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May 11, 1994

Academic Unit Tenure and Promotion Committee Chairs

SUBJECT: Overheads for Briefing Candidates for Tenure and Promotion

Several faculty members and T&P chairs have expressed interest in finding out what we discussed at last week's orientation meetings; many were unable to make the meetings on Reading Day.

I've put together some overheads and discussed these tips with outgoing UCTP chair Jean Wood and with one unit T&P chair.

Since many chairs who attended the orientation implied that no formal orientation is given to candidates for tenure and promotion, I'm providing you with these tips as guidelines only. Your own unit guidelines, The Faculty Manual and the UCTP's A Guide to USC-Columbia Tenure and Promotion Procedures (November 1, 1990) are the official guidance on tenure and promotion. Nevertheless, these tips represent views expressed during the last few orientation meetings we've held for unit chairs and candidates.

Use the overheads as you see fit. The Office of the Provost will have a Word Perfect 5.1 template file available in early June -- the tables and standard form that each candidate completes as part of the binder. Supporting materials of course are included in a separate box. Requests for the template file must be made through unit heads who will then request these templates from the Provost's Office.

If you do not have a copy of the 1990 UCTP guide, call the Faculty Senate Office at 7-6078 and ask Jeanna for a copy.

Sincerely,

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UCTP Chair, 1994-95
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cc: Professor D. Jean Wood, Chair, UCTP 1993-94 (Nursing)
Dr. James C. Moeser, Vice President for Academic Affairs and Provost

I. UCTP Guidelines: Tips for Units

- A. Unit T&P Chair should counsel candidate in putting file together and ensure file is complete before it leaves the unit.
- B. Clearly designate letters from external referees as candidate or unit selected.
- C. Synthesize evidence of effective teaching.
- D. Encourage comprehensive explanations in faculty ballots.

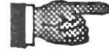
II. UCTP Tips for Candidates

- A. You are responsible for contents of your file, except for certain confidential information which the unit T&P chair will ensure is included in your file before it leaves the unit.
- B. You may add a personal statement but you are not required to do so. If you include one it should be well organized and it should address issues related to your professional growth and development and any other factors not in evidence elsewhere in your file.
- C. Designate extent of your effort on multi-authored contributions (e.g., teaching, research, creativity, performance in the arts, and other recognized professional credits). Clarify the conventions used in your discipline for distinguishing effort on multi-authored contributions (e.g., if "last" author listed is a sign of senior authorship, so indicate).
- D. If you have a say in the outside referees selected to evaluate your scholarship, creativity, and/or performance in the arts, select persons who are experts from Research I and Research II institutions.
- E. Get this list of referees to Unit T&P chair early as it takes time to get letters out and evaluations back.
- F. Take special care to organize your file and to correlate binder with background "box" materials.
- G. Complete citations of all published, exhibited contributions are essential.
- H. Keep number of letters from persons other than outside referees to a minimum.
- I. Teaching portfolios, peer assessments of teaching and evidence of course and curriculum development are encouraged.
- J. Evidence of impact of service contributions are more important than a simple listing of them.

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Tenure and Promotion Process

New USC Faculty Orientation
August 17, 1994
Dr. Lowndes F. Stephens



Vision Statement

- Succeed as Professor in Chosen Field
- Exceed Expectations of Colleagues at USC

Goal and Objective - 1

- Earn Tenure and Promotion
- Review Unit Guidelines
- Meet With Chair of Unit T&P Committee
- Attend UCTP Orientation in May

Goal and Objective - 2

- Segment Objectives and Set Milestones
 - Teaching
 - Research
 - Service
- Annual Performance Review Serves as Good Management Tool

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Recommendation - 1

- Seek Constructive Comments About Your Progress
- Talk With Tenured Colleagues Re Priorities
- Network With Colleagues and Be Sensitive To
 - Balance Expected Between Research and Teaching
 - Expectations Regarding Service

Recommendation - 2

- Importance of Meeting Committee Obligations
- Importance Put On Grantsmanship
- Research Agenda and Where You Should Be Publishing

Identify Action Items

- Set Personal Goals and Objectives Each Year
- Ask and Expect Help in Meeting Milestones
- Develop Annual Personal Statement
- Maintain a Vitae Organized IAW UCTP Forms