

# **UCTP ORIENTATION FOR CANDIDATES**

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



**T&P REVIEW PROCESS IS LONG  
YOUR WORK IS ALMOST DONE  
STRESSING IS DESTRUCTIVE**



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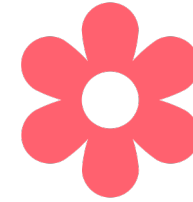
# WHICH CYCLE?



## 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

Consult the Provost's website [here](#)



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# ASSISTANT PROFESSORS ONLY

- Hire date of 16 August 2018 or 1 January 2019 → you have *the option* to apply for T&P this AY → this AY was your original decision year
- Hire date of 16 August 2017 or 1 January 2018 → you *must apply* for T&P this AY (assuming you have one extension) → this is your decision year
- Negative files will get advanced only if it is a decision year
- You can be an Associate Professor without tenure but not an Assistant Professor with tenure



# 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**
- You *may choose* to use *current* unit criteria and FM

## For Promotion to Professor

- You **must** use the **current** unit criteria and FM



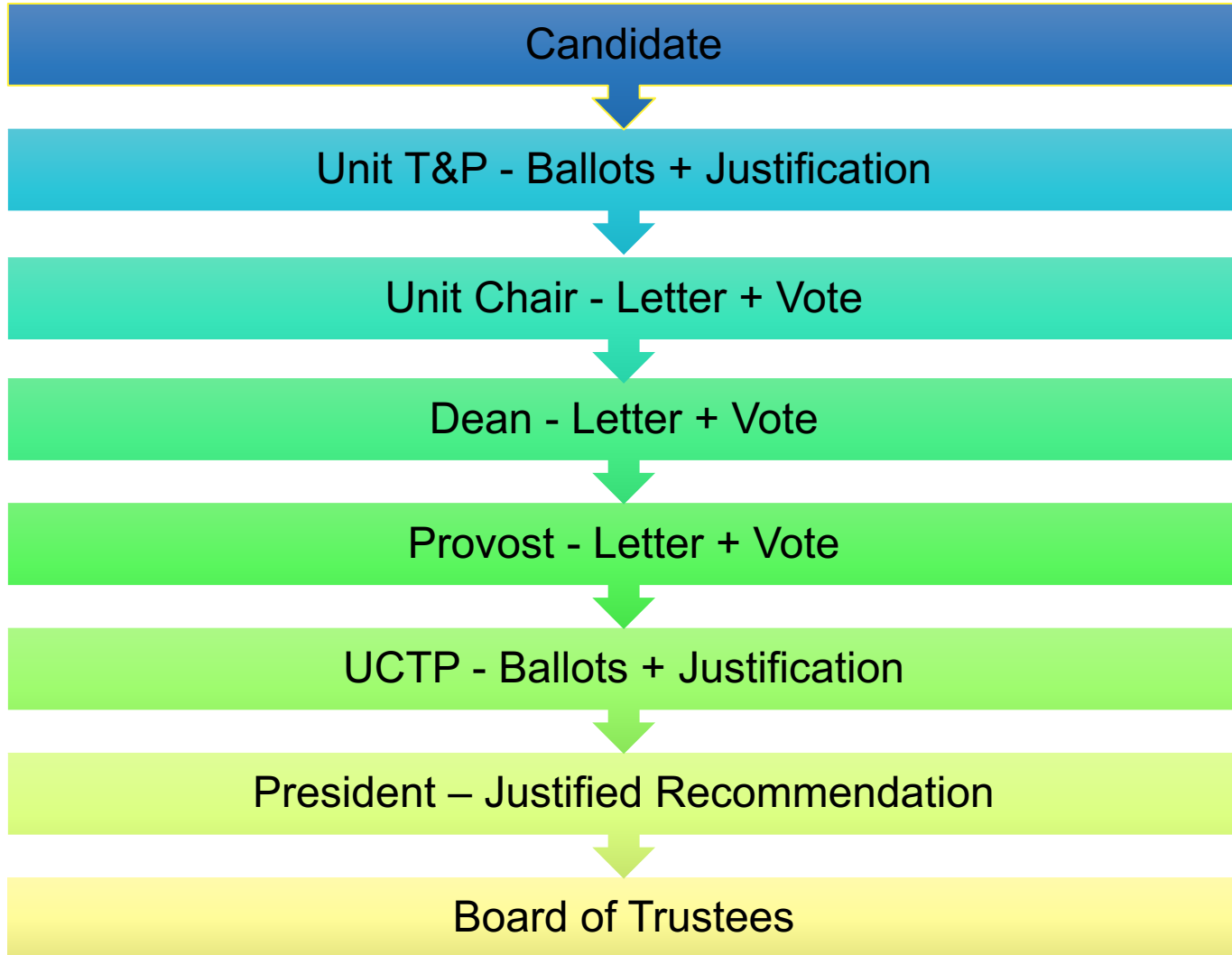


# ONLY FOR JOINT APPOINTS

- Faculty Manual has guidance language
- Use the T&P granting unit criteria
- 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)



# T&P PROCESS (DETAILS HERE)



# YOUR RESPONSIBILITY

## For external reviewers

- CV
- Personal statement
- Selection of your scholarship  
(consult your Unit T&P Chair)

Click [here](#) to find the 'grid'  
(officially, this is known as the  
"candidate template") and navigate to  
"create primary file"

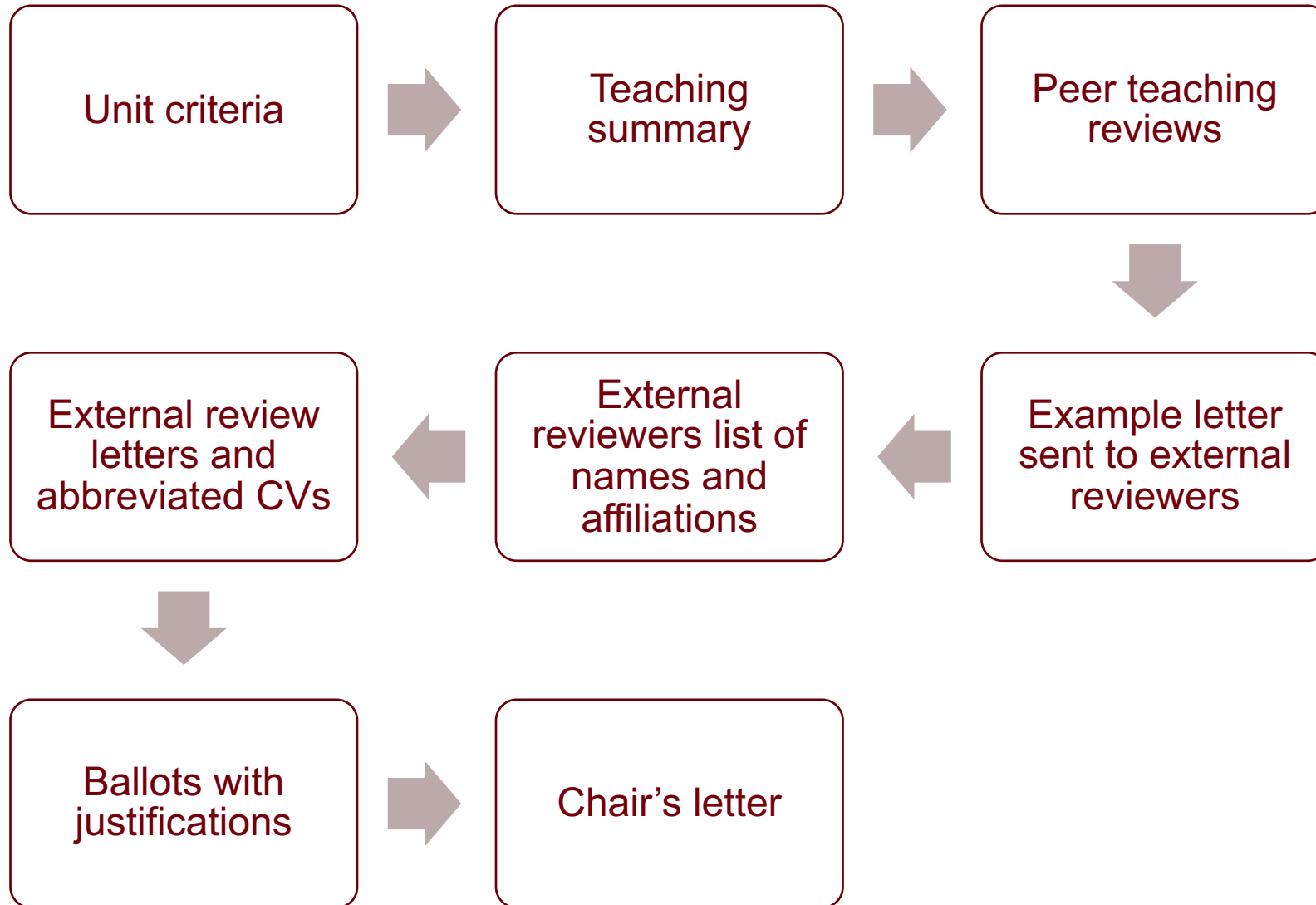
# YOUR RESPONSIBILITY

## For internal reviewers

- Primary File
  - CV
  - The 'grid' (+ personal statement) – digital only (you must use the template)
  - Remind your unit about tenure clock extensions, modified duties documents, and MOUs (if applicable)
- Secondary File
  - Organize according to "teaching," "scholarship/research," and "service" (list the files in the Primary file 'grid') – digital or paper

*Suggestion – consider adjusting language / tone in the two versions of the personal statement*

# UNIT T&P RESPONSIBILITIES



Your Unit T&P Chair will generate the tabbed PDF described [here](#)

# THE “GRID” – DO NOT

## TEACHING

### Summary of Courses Taught

Course Designator	Contact Hours	Course Title	Enrollments by Term														
			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



# THE “GRID” – 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



# PRIMARY FILE COVER PAGE

(Name Last, Name First)

(Rank)

(Department)

(College)

(USC Columbia)

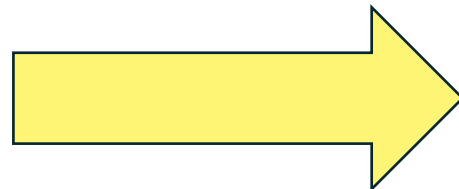
Seeking (**Tenure and Promotion, or Promotion**) to  
(Associate Professor, or Professor)

(Date)

This file will be evaluated based on the approved applicable unit criteria for tenure and promotion which appear immediately after the vote summary page. The candidate accepts these criteria and waives any right to application of other approved unit criteria.

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UCTP Approval date of unit criteria used by the candidate



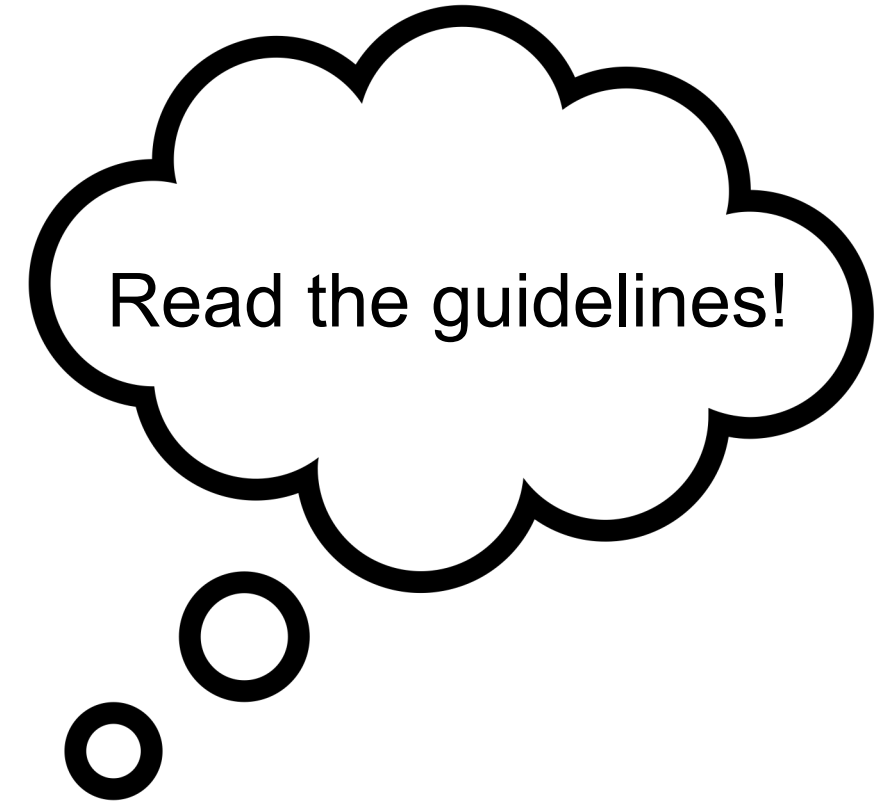
I hereby affirm that the information submitted in this file is complete and accurate to the best of my knowledge.

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Candidate (Signature and Date)



# ADVICE FROM THE UCTP (1)



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# ADVICE FROM THE UCTP (2)

- Your T&P Chair is an excellent resource. Next source of information is the UCTP Chair.
- Your file should be clear and consistent about your accomplishments that document why you meet or exceed the unit criteria
- Craft your personal statement to demonstrate you meet the Unit T&P standards
- We encourage you to define and describe your contribution in the case of multi-authored scholarly outputs and your financial and intellectual portion of collaborative grants – consult your T&P Chair



# ADVICE FROM THE UCTP (3)

- List the submitted scholarship in your Primary File – and update your T&P Chair of positive status changes
- Seek input from senior colleagues
- Minimum standards
  - Promotion to Associate and Tenure – minimum of excellent in research or teaching and good in other areas, and ‘evidence of progress toward a national or international reputation in a field’
  - Promotion to Professor – minimum of excellent in research and teaching and good in service, and ‘national or international reputation in a field’



# QUESTIONS?

Jean Taylor Ellis

UCTP Chair AY 2023-2024

Please reach out to me at [jellis@seoe.sc.edu](mailto:jellis@seoe.sc.edu)



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