Orientation for Candidates and DCTP Chairs

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Presentation Overview

1. UCTP Composition and Aims

2. Criteria Governing T&P

3. Candidate File Preparation

4. Tasks of DCTP Chairs

5. Information Sources

6. Q&A

The UCTP

- 24 full professors (15 elected by all TT faculty, 9 appointed by president/provost).

- A committee of the Faculty Senate.

- Threefold responsibility

  ➢ Review all tenure and promotion cases

  ➢ Review and approve Unit T&P Criteria and Procedures

  ➢ Advise units about process and criteria.

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What does UCTP do?

- Votes on all files and typically meets with president and provost to discuss controversial cases.

- Deliberations are confidential and members do not see the files of their own units.

- UCTP does not represent a new level of review but checks whether criteria and procedures are applied consistently and fairly.

- Still, there is very broad expertise about the different standards of excellence across research fields.

Timelines and Tenure clock

- "Regular" Calendar 2020/21
  - Assistant Professors hired on August 16th , 2015
  - Associate/Full Professors hired on August 16th, 2016.
  - External letter writers contacted over the summer, submit fall
- Mid-year Cycle in early 2021
  - Assistant Professors hired on January 1st , 2016
  - Associate/Full Professors hired on January 1st, 2017
  - Promotion to Full Professor
  - Submitted in beginning of 2020, decided at end of 2021.
- Tenure clock automatically extended one year due to covid-19. But it is up to the further developments and the candidates.

Tenure clock in covid times

- All pre-tenure faculty will automatically receive a one-year extension of the tenure probationary period. This includes those who are preparing files for review in Fall 2020. Over the next few months, the Office of the Provost will work with the individual academic units to prepare formal notifications, accounting for variable tenure-start dates and previously approved extensions.
- No faculty member is required to wait until their decision year, even including this extension, to apply for tenure.
- IN SUM: Check with you unit, keeping also external letter writers in mind.

Timelines

- For timelines, see [https://sc.edu/about/offices and -divisions/provost/ faculty/tenure/tenureelockcalendars.php](https://sc.edu/about/offices_and_divisions/provost/faculty/tenure/tenureelockcalendars.php)

- https://www.sc.edu/about/offices_and_divisions/provost/docs/tenure/faculty_evaluation_process-updated_2020-04-06.pdf

- Deadline to submit names for regular cycle 2020 is May 4th!

- Please stick to the mandatory timelines because the files must be on the desk of the Colleges and Provost at a certain point.

- You have some leeway in your unit, e.g., if referees are late. But do not count on the leeway because it affects attention to your file upstream and gives you no time to correct problems.

Going up early?

Regular T&P process is not a prophylactic retention tool.

What should lateral hires do or after years of postdocs?

- You might have an agreement with your Dean that guarantees that previous achievements are part of the evaluation.
- Be sure that your achievements (teaching) in the new place can be evaluated.
- You have the Third Year Review that clearly shows you what your unit thinks.
- Many unit criteria have time requirements.

Promotion to Full

- Look whether your achievements since T&P fulfill the criteria literally and in spirit ("international reputation"; since last T&P)

Governing criteria

- **For T&P to associate professor**

  - By default, the unit criteria and the faculty manual in place at the time of hire.

  - The candidate may choose to be evaluated according to the criteria and manual in place at the time of submission. (Sometimes they are clearer.)

- **For promotion to full professor**

  - The criteria in place in the year of submission and the current faculty manual.

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File Review Process

- Primary and Secondary Files {Candidate}
- Evaluations and Teaching Summaries {Unit}
- External Reviewer Letters {Unit}
- Unit T&P Committee Ballots + Justifications
- Chair's Letter

- Dean's Letter
- Provost's Letter
- UCTP vote
- Meeting President, Provost and UCTP
- President's decision
- Board of Trustees approval

Candidate's Responsibility

- Preparation of primary and secondary files.
- Use the University template available at http://www.sc.edu/tenure/ where you find also all forms and guidelines.
- Fully familiarize yourself with your unit's T&P criteria and procedures. You sign them on p.1.
- Although not formally required, craft your personal statement carefully responding to your unit's standards.
- Supply all information about joint appointments and family and medical leave.

Be proactive! It's your file, in the end

- Coordinate with your unit T&P chair. If your question cannot be resolved at the unit level, contact the UCTP chair.

- Make clear what you have done, which research fields you have covered, already when submitting your papers for external review. This helps your unit to find proper referees.

- Keep track of peer teaching evaluations. They should be sufficiently diverse and span multiple years.

- Your personal statement should be instructive for your peers and UCTP members who do not know your topic. Be mindful of your department's methodological diversity.

Unit Chair Responsibilities

- Teaching summary of ratings and of comments

- Peer Reviews of Teaching

- Example of letter sent to external reviewers. (Use goldenrod standards)

- External reviewers list of names and affiliations.

- External reviewer letters and **abbreviated** CVs.

- Ballots with justifications

- Updated vote summary form with votes

- Other letters and updates to the file

- Uploading the file to Blackboard.

- Stick to the order on the provost webpage.

Advice for unit chairs

- Selection of external referees is not easy because people are busy. Try to have one in reserve above the mandated five or whatever your criteria require.
- Be mindful of the peer and peer-aspirant requirement. Justify exceptions by a reviewer's expertise.
- Your goal is not just to have good letters from friends.
- International letters are good, but make sure that letter writers know what is required.
- Take care of issues in the letters, including quirky ones.
- For diverse research, you may split the reading load.

Advice for unit chairs - 2

- Actively check for conflicts of interest. It is too late if you learn of previous collaborations from the reviewer's letter who then makes his or her judgment call that is not agreed upon upstream.
- Remind voters to give justifications based on the unit criteria, not on what "is standard". You make upstream work easier and guarantee that justifications are taken seriously.
- Abstentions need a justification (unknown looks bad).
- If presence at a meeting is required, make sure that this does not result in additional abstentions.
- Unjustified abstentions might affect reading of close unit vote.

Information and Resources

- One stop for all things tenure and promotion: http://www.sc.edu/tenure/

- Faculty manual http://www.sc.edu/policies/facman/columbia manual.shtml

- Ask UCTP Chair for advice; or Terrie Smith / Cheryl Addy in the Provost Office.

Questions?