proposals and review comments, requests to review proposals or manuscripts of others, letters requesting reprints of published work or papers delivered at conferences.

Candidates may also submit a list of unpublished contributions including, but not restricted to, the following:

- Addresses to conferences and symposia.
- Scholarly addresses at the regular meetings of professional societies.
- Public lectures and workshops.

2.2.2.3 Evaluation of Research/Scholarship

- Evaluations of research will recognize major publications, research, or artistic productions.
- The quality of research/scholarship is emphasized rather than sheer quantity.
- Contributions may be empirical, methodological, theoretical, educational, or performance-based in a variety of combinations with no inherent prejudice attached to any.
- While assistant professors may draw on previous material, such as dissertations, in the development of research/scholarship, the work that represents new developments is more highly regarded, especially from the associate rank.
- Candidates who are involved in collaborative or integrated programs of investigations should indicate their role (primary, secondary, advising, etc.) within that given program.
- Faculty are encouraged to pursue external grants and contracts for the funding necessary for their research. However, it is understood that not all disciplines have the same level of available funding, and that quality scholarship does not necessarily require external funding. Evidence of any grant-seeking activity, internal or external, should be documented in the candidate's file.

- While minor research/scholarship can be regarded as a valid and important component of a candidate's overall development, these alone cannot constitute an adequate record for tenure or promotion.

2.2.3 Service

Service is composed of activities in three areas: University service, public service, and professional service. Because individuals differ in their abilities and interests, because they are given different opportunities, and because varying demands are made on their time, candidates are not necessarily expected to make similar contributions to all areas of service.

2.2.3.1 Definitions

- University Service shall include but not be restricted to: administrative positions; University committees; College committees; Departmental committees; formal mentoring of faculty or students; program/curriculum development; laboratory and equipment development and management; and supervision of student organizations.
- Public Service constitutes contributions utilizing the candidate's professional expertise to communities or groups outside a strictly academic environment, reflecting the University's mission and goals. These external groups may be local, statewide, national, or international.
- Professional Service is composed of academic activities that serve the particular disciplines of the candidate. These may include: participation in professional organizations; referee for research granting agencies, journals, and publishers; editorship of journals, proceedings, etc.; organization of symposia and conferences; and advisory services to other academic institutions.

2.2.3.2 Documentation of Service

- **University Service:**
 - Fulfill routine departmental responsibilities, such as attending meetings, required of all faculty.
 - Serve as ongoing mentor in formal programs for new faculty.
 - Develop new programs or seeking grants to benefit the operation and growth of the Department or University.
 - Serve in the administration of the Department, the College, or the University.
- **Public Service:**
 - Bring academic expertise to public issues, such as serving on community boards related to disciplinary area.
 - Develop community-based programming that utilizes engaged scholarship.
- **Professional Service:**
 - Participate regularly in organizations and conferences in their field.
 - Organize and execute conferences, symposia, or other similar activities to further the growth of their discipline.
 - Accept leadership roles on the committees in their field.
 - Participate in peer review processes.
 - Serve as editor of journal or book series.
 - Mentor students at other institutions by serving on their committees.

2.3.3.3 Evaluation of Service

It is expected that the assistant professor will focus more on scholarship and teaching instead of service. Beyond the assistant rank, a faculty member's expertise should be reflected in more substantive service. Each of these will be discussed in more detail below, for Assistant to Associate, and Associate to Professor criteria.

Much of the service expected of those in WGST blends into and emerges from what can be considered also scholarship and teaching. The candidate should make distinctions and connections between these three areas in the file, especially in the Personal Statement.

PART THREE: TENURE AND PROMOTION TO ASSOCIATE PROFESSOR

The candidate for tenure and promotion is expected to have earned a doctorate or terminal degree or the professional equivalent. The candidate must demonstrate strong potential for further development as a teacher and scholar. The requirements for tenure are the same as those for promotion to Associate Professor and are defined by the basic criteria in previous sections. Generally stated, tenure and promotion require evidence of consistency and durability of performance in teaching, scholarship/research, and service.

3.1 Time in Rank

The Department may recommend a candidate for promotion and tenure from Assistant to Associate before the expiration of their probationary term if the quality of the candidate's record meets the standards and makes a compelling case for an early recommendation. A candidate's prior record in a tenure track or equivalent position at another institution of higher education may form part of a compelling case for an early recommendation, which should be determined and designated at time of hire.

It is expected that the candidate should have at least one year at the rank at which they are hired, with two terms of teaching, student evaluations, and peer reviews, before applying for an early recommendation.

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. Evaluation will be based on the candidate's entire professional record but will emphasize performance since being hired at the University of South Carolina as a tenure track faculty member.

3.2 Research/ Scholarship

The candidate should have a record of at least Excellent performance involving research/scholarship. Candidates are expected to give evidence of progress toward establishing a national or international reputation in their field. Additionally, there should be evidence that the candidate has established a reputation among peers within the candidate's discipline as a productive scholar. The candidate should demonstrate a sustained and continuing record of achievement in scholarship/research beyond the dissertation and postdoctoral research accomplishments.

3.2.1 Criteria for Scholarship/Research

The criteria for each of the three disciplinary areas of scholarship/research (Social Sciences, Humanities, and Natural Sciences) are listed below.

Social Sciences

The candidate for promotion to Associate Professor is expected to demonstrate excellence in research and productive scholarship by meeting the following criteria:

The candidate must present a record of original research or scholarship in recognized, peer-reviewed publications of national or international scope. This research may be published as a coherent body of research articles (or book chapters), a scholarly monograph, or some combination of the two. The exact configuration of the publications should be appropriate given the discipline of the candidate. The quality of all research, whatever its nature, quantity, or format, is the single most important factor in the evaluation of research.

Additional evidence of research and scholarly activity may also include grants and fellowships received; awards or special recognition for research accomplishments; publications in non-refereed books, articles in regional journals, or proceedings of meetings; presentations at professional meetings; and other activities that are evidence of a respected research program.

Humanities

The candidate for promotion to Associate Professor is expected to demonstrate excellence in research and productive scholarship by meeting the following criteria:

The candidate must present a record of original research or scholarship in recognized, peer-reviewed publications of national or international scope. This research may be published as a traditional scholarly monograph; a coherent body of substantial research articles (or book chapters); a critical edition or other substantial publications that demonstrate excellence in textual or documentary editing or bibliographical scholarship; a translation of a major work of scholarship or important source materials (with critical apparatus); creative works (including but not limited to, fiction, poetry, stage or screen plays, works of non-fiction prose, documentary films, games); significant digital humanities projects (e.g., databases, documented online depositories of primary and/or secondary sources, etc.); museum exhibits, curatorial products, exhibition scripts, catalogues, and educational programming; historical preservation and cultural resource management projects such as historic resource studies, historic structure reports, etc.; or some combination of any of the above. The exact configuration of the publications should be appropriate given the discipline and research focus of the candidate. The quality of all research, whatever its nature, quantity, or format (e.g. print or digital), is the single most important factor in the evaluation of research.

Natural Sciences

The candidate for Associate Professor must present a record of original research or scholarship in recognized, peer-reviewed publications of national or international scope. An average publication rate of more than one peer-reviewed publication per year is encouraged, with the understanding that this may vary by discipline. The quality of all research, whatever its nature, quantity, or format is the single most important factor in the

evaluation of research.

The candidate must demonstrate the ability to sustain a high-quality research program. A record of consistently securing funding through external grants or contracts from government, industrial, or private sources, in amounts sufficient to support the faculty member's research activities is expected.

3.3 Teaching

Teaching should be evaluated as Good or better. Effective teaching will be indicated by a majority of peer evaluations rating the candidate as good or better, and a majority of student evaluations that achieve an overall evaluation of good or better, with greater weight given to the peer evaluations.

3.3.1 Criteria for Teaching

To qualify for tenure and for promotion to Associate Professor, a candidate must demonstrate a record that is at least Good. A Good teacher is defined as one whose classes display clarity and rigor, are taught at an appropriate level, motivate students to learn, and show clear evidence of the candidate's ongoing commitment to achieving excellence in teaching. Continued efforts to improve teaching effectiveness are essential. The candidate must have demonstrated Good teaching in a repertoire of WGST courses at the undergraduate and graduate level.

Additional but not requisite, evidence of instruction-related activity includes, but is not limited to:

- Participation in course organization and curriculum development.
- Organization of programs to improve the quality of undergraduate or graduate instruction.
- Authorship or development of instructional materials, written or computer-based.
- Development and leadership of a study abroad program.
- Direction of undergraduate independent study, senior thesis, or research.

Furthermore, other materials or information that may demonstrate effective teaching include:

- Teaching awards or other formal recognition of teaching.
- Student letters, unsolicited by the candidate.
- Mentoring student and student groups at the undergraduate and graduate level.
- Participation in Center for Teaching Excellence initiatives.

The candidate is not expected to include all items from the list above. Instead, the list is provided to give examples of materials that will assist the committee in determining a Good designation.

3.4 Service

For tenure and promotion to Associate Professor, the candidate's file should show evidence of at least Good service. Such activities might include, but not be limited to, reviewing scholarly works, serving appointments on committees, organizing panels and activities,

participating in collaborative service projects, and serving on the board of directors of a scholarly society.

3.4.1 Criteria for Service

To protect untenured faculty from excessive service that often hinders the progression of Research/Scholarship and teaching, WGST requires four examples of service responsibilities during the period under review, which can be presented in any combination. (See Section 4.3.2 for listing under University, Public, and Professional Service.)

The candidate who has met these measures deserves an evaluation of Good under the criterion of service.

PART FOUR: PROMOTION TO PROFESSOR

Promotion to Professor is awarded to those faculty members who have achieved academic stature and accomplishment worthy of general acknowledgment among professional peers at the national and international level. A Professor is expected to have the respect of colleagues in a specific discipline and to be a leader in their field of research/scholarship. The Professor, by virtue of their experience and skill, will be evaluated based on a combined record in the areas of research/scholarship accomplishment, teaching effectiveness, and service performance. The candidate must demonstrate evidence of excellence in research/scholarship and teaching, accompanied by evidence of national or international stature in a field.

4.1 Time in Rank

Candidates usually serve at least three years in rank of Associate Professor before promotion to Professor. The tenured members of WGST may recommend a candidate for early promotion from Associate to Professor if the quality of the candidate's record meets the standards and makes a compelling case for an early recommendation. It is expected that the candidate should have at least one year at the rank of Associate Professor, with two terms of teaching, student evaluations, and peer reviews, before applying for promotion.

4.2 Research/ Scholarship

Research/scholarship is of central importance for the candidate applying for promotion to Professor. For promotion to Professor the candidate should be considered at least Excellent in scholarship.

The independent assessment of the significance and quality of the research is affirmed through external peer review letters. The majority of external reviewers' reports must be construed as positive.

For promotion to Professor, the candidate is expected to have assumed a larger, more visible role in national/international scholarship. While quality-over-quantity is stressed for each research/scholarship category, the national/international impact of any work produced would be important for the Department tenure and committee to weigh.

The criteria for Social Sciences, Humanities, and Natural Sciences are below.

4.2.1 Social Sciences

The candidate for promotion to Professor is expected to have attained national and/or international recognition and a favorable reputation among peers within a special area of research and scholarship. More specifically, candidates for Professor should demonstrate Excellence in research and productive scholarship by meeting the following criteria:

The candidate must present a record of original research or scholarship in recognized, peer-reviewed publications of national or international scope. This research may be published as a coherent body of research articles (or book chapters), a scholarly monograph, or some combination of the two. The exact configuration of the publications should be appropriate given the discipline of the candidate. The quality of all research, whatever its nature, quantity, or format, is the single most important factor in the evaluation of research.

Additional evidence of a national or international professional reputation may include grants or fellowships received; invitations to present special seminars, lectures, addresses, or symposia; authorship of review articles and/or editorship of books or monographs; awards or special recognition for research accomplishments; receipt of career development awards, senior faculty fellowships, or grants.

4.2.2 Humanities

The candidate for promotion to Professor should demonstrate Excellence in research and productive scholarship by meeting the following criteria:

The candidate must present a record of original research or scholarship in recognized, peer-reviewed publications of national or international scope. This research may be published as a traditional scholarly monograph; a coherent body of substantial research articles (or book chapters); a critical edition or other substantial publications that demonstrate excellence in textual or documentary editing or bibliographical scholarship; a translation of a major work of scholarship or important source materials (with critical apparatus); creative works (including but not limited to, fiction, poetry, stage or screen plays, works of non-fiction prose, documentary films, games); significant digital humanities projects (e.g., databases, documented online depositories of primary and/or secondary sources, etc.); museum exhibits, curatorial products, exhibition scripts, catalogues, and educational programming; historical preservation and cultural resource management projects such as historic resource studies, historic structure reports, etc.; or some combination of any of the above. The exact configuration of the publications should be appropriate given the discipline and research focus of the candidate. The quality of all research, whatever its nature, quantity, or format (e.g. print or digital), is the single most important factor in the evaluation of research.

Additional evidence of research and scholarly activity may also include awards or special recognition for research accomplishments; receipt of career development awards, senior faculty fellowships or grants; edited anthologies, journals, or published volumes comprised of the work of other scholars, including online editions; grants or fellowships received; oral history and community history projects; material culture object research; contract research reports, policy white papers, consulting projects; archival administration projects or finding aids; publications in un-referred articles or books; proceedings of meetings; notes in

scholarly journals; un-refereed articles or books; reviews of artistic or scholarly productions (e.g., books, plays, films, exhibits, etc.); dissemination of scholarship in the popular or online press including op-ed pieces, blogs, etc.; presentations at professional meetings (separated into invited and submitted); and other activities that are evidence of a respected research trajectory.

4.2.3 Natural Sciences

The candidate must present a record of original research or scholarship in recognized, peer-reviewed publications of national or international scope. An average publication rate of more than one peer-reviewed publication per year is encouraged, with the understanding that this may vary by discipline.

The candidate must demonstrate the ability to sustain a high quality externally-funded research program or contracts from government, industrial, or private sources. Evidence should include a continuous, consistent, record of seeking and obtaining external funding in amounts sufficient to support the faculty member's research activities.

Additional evidence of research and scholarly activity may also include grants and fellowships received; awards or special recognition for research accomplishments; publications in abstracts, reports and non-refereed books; production of maps and field-guides; articles in regional journals, or proceedings of meetings; presentations at professional meetings; and other activities that are evidence of a respected research program.

4.3. Teaching

There should be evidence of teaching as at least Excellent.

For promotion to Professor, the candidate is to provide evidence of a more developed program of teaching activities than that required for Associate Professor. The candidate must present evidence of having maintained up-to-date courses. The candidate must also have developed new courses or course content since attaining the rank of Associate Professor, courses or content which reflect changes in the field and the individual's scholarly interests. The candidate may also have used their professional stature to help students take advantage of professional opportunities such as presenting papers at meetings, field placements, etc.

As is also true of a Good teacher an Excellent teacher can also be defined as "one whose classes display clarity and rigor, are taught at an appropriate level, and motivate students to learn, and show clear evidence of the candidate's ongoing commitment to achieving excellence in teaching." In addition, however, the record of an Excellent teacher testifies to consistently high-quality standards and pedagogical dedication. Furthermore, candidates for Professor are expected to have a clear record of positive contribution to the educational functions of WGST.

4.4. Service

Faculty at the level of Professor in WGST are expected to provide leadership through their service to the University, Public, and Professional communities, the national and

international professional community at large. Candidates for promotion to Professor should have a service record that is minimally “Good”, which demonstrates a willingness and ability to contribute to the advancement of the University and to enhance its positive role in the community and the profession as requested.

For promotion to Professor, the candidate’s file should show considerable increase in service involvement, including evidence of the assumption of a leadership role. Such activities might include, but are not limited to, serving as program chair for a national/international meeting, serving as Undergraduate or Graduate Director, serving as chair of major committees, serving as visiting scholar or teacher at another institution, reviewing departments in other academic institutions, serving on national grant review panels, and serving as an external referee for tenure and promotion at other institutions.

Appropriate examples of service commensurate with professorial rank might include but are not limited to the following:

University

Appointment or election as chair or member of university-wide committees or service in the Faculty Senate.

Active leadership within WGST and/or secondary unit through participation (as chair or member) of important committees (e.g., search committees, etc.), special projects or study groups, coordinating committees for professional meetings, etc.

Appointment to and effective performance in both compensated and non-compensated administrative posts within the Department, College or University. (NOTE: in no instance will promotion to Professor be based primarily upon administrative service or position.)

Public:

Service on public advisory panels, boards, or workshops.

Election to office or selection for special recognition by civic organizations.

Participation in consulting services, whether compensated or not.

Contribution of professional service to media as a professional consultant, or broadcast or telecast participant.

Participation in public educational activities.

Professional:

Editor or member of review boards of professional journals.

Serve as an officer in professional organizations.

Serve as a member of grant panels or editorial review boards.

Organize symposia, conferences, etc.

Serve as a consultant to professional organizations, government task forces, non-profit organizations.

Formulated by the Ad Hoc committee of WGST (D. Barker, S. Mitchem, L. Sklaroff, S. Swan).

Approved by the WGST faculty: vote, 5=yes; 1=abstention (as member of UCTP)