

CRITERIA FOR TENURE AND PROMOTION
DEPARTMENT OF CHEMICAL
ENGINEERING
UNIVERSITY OF SOUTH CAROLINA
Approved by UCTP December 5, 2012

I. INTRODUCTION

Tenure and promotion procedures, general guidelines and policy are set forth in The Faculty Manual of the University of South Carolina. This document details the specific criteria and procedures of the Department of Chemical Engineering (hereafter designated as Department) to implement University guidelines. When conflicts exist, the latest edition of The Faculty Manual will take precedence.

Decisions to recommend faculty for promotion and/or tenure are extremely important decisions that ultimately determine the quality and strength of the Department, both present and future. The basis for these decisions shall be evidence presented by the candidate on his or her activities in the areas of teaching, research and scholarship, and service.

“The university is committed to achievement in research (including scholarship, creative activity in visual and performing arts), teaching, and service. This commitment extends to interdisciplinary research, teaching, and service. Collectively, the faculty profile of the university and of any academic unit should reflect performance consistent with that of major research universities.” (The Faculty Manual, p. 23; all page numbers throughout this document refer to the June 25, 2010 version.)

II. COMPOSITION OF THE UNIT COMMITTEE AND VOTING POLICY

The tenured faculty in the Department of Chemical Engineering will act as a Unit Committee of the whole. All committee members of the Department will be eligible to view the files, meet, discuss, and vote on candidates for tenure so long as they are of equal or higher academic rank; however, only committee members of higher rank will be eligible to view the files, meet, discuss, and vote on candidates for promotion. Note that since “a faculty member may not be tenured at the rank of assistant professor” (The Faculty Manual, p. 24), if a candidate at the Assistant Professor level seeks both tenure and promotion to Associate Professor at the same time, only committee members of higher rank will be eligible to view the files, meet, discuss, and vote on this candidate. Tenured faculty in the Unit who hold administrative positions that enable them to make recommendations on the candidate (Department Chair, Dean, Provost, or President) may not vote at the Unit level.

The Unit Committee Chair for the upcoming academic year will be elected by the tenured unit faculty according to the University tenure and promotion calendar. The Unit

Committee Chair will be a tenured faculty member eligible to vote on all cases to be considered by the Unit Committee.

If, at the beginning of the academic year, there are fewer than five tenured faculty members eligible to vote on a tenure or promotion decision, which might be forthcoming during the academic year, 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 five committee members eligible to vote on each file.

For review of untenured Professors the tenured Professors of the Unit will constitute the committee. If there are fewer than five tenured Professors of the Unit, they will choose sufficient additional tenured Professors from other units so that the Unit Committee has at least five members.

Eligible voters must vote “yes”, “no”, or “abstain” on tenure and promotion ballots. Faculty on sabbatical may choose not to participate, in which case their vote is recorded as “absent.” At least two-thirds of the “yes” and “no” votes must be “yes” for the candidate to receive a positive recommendation from the unit. Written justification of all votes at the Unit level (including votes of “abstain”) is mandatory.

Deliberations of the Department of Chemical Engineering Unit Committee concerning the tenure/promotion of any individual shall be strictly confidential.

III. TENURE AND PROMOTION IN THE DEPARTMENT

1. Background

Faculty members in the Department have duties in three primary areas: (1) teaching, (2) research and scholarship, and (3) service. Evaluation of each faculty member’s performance in these three areas shall be considered in any decision regarding retention, promotion, or tenure. The performance of the candidate in the three areas will be reviewed for the entire academic career of the candidate with primary attention given to the period during which the candidate was at the current rank. The Department expects that the candidate’s performance will reflect consistent professional development. There is no required minimum time of service at the University of South Carolina for a faculty member hired from another institution to be considered for tenure or promotion other than what may be specified in The Faculty Manual.

It is recognized that every individual is unique and it is difficult to establish an absolute set of guidelines for promotion or tenure. Consequently, no attempt is made here to represent all the requirements expected of a candidate. Rather, an attempt is made to establish the minimum criteria which must be fulfilled before a candidate can expect to receive a favorable recommendation of the Chemical Engineering Unit Committee. The criteria governing promotion and tenure recommendations are intended to stimulate professional growth, promote faculty excellence, and ensure that each decision is made solely on the grounds of professional merit. Recommendations for promotion in rank or

the granting of tenure represent recognition of past achievement as well as a clear statement of confidence that a candidate is capable of further professional development.

The specific material listed in this document in no way limits the material that a candidate may include in the file, but these criteria should guide each member of the Chemical Engineering Unit Committee as the secret ballot is cast. Although character is not included in the criteria, it is understood that faculty members should exhibit both personal and professional integrity.

2. Eligibility for Tenure and/or Promotion, Responsibility for Preparing the File, and External Evaluations

Faculty members in a tenure-track position must hold an earned doctorate in Chemical Engineering or in a closely related field. The Department and the candidate must follow the guidelines in the University Faculty Manual relative to time in rank.

At least five outside reviewers will be asked to evaluate the candidate's performance with respect to tenure and promotion criteria for research and scholarship. The Unit Committee Chair in consultation with the Unit Committee will select the outside reviewers. All of the outside reviewers will be contacted by the Department Chair or the Unit Committee Chair. All letters requested and received will be included in the candidate's file.

The candidate bears responsibility for the preparation of the tenure and promotion files presented to the Unit Committee and for the documents sent to the outside reviewers. The documents sent to outside reviewers should include the department tenure and promotion criteria, an up-to-date curriculum vita, the primary tenure and promotion file, and copies of selected refereed publications.

3. Evaluation Areas for Tenure and Promotion

A. Teaching

The candidate's file must include information on his or her effectiveness as an instructor and activities to improve teaching effectiveness. Effective teaching shows evidence that Expected Student Outcomes from instruction are achieved with regularity. It is the responsibility of the candidate to provide this evidence. The candidate's file must include those instruments specified in the Faculty Manual. Student evaluation information will include data from the student course evaluation forms. Peer evaluations of teaching performance shall be based on class observations and evaluation of teaching materials (course syllabus, homework, exams, etc.). Written peer evaluations will be included in the candidate's primary file.

A written summary of student evaluations, peer evaluations and other documentation of effective teaching must be prepared by an evaluator chosen from outside the unit and included in the primary file.

B. Research and Scholarship

Research and scholarship are defined as activities devoted primarily to broadening the research worker's competence and professional ability and to furthering the general objective of expanding the horizons of knowledge. Because of the nature of chemical engineering as a discipline, faculty members may be involved in original basic or applied research, or a combination thereof.

Evidence of substantive scholarship may be provided by refereed publications and other appropriate items such as presentations at national technical meetings, outside lectures, research monographs, and textbooks.

A consistent and durable record of scholarship is expected. Each successful candidate must be able to document his/her ability to develop and maintain a research program. As supporting evidence a candidate's file must include lists of funded research grants and contracts, and proposals submitted for external funding. A record of external proposal submissions at a minimum rate of one per year is expected. A substantive record of refereed journal articles is required.

C. Service

Service is defined as applying one's knowledge, time, and effort to help others in various technical and administrative endeavors.

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 will be considered. A sustained record of good relevant service within and external to the University is required of all tenure and promotion candidates.

4. Specific Criteria for Tenure and Promotion

The candidate's record of teaching, research and scholarship, and service should be extensive enough to indicate not just past performance, but promise of continued growth and development for promotion to Associate Professor and of a promise fulfilled for promotion to Professor.

A. Criteria for Awarding of Tenure and/or Promotion to Associate Professor

At a minimum, the candidate must demonstrate a record of excellence in either research or teaching, accompanied by a good record in the other two areas, and evidence of progress toward establishing a national or international reputation in the field.

In the area of research and scholarship, the candidate must demonstrate that his or her research program has advanced beyond the doctoral dissertation as demonstrated by a

substantive record of publications in reputable refereed journals and by sufficient external funding to support his or her research program.

Promotion to Associate Professor is appropriate if a candidate shows promise of becoming a leading teacher in the University and a leading researcher or scholar in the field.

In the awarding of tenure, consistency and durability of performance are particularly relevant factors.

B. Criteria for Promotion to Professor

At a minimum, the candidate must demonstrate a record of excellence in research and teaching, accompanied by at least a good record of relevant service within and external to the University that includes service to the profession. There must also be evidence of having attained national or international stature in his or her field.

The candidate must demonstrate continued development of a significant, creative, and independent research and scholarship program as evidenced by a consistent and durable record of refereed publications and external research funding.

5. Criteria for Hiring with Tenure

Hiring with tenure at the rank of Associate Professor or Professor will be in accordance with University policies and procedures in effect at the time of the appointment. The candidate for an appointment with tenure at the rank of Associate Professor or Professor is expected to meet the performance criteria for tenure and promotion at the corresponding rank.