

# Orientation for T&P Chairs

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UNIVERSITY OF  
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# Presentation Overview

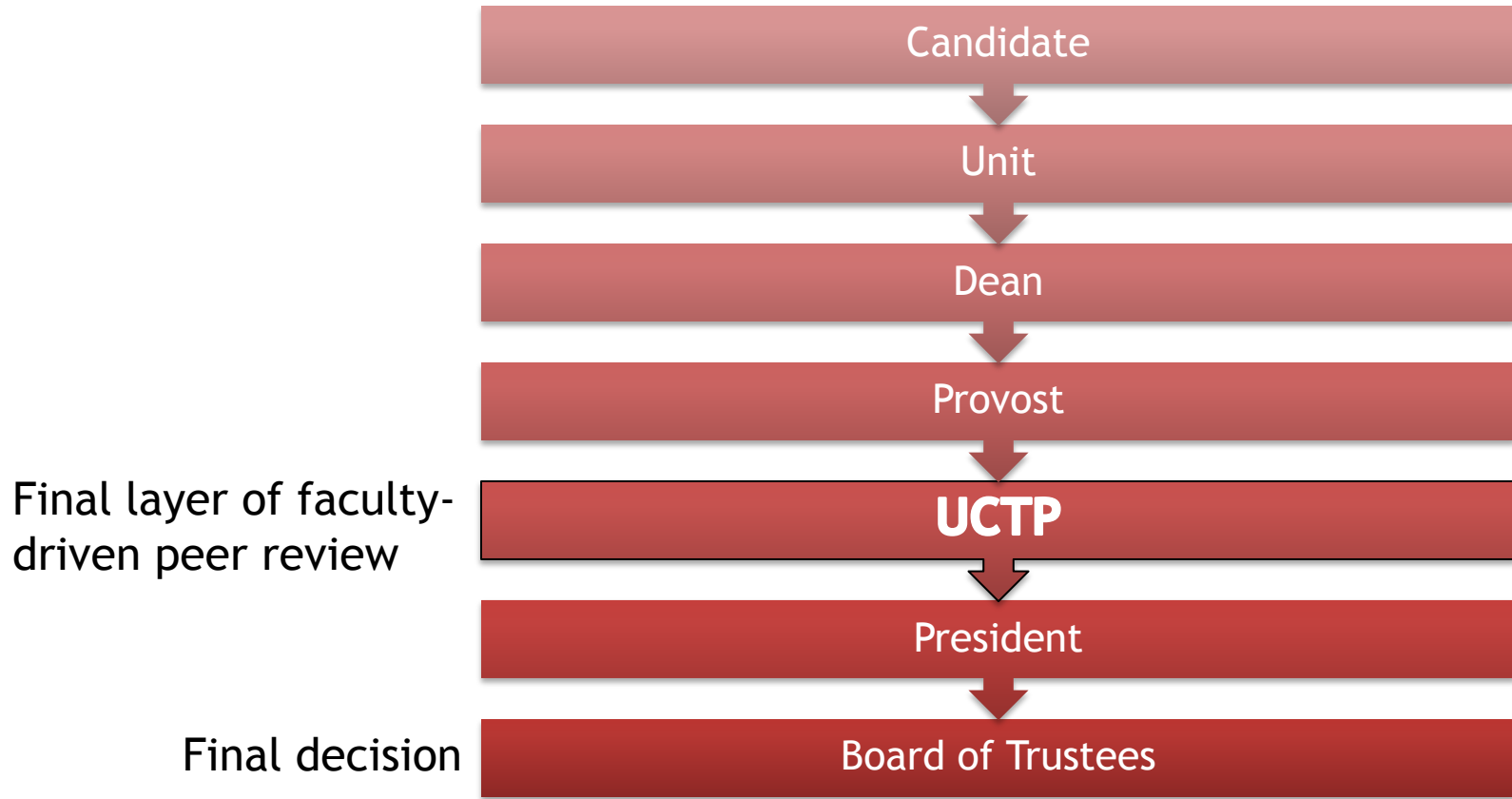
1. UCTP Composition and Aims
2. Calendar and Timelines
3. Guidance for Chairs
4. Information Sources
5. Q&A



# The UCTP

- 24 full professors (15 elected by all TT faculty, 9 appointed by President/Provost). Terms are staggered 3 year terms with 1/3 of the members rotating off each year.  
[https://sc.edu/about/offices\\_and\\_divisions/provost/faculty/tenure/uctp-committee.php](https://sc.edu/about/offices_and_divisions/provost/faculty/tenure/uctp-committee.php)
- 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 and administration about process and criteria.





# What does UCTP do?

- Each file receives a thorough review from a sub-panel of the UCTP and is discussed by the full UCTP
- The full UCTP votes on all files and the ballots with justifications are included in the candidate's file
- The full UCTP typically meets with the President and Provost each semester to discuss controversial cases before the President makes his recommendations to the Board of Trustees.
  - Total files reviewed:
    - 2019-2020 - 83 files reviewed for T&P
    - 2020-2021 - 71 files reviewed for T&P



# What is the UCTP looking for?

- UCTP assesses whether criteria and procedures are applied consistently and fairly at all levels of review.
- Procedures are important to ensure the integrity of the T&P process.
- We defer to the unit and outside reviewers on most subject matter questions. However, there is a conscious effort in the UCTP to maintain a very broad range of expertise to assist review across all research fields.
- Deliberations are confidential and UCTP members do not see or vote on the files of their own units.



# Timelines and Tenure clock

- "Regular" Calendar 2021/22 is now the **Fall Cycle**. Deadlines are now perpetual (dates will not change from year to year). Thanks Lisa Hammond and Cheryl Addy!
- Fall 2021 Cycle is target for Assistant Professors hired on August 16<sup>th</sup>, 2016 unless they take the automatic tenure clock extension (TCE) provided in response to COVID-19 (or other TCE for other reasons).
  - ❖ all pre-tenure faculty with less than three previously approved tenure-clock extensions were automatically granted a tenure-clock extension and extension of the tenure progress review.
  - ❖ Candidates may choose to proceed with their original tenure clock schedule without the COVID-19 automatic one-year extensions if desired.
  - ❖ However, the candidate's penultimate year will still be the COVID-19 extended decision date.



Date (2021)	Action
May 5	Deans must submit names of faculty members going up for T&P to Provost (your unit must inform the Dean prior to this deadline)
July 25	Relevant portions of candidate file must be sent to outside reviewers (usually this is Scholarship and professional Service sections of candidate file). *Candidate must prepare this for the unit to send
August 25	Full candidate file (with letters) submitted to the unit
September 15	Unit must vote on candidate file by this date. Candidate is notified of negative or positive decision
September 25	Candidate must notify unit <u>only if</u> appealing a negative decision
October 1	Candidate file with unit ballots goes to Dean
November 1	Candidate file, unit ballots, and Dean's recommendation to Provost
January - May, 2022	Provost, UCTP, and President review. Candidate notified of President's recommendation by May (2022)





# Timelines and Tenure clock

- "Mid-year" Calendar 2021/22 is now the **Spring Cycle**. Deadlines are now perpetual (dates will not change from year to year).
- Spring 2022 Cycle is target for Assistant Professors hired on January 1<sup>st</sup>, 2017 unless they take the automatic tenure clock extension (TCE) provided in response to COVID-19 (or other TCE for other reasons).
- Spring 2022 Cycle is also for Associate Professors applying to be promoted to Full Professor



Date	Action
November 5	Deans must submit names of faculty members going up for T&P to Provost (your unit must inform the Dean prior to this deadline)
November 25	Relevant portions of candidate file must be sent to outside reviewers (usually this is Scholarship and professional Service sections of candidate file). *Candidate must prepare this for the unit to send
January 25, 2022	Full candidate file (with letters) submitted to the unit
February 15	Unit must vote on candidate file by this date. Candidate is notified of negative or positive decision
February 25	Candidate must notify unit <u>only if</u> appealing a negative decision
March 1	Candidate file with unit ballots goes to Dean
May 1	Candidate file, unit ballots, and Dean's recommendation to Provost
August - December, 2022	Provost, UCTP, and President review. Candidate notified of President's recommendation by December (2022)



# File Preparation: Governing criteria

- For T&P to associate professor
  - By default, the unit criteria and the faculty manual in place **at the time of hire**. Check this, your unit criteria might have been revised since the candidate's date 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.



# 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



# Unit T&P Chair Key Resources

- Your own relevant unit criteria (be sure you have the correct one)
- UCTP Guidelines for Units: Preparing Criteria and Files  
<https://sc.edu/provost/forms/goldenrod.pdf>
- The Faculty Manual  
[https://sc.edu/about/offices\\_and\\_divisions/provost/policiesandprocedures/facultymanuals/index.php](https://sc.edu/about/offices_and_divisions/provost/policiesandprocedures/facultymanuals/index.php)



# Unit T&P Chair ensures these items are in the candidate file

- Teaching summary of ratings and of comments (can be farmed out to another faculty member with more direct knowledge of candidate teaching). Typically needs comparative data (unless falling under COVID-19 exceptions).
- Peer Reviews of Teaching
- Example of letter sent to external reviewers. (Use standards in UCTP Guidelines document)
- External reviewers list of names and affiliations.
- External reviewer letters and abbreviated CVs. These can be short but need to show the reviewer is of the appropriate stature.
- Ballots with justifications that reference specific unit criteria.
- Updated vote summary form with votes
- Other letters and updates to the file
- Uploading the file to Blackboard.
- In the PDF, stick to the order of tab sections on the Provost webpage.



Found at:

[https://sc.edu/about/offices\\_and\\_divisions/provost/faculty/tenure/candidatefileprep.php](https://sc.edu/about/offices_and_divisions/provost/faculty/tenure/candidatefileprep.php)

**\*\*Confirm at this website or with Provost office that you have the most recent tab list. New tabs (such as for COVID-19 Impact Statements) may be added.**

### Required PDF Bookmarks in Primary File

1. Vote Summary Form
2. Extension of Tenure Clock Docs (if needed)
3. Unit Criteria
4. MOU (if needed)
5. Vita
6. Teaching
7. Scholarship and Research
8. Service
9. Personal Statement
10. List of Supporting Material in  
Secondary File
11. Teaching Summary
12. Peer Reviews of Teaching
13. List of External Reviewers
14. Sample Letter to External Reviewers
15. External Review Letters
16. External Reviewers' Brief CVs
17. Other Letters (if needed)
18. Unit Tenure Ballots
19. Unit Promotion Ballots
20. Appeal Documents and Other Letters of Support (if needed)
21. Chair's Letter



# Advice for unit T&P chairs

- Selection of external referees is not easy because people are busy. Try to have several in reserve above the mandated five or whatever your criteria require.
- Be mindful of the peer and peer-aspirant requirement. Justify exceptions based on a reviewer's expertise.
- Your goal is not just to have good letters from friends. In fact, conflict of interest reviewers can be a real problem for a file.
- International letters are fine, but make sure that letter writers know what is required. The T&P process is not always equivalent in international institutions.
- Take care of issues in the letters, including quirky ones. The Chair's letter is a good way to address these kinds of things.
- For diverse research, you may split the reading load.





## Advice for unit T&P chairs - 2

- Actively check for conflicts of interest. It is too late if you learn of previous collaborations from the reviewer's letter. Check first when asking the reviewer (and define what is considered a COI).
- If you have only the minimum number of reviewers and one of them is determined to be a COI, that file might be returned to the unit to fix the issue.
- Remind voters to give justifications based on the unit criteria, not on what is “standard” at their institution. You make upstream work easier and guarantee that justifications are taken seriously.
- At the unit level, vote 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.



# Advice for unit T&P chairs - 3

- During T&P deliberations by the unit, pay attention to areas of confusion about the candidate's record, such as:
  - Is the candidate fully independent of senior faculty or past mentors?
  - What portion of a multi-PI grant is going directly to the candidate?
  - Has the candidate accurately described their publications, funding, scholarly production?
- If your unit has questions about the candidate's record, you can be sure other reviewers higher up the chain of review will also have questions. Be sure these questions are answered (either by revision of the candidate's file or in the Chair's letter).
- Guide unit discussion of a candidate's file to stay focused on the unit criteria. Senior faculty may have many opinions about “what it takes” to get tenure or be promoted, but if it is not in the unit criteria, it is irrelevant. This is why good unit criteria are so important!



# Revision of unit criteria

- The Office of the Provost tracks unit criteria and requests periodic review to ensure they are consistent with the current Faculty Manual.
- Revised criteria are ultimately reviewed and approved by working groups within the UCTP. Unit T&P chairs (or the committee charged with revising unit criteria) will probably communicate directly with the UCTP working group for final revisions.
- Use these resources for revising unit criteria:
  - UCTP Guidelines for Units: Preparing Criteria and Files  
<https://sc.edu/provost/forms/goldenrod.pdf>
  - The Faculty Manual  
[https://sc.edu/about/offices\\_and\\_divisions/provost/policiesandprocedures/facultymanuals/index.php](https://sc.edu/about/offices_and_divisions/provost/policiesandprocedures/facultymanuals/index.php)



# Information and Resources

- One stop for all things tenure and promotion:  
[https://sc.edu/about/offices\\_and\\_divisions/provost/faculty/tenure/](https://sc.edu/about/offices_and_divisions/provost/faculty/tenure/)
- Tenure and Promotion Calendars:  
[https://sc.edu/about/offices\\_and\\_divisions/provost/docs/tenure/calendar\\_tenure\\_and\\_promotion.pdf](https://sc.edu/about/offices_and_divisions/provost/docs/tenure/calendar_tenure_and_promotion.pdf)
- Faculty manual:  
[https://www.sc.edu/about/offices\\_and\\_divisions/provost/policiesandprocedures/facultymanuals/index.php](https://www.sc.edu/about/offices_and_divisions/provost/policiesandprocedures/facultymanuals/index.php)
- Ask UCTP Chair for advice - the 2021-2022 Chair is **Bob Mullen**: [RLM@sc.edu](mailto:RLM@sc.edu)
- Ask Director of Faculty Affairs **Lisa Hammond** in the Office of the Provost for advice: [LHAMMOND@mailbox.sc.edu](mailto:LHAMMOND@mailbox.sc.edu)



Questions?



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