

UCTP ORIENTATION FOR T&P CHAIRS

Jean Taylor Ellis
UCTP Chair



UCTP – WHO ARE WE?

Faculty Senate
(Chair - Audrey
Korsgaard;
Incoming Chair –
Wayne Outten)

UCTP
(Chair – Jean
Ellis)

**24 Full
Professors**
(15 Elected and
9 Appointed)



UCTP – WHAT DO WE DO?

Unit T&P Criteria

- Review and approve Unit T&P Criteria and Procedures

Administrative Support

- Support units and the administration regarding T&P processes and criteria

File Review

- Reviews all tenure and promotion cases
 - “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)
 - “Final authority for recommending tenure or promotion resides with President. Final authority to approve resides with Board of Trustees.” (FM)
- 2019-2020 – 83 files
 - 2020-2021 – 71 files
 - 2021-2022 – 66 files
 - 2022-2023 – 77 files



INSIDE THE UCTP

- All files are discussed thoroughly
- All files are voted on with justifications
- At the end of each semester, the UCTP meets with the President and Provost before the President makes their recommendation to BOT (June and December)

The UCTP assesses whether the criteria and procedures are applied consistently and fairly at all levels of review



WHICH CYCLE?

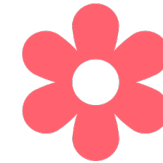
Assistant professors hired in August 2018/January 2019 may apply for T&P this year. Assistant professors hired in August 2017/January 2018 must go up for T&P (assuming they have only (COVID) extension).



Fall

Assistant Professors hired in August – seeking Associate Professor and Tenure

Notification in Summer and Promotion effective August 16



Spring

Assistant Professors hired in January – seeking Associate Professor and Tenure

Associate Professors seeking Professor

Notification in December and Promotion effective January 1



T&P DEADLINES

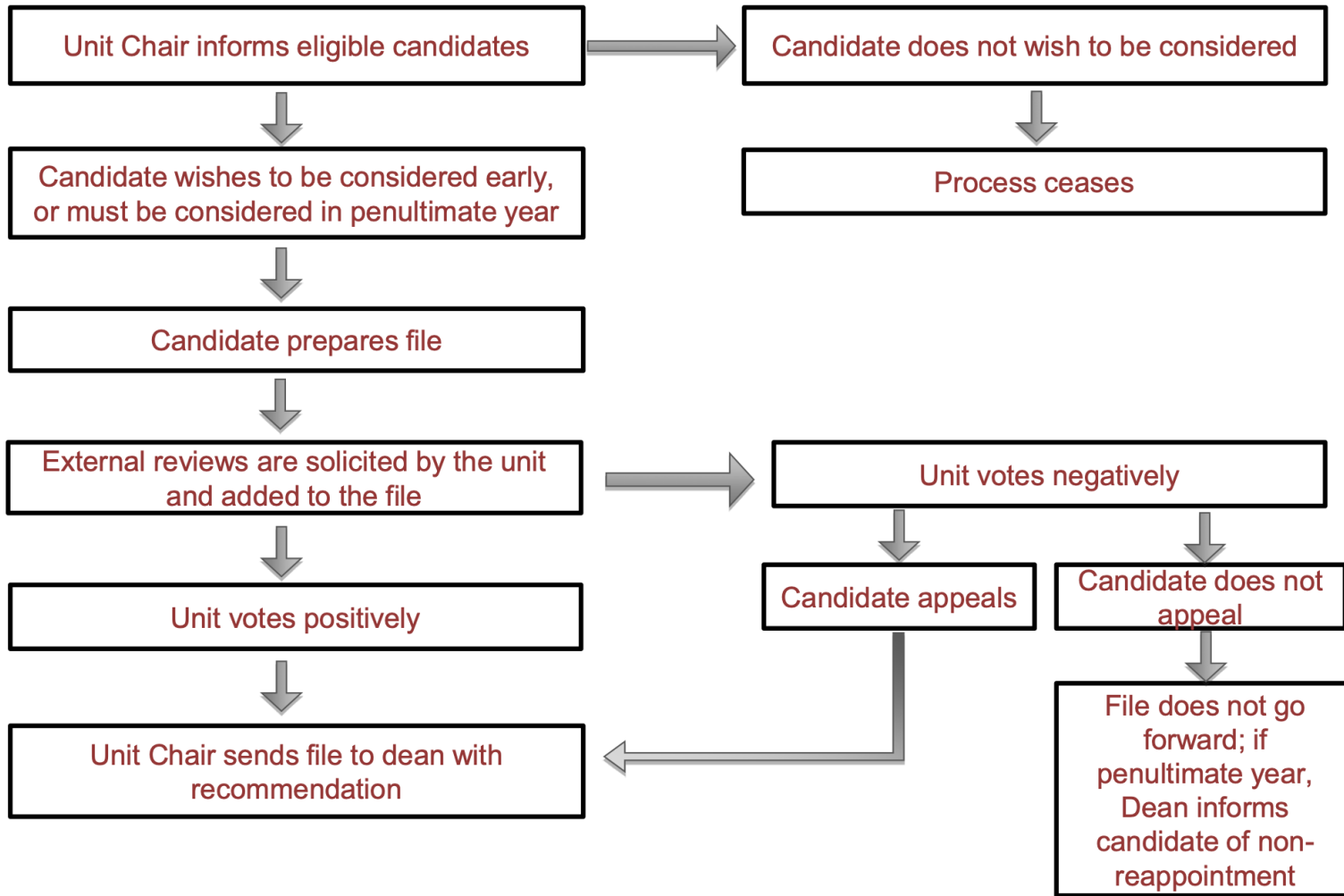
- Consult the Provost's website [here](#)
- Upcoming (summer) dates

(**Bold** dates are firm and set by Office of the Provost)

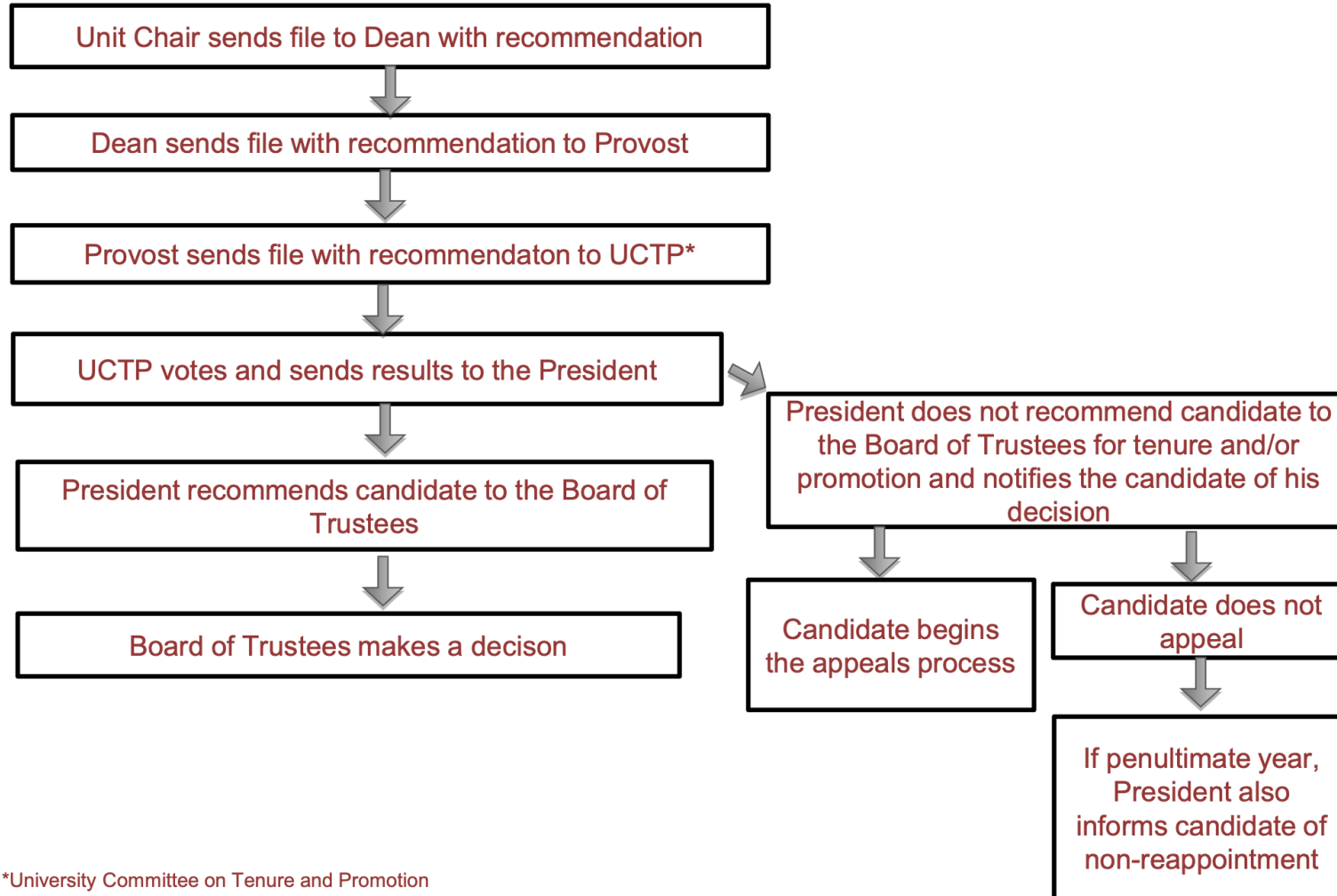
- May 1 – T&P committee chairs verify faculty have been notified of eligibility for tenure and/or promotion, and candidates provided with file submission timetable
- **May 1** (Spring Cycle) – Files transferred from Dean to Provost
- **May 5** (Fall Cycle) – Deans submit (online) names of faculty seeking T&P
- **June 15** (Fall Cycle) – File to external referees
- **August 25** (Fall Cycle) – Complete files provided to Unit T&P committee for review



T&P FLOWCHART (HERE)



T&P FLOWCHART (HERE)



*University Committee on Tenure and Promotion



GOVERNING CRITERIA (1)

- Faculty Manual ([here](#)) is the *final* authority on T&P promotion policies and procedures
- UCTP Guidelines for Units: Preparing Criteria and Files ([here](#)) is the resource for preparing files



GOVERNING CRITERIA (2)

For T&P to Associate Professor

- The unit criteria and Faculty Manual (FM) in place **at the time of hire**
- The candidate *may choose* to use current unit criteria and FM

For Promotion to Professor

- The candidate **must** use the **current** unit criteria and FM

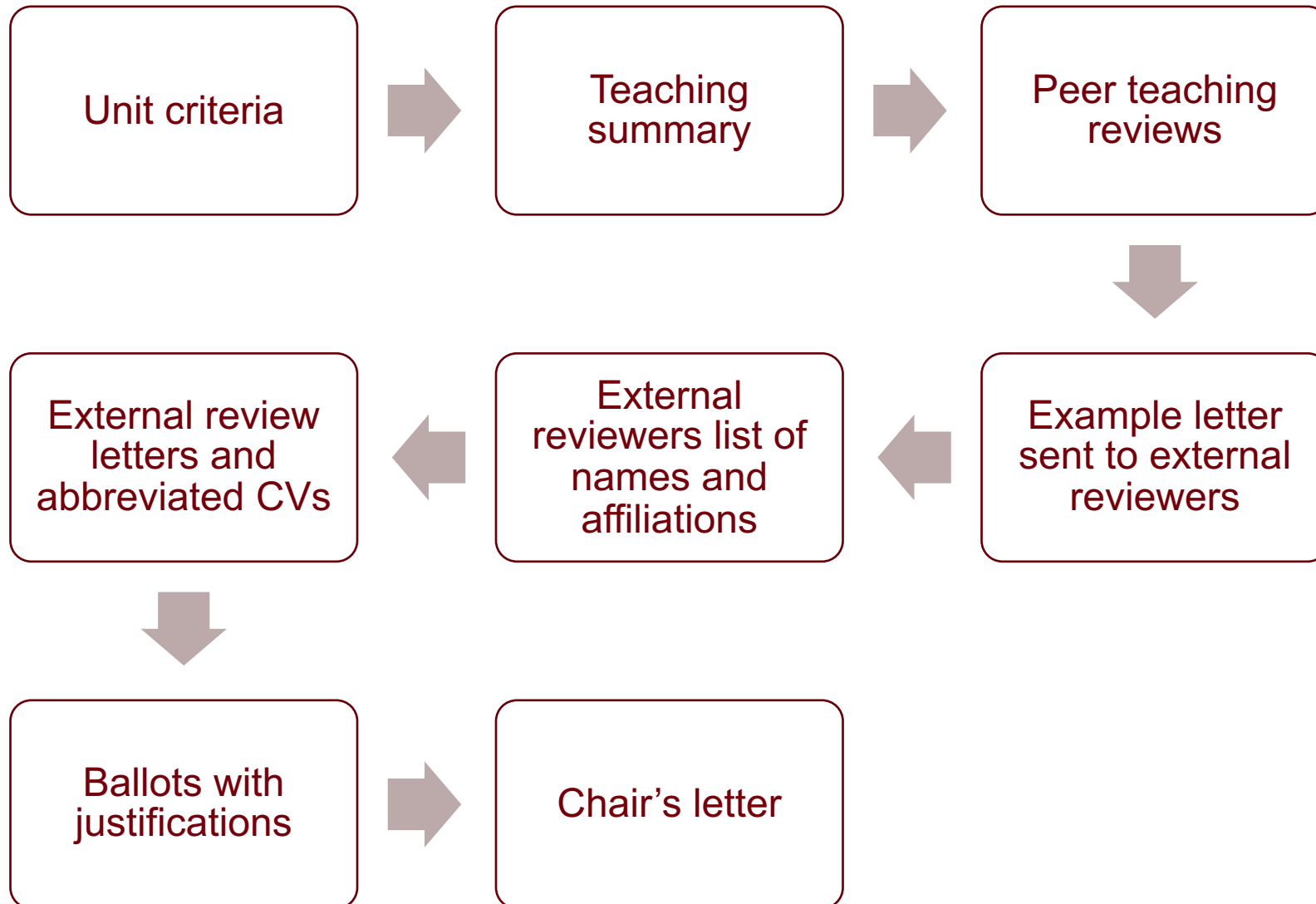


ONLY FOR JOINT APPOINTS

- Faculty Manual has guidance language
- Use the T&P granting unit criteria (primary unit)
- 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 shall be in the primary unit if the voting faculty affiliates with 1° and 2° units)



UNIT T&P RESPONSIBILITIES



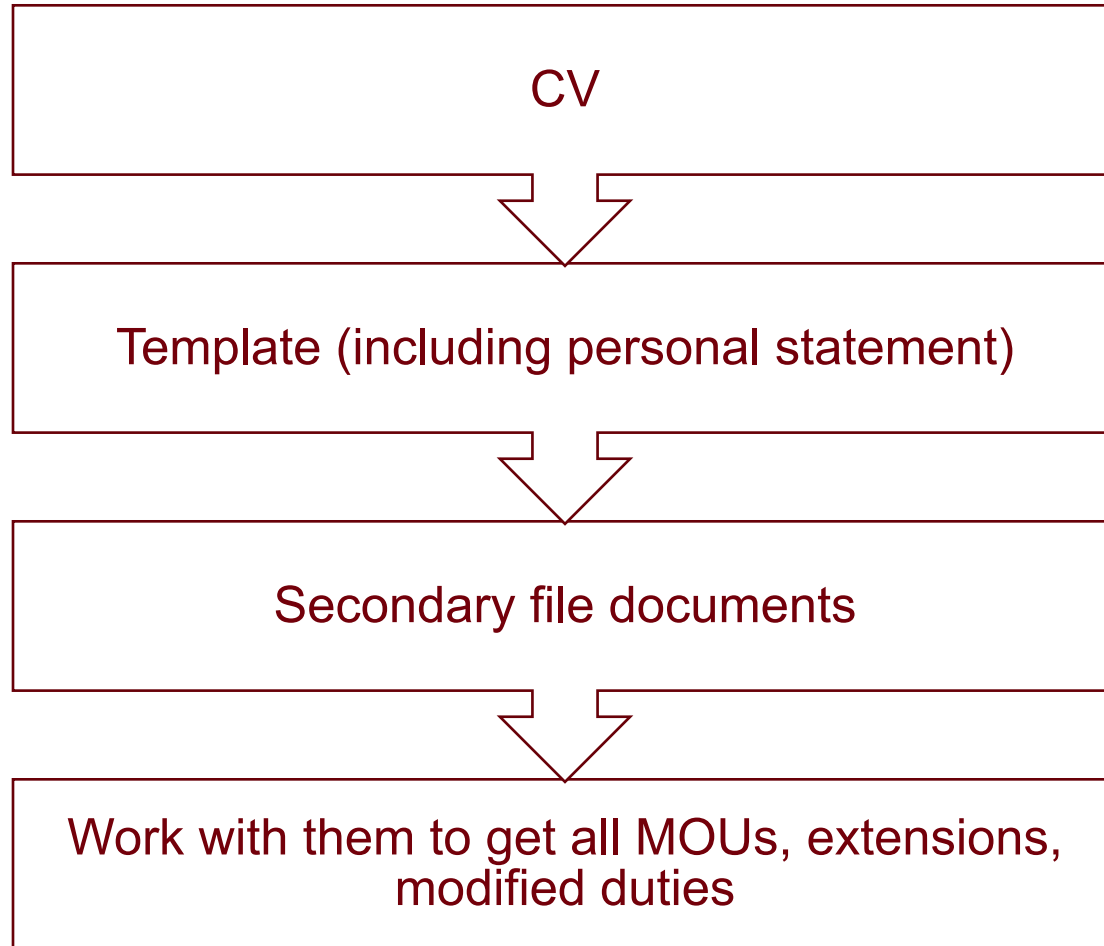
Required:

Sign the cover page of the T&P template

Upload all files to Bb as a tabbed PDF (that you generate)

Instructions [here](#) and [here](#)

THE CANDIDATE PROVIDES



Please explain to the candidates (especially the current Assistant Professors) the difference between the file contents (and timelines) associated with the external and internal reviews

CANDIDATE TEMPLATE – DO NOT

TEACHING

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														
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

CANDIDATE TEMPLATE – 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 (1)



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ADVICE FROM THE UCTP (2)

- External letters
 - Conflict-free (persons with co-authored publications, research collaborators, colleagues or advisors “normally should be excluded from consideration” (FM))
 - All evaluators “must be asked to disclose any relationship or interaction with the applicant.” (FM)
 - Consider getting one extra letter
 - Requesting letter is general (use the Provost template - [here](#))
- Encourage comprehensive vote justifications from *all* eligible faculty
“Written justification of all votes at the unit level shall be mandatory and shall state specifically how the candidate meets or does not meet the unit’s criteria.” (FM)
- Correct teaching summaries
Must have peer and student evaluations, the summary will “give context”... “how the faculty member’s evaluation scores compare with those in the other sections” (FM)



ADVICE FROM THE UCTP (3)

- *Ensure minimum service is satisfied*

Prior to tenure – “Faculty members appointed at the rank of assistant professor who have not previously held tenure-track positions at another institution of higher learning normally will not be recommended for tenure until they are in at least their fourth year at the University of South Carolina.” (FM)

“Faculty members appointed at the rank of associate professor or professor who have not previously held tenure-track positions at another institution of higher learning normally will not be recommended for tenure until they are in at least their third year at the University of South Carolina.”(FM)

- *Extensions to the probationary period*

The probationary period cannot be extended more than three times (ACAF 1.31). Probationary term may not be >10 years. Documentation of all extensions must be provided. Those with extensions “have no resulting change in employment obligations” (ACAF 1.31).



ADVICE FROM THE UCTP (4)

- Encourage candidates to define and describe their contribution in the case of multi-authored scholarly outputs and their financial and intellectual portion of collaborative grants
- Guide the unit discussion of a candidate's file to focus on the **unit criteria**. Discuss potential errors in letters.
- One person → one vote (Unit Chair is not a voting member of the faculty)



ADVICE FROM THE UCTP (5)

- Only these additions may be made to the file after the Unit vote ([here](#))
 - Notifications of accepted scholarship – if referenced in the Primary file
 - Faculty letters to unit administrators, Dean, and/or Provost
 - Votes and statements from Unit administrator, Dean and Provost; votes and justifications of UCTP, information from a UCTP-initiated file remand



UNIT CRITERIA REVISION

- Tracked and initiated by Provost's Office
- Reviewed and approved by UCTP
- Important that the Unit Criteria and Faculty Manual are consistent



ADDITIONAL ELECTRONIC RESOURCES

- Office of the Provost website
 - [File Review Process](#)
 - [Electronic review of T&P files](#) for Unit T&P Chairs
 - [UCTP Guidelines for Units: Preparing Criteria and Files](#)
 - Sample letter to external reviewers (download from [here](#), under “Letters sent to external reviewers”)

- [Faculty Manual](#)



QUESTIONS?

Jean Taylor Ellis

UCTP Chair AY 2023-2024

Please reach out to me at jellis@seoe.sc.edu



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