

TENURE AND PROMOTION GUIDELINES

Department of Religious Studies

University of South Carolina

A: 4/97

I. PROCEDURES

A. Tenure and Promotion Chair: The chair of the department shall appoint a unit tenure and promotion chair who shall represent the department at orientation sessions conducted by UCTP (University Committee on Tenure and Promotion). The unit tenure and promotion chair shall monitor the unit's compliance with departmental and UCTP procedures and timetables.

B. Notification of Potential Candidates: In accordance with the UCTP timetable, the unit tenure and promotion chair shall give written notice to potential candidates for tenure and/or promotion of the timetable for the submission and consideration of files. Copies of this notice will be forwarded to the dean of the college. The letter will ask each potential candidate to prepare and present a file or to state in writing that he/she does not wish to be considered in the upcoming review cycle. The unit tenure and promotion chair shall advise the dean in writing of any faculty who declined to be considered.

C. The Candidate's Committee: Each candidate's case shall be reviewed by a committee of at least five members. The committee shall consist of eligible members of the department and, as

needed, additional members from outside the department. Committee members from outside the department shall be selected as follows:

one member shall be appointed by the dean of the college;

others, as needed, shall be elected by simple majority vote of all tenured and tenure-track members of the department. Nominations can be made by any member of the department, including the candidate.

The chair of the committee shall be elected by the committee membership. He/she shall be entitled to vote and shall have the privilege of casting the deciding vote in the case of ties.

D. The Candidate's Responsibility: It is primarily the responsibility of the candidate to construct the file that shall be used by the committee in deciding on the candidate's application. The candidate shall place in the file a narrative of his/her record of teaching, research/scholarship, and service. Relevant data to be included in the file are those providing evidence that the candidate has satisfied the criteria for tenure or promotion as set forth in the departmental criteria.

E. Letters of Recommendation: The file shall include at least five letters from external referees evaluating the candidate's research, publications, and professional activities. The candidate shall provide the names of at least two potential referees, from which the chair of the committee shall select one. The chair of the committee shall also compile a list of external referees with the advice and consent of the members of the committee. The committee chair shall secure the additional external referees from this agreed-upon list.

F. Voting on the Candidate's Case: After due consideration of the candidate's case, the committee shall vote by secret ballot. Abstentions shall not be counted toward a majority (majority defined as a simple majority of those voting). Separate votes on tenure and promotion shall be taken. Each member of the committee shall provide a letter stating his/her position and the reasons for it. These letters shall be included in the material forwarded to the dean of the college by the chair of the committee, along with the complete file and the report of the vote.

G. Advising the Candidate of the Committee's Decision: The department chair shall advise the candidate in writing of the decision of the committee. In the case of an adverse decision, the department chair shall assure the candidate that the present decision is without prejudice to future consideration. The department chair shall also advise the candidate of his/her right to appeal the committee's decision and refer him/her to the section of the *Faculty Manual* which outlines the steps for seeking relief. A copy of the department chair's letter to the candidate shall be forwarded to the dean. Any candidate who decides to appeal a negative committee decision can obtain from the department chair a synopsis of the discussion that transpired in the committee.

If the department chair is not privy to the unit proceedings, the responsibilities set forth in the previous paragraph shall fall on the chair of the candidate's committee.

II. CRITERIA

The evaluation of candidates for tenure and/or promotion is based on their records in the areas of teaching, research/scholarship, and service. The department recognizes that individual candidates will exhibit different strengths and does not expect each candidate to demonstrate

exemplary achievement in all three areas. The exact value placed upon any particular aspect of a candidate's record, therefore, will depend upon an assessment of the record as a whole.

A. CRITERIA FOR TENURE AND/OR PROMOTION TO ASSOCIATE PROFESSOR

Tenure can be granted to a candidate who has demonstrated through publication a potential for and commitment to scholarly achievement, and has also met the department's expectations in the areas of teaching and service. Promotion to Associate Professor will only be granted to a candidate who has achieved scholarly productivity, and has also met the department's expectations in the areas of teaching and service. The heaviest weight will be given to achievements since the award of the doctorate.

1. Teaching

Candidates are expected to present a record of high quality teaching. Such a record is one which reveals clarity of course design and objectives; effectiveness of teaching techniques; flexibility in designing and redesigning courses to meet changing departmental needs; and positive impact upon the intellectual lives of students.

Evidence of the candidate's teaching record shall include peer review assessments from within the department and a teaching portfolio. The portfolio shall include the following: a listing of all courses taught during the period under review (new courses and revision of existing courses shall be identified); syllabi, examinations, and other course materials; a statement about the integration of the candidate's professional development with these courses; directing independent studies and directing or reading theses and dissertations; and any other items related to teaching that the candidate deems important to his/her candidacy.

The chair of the committee shall prepare a narrative summary of all student evaluations of the candidate's teaching since the last promotion or hire; he/she shall place the summary, and the student evaluations upon which it is based, in the candidate's file.

2. Research/Scholarship

Candidates are expected to have developed a sustained program of research that is guided by a significant set of theoretical or substantive issues in his/her special field or interdisciplinary area. The candidate shall prepare a statement about his/her research program which explains how it arose and evolved, what its contributions to scholarship have been, and how it is expected to develop in the future. The candidate's scholarly record shall include publications, papers presented at professional meetings, invited scholarly lectures, work submitted or in progress, the receipt of grants and research awards, citations of the candidate's work by other scholars, and comments on the candidate's work by leading scholars.

In order to be awarded tenure and promoted to associate professor, the candidate's record must include a scholarly book and/or several articles, essays, etc. in respected refereed publications.

3. Service

Candidates are expected to make contributions in the area of professional service to the university, the profession, and institutions beyond the academy. The service record may include such items as the following: advisement and counsel of students; participation in departmental concerns and development, including directing programs, organizing lectures, conferences, and colloquia, supervising library and textbook ordering, and other administrative responsibilities; participation in professional societies; contribution to the community through lectures, classes,

workshops, conferences, and other activities; and communication of research in various ways to specifically religious institutions.

B. CRITERIA FOR PROMOTION TO PROFESSOR

Promotion to professor will be awarded if the candidate has established an excellent publication record of research/scholarship which has attained national or international recognition, and also has a record of high quality teaching and effective service.

1. Teaching

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2. Research/Scholarship

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In order to be promoted to professor, scholarly excellence must be demonstrated by the authorship of a scholarly book and/or several refereed articles in top-tier journals. The books and/or articles to be considered must have been published since the last promotion or hire. The record shall indicate that the candidate's scholarship has achieved national or international recognition.

3. Service

Candidates are expected to make contributions in the area of professional service to the university, the profession, and institutions beyond the academy. The service record for promotion to Professor is expected to be more substantial than the service record for tenure and promotion

to Associate Professor. It should include several of the following: advisement and counsel of students; participation in departmental concerns and development, including directing programs, organizing lectures, conferences, and colloquia, supervising library and textbook ordering, and other administrative responsibilities; membership on college and university committees, or major national or examining committees outside the university; participation and leadership in professional societies; editorial work for professional journals; review of grant applications; contribution to the community through lectures, classes, workshops, conferences, and other activities; communication of research in various ways to specifically religious institutions; consultation for local, state, or federal agencies or legislative committees.

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