

**CRITERIA FOR TENURE AND PROMOTION  
DEPARTMENT OF CHEMICAL  
ENGINEERING  
UNIVERSITY OF SOUTH CAROLINA**

## **I. INTRODUCTION**

Tenure and promotion procedures, general guidelines and policy are set forth in The Faculty Manual of the University of South Carolina. This document details the specific criteria and procedures of the Department of Chemical Engineering (hereafter designated as Department) to implement University guidelines. When conflicts exist, the latest edition of The Faculty Manual will take precedence.

Decisions to recommend faculty for promotion and/or tenure are extremely important decisions that ultimately determine the quality and strength of the Department, both present and future. The basis for these decisions shall be evidence presented by the candidate on his or her activities in the areas of teaching, research and scholarship, and service.

## **II. COMPOSITION OF THE UNIT COMMITTEE AND VOTING POLICY**

The tenured faculty in the Department of Chemical Engineering will act as a Unit Committee of the whole. All committee members of the Department will be eligible to view the files, meet, discuss, and vote on candidates for tenure so long as they are of equal or higher academic rank; however, only committee members of higher rank will be eligible to view the files, meet, discuss, and vote on candidates for promotion. Tenured faculty in the Unit who hold administrative positions that enable them to make recommendations on the candidate (Department Chair, Dean, Provost, or President) may not vote at the Unit level.

The Unit Committee Chair for the upcoming academic year will be elected by the tenured unit faculty according to the University tenure and promotion calendar. The Unit Committee Chair will be a tenured faculty member eligible to vote on all cases to be considered by the Unit Committee.

If, at the beginning of the academic year, there are fewer than five tenured faculty members eligible to vote on a tenure or promotion decision which might be forthcoming during the academic year, then the tenured faculty members in the Unit of higher rank than the candidate

will choose sufficient additional faculty members from other units who meet the eligibility criterion so that there are at least five committee members eligible to vote on each file.

For review of untenured Professors the tenured Professors of the Unit will constitute the committee. If there are fewer than five, they will choose sufficient additional tenured Professors from other units so that the Unit Committee has at least five members.

Eligible voters must vote “yes”, “no”, or “abstain” on tenure and promotion ballots. Faculty on sabbatical may choose not to participate. At least two-thirds of the “yes” and “no” votes must be “yes” for the candidate to receive a positive recommendation from the unit. Written justification of all votes at the Unit level (including votes of “abstain”) is mandatory.

Deliberations of the Chemical Engineering Unit Committee concerning the tenure/promotion of any individual shall be strictly confidential.

### **III. TENURE AND PROMOTION IN THE DEPARTMENT**

#### **1. Background**

Faculty members in the Department have duties in three primary areas: (1) teaching, (2) research and scholarship, and (3) service. Evaluation of each faculty member’s performance in these three areas shall be considered in any decision regarding retention, promotion, or tenure. The performance of the candidate in the three areas will be reviewed for the entire academic career of the candidate with primary attention given to the period during which the candidate was at the current rank. The Department expects that the candidate’s performance will reflect consistent professional development.

It is recognized that every individual is unique and it is difficult to establish an absolute set of guidelines. Consequently, no attempt is made here to represent all the requirements expected of a candidate. Rather, an attempt is made to establish the minimum criteria which must be fulfilled before a candidate can expect to receive a favorable recommendation of the Chemical Engineering Unit. The criteria governing promotion and tenure recommendations are intended to stimulate professional growth, promote faculty excellence, and to ensure that each decision is made solely on the grounds of professional merit. Recommendations for promotion in rank or the granting of tenure represent recognition of past achievement as well as a clear statement of

confidence that a candidate is capable of further professional development.

The specific material listed in this document in no way limits the material that a candidate may include while preparing a file, but these criteria should guide each member of the Chemical Engineering Unit as the secret ballot is cast. Although character is not included in the criteria, it is understood that faculty members should exhibit both personal and professional integrity.

## **2. Eligibility for Tenure and/or Promotion – External Evaluation**

Faculty members in a tenure-track position must hold an earned doctorate in Chemical Engineering or in a closely related field. The Department must follow the guidelines in the University Faculty Manual relative to time in rank.

The candidate bears responsibility for the preparation of the tenure and promotion files presented to the Unit Committee and for the documents sent to the outside reviewers.

The documents sent to outside reviewers should include the department tenure and promotion criteria, an up-to-date curriculum vita, the primary tenure and promotion file, and copies of selected refereed publications. At least five outside reviewers will be asked to evaluate the candidate's performance with respect to the tenure and promotion criteria.

A tenure and/or promotion file must include sufficient external evaluations of the candidate's research and scholarship to enable the Unit Committee to evaluate the strengths and/or weaknesses of the candidate's scholarship. The Unit Committee Chair in consultation with the Unit Committee will select the outside reviewers. All of the outside reviewers will be contacted by the Department Chair or the Unit Committee Chair. All letters requested and received will be included in the candidate's file.

## **3. Evaluation Areas for Tenure and Promotion**

### **A. Teaching**

The candidate's file must include information on his or her effectiveness as an instructor and activities to improve teaching effectiveness. Effective teaching shows evidence that Expected Student Outcomes from instruction are achieved with regularity. It is the

responsibility of the candidate to provide this evidence. The candidate's file must include those instruments specified in The Faculty Manual. Student evaluations will include data from the student course evaluation forms. Peer evaluations of teaching performance shall be based on class observations and evaluation of teaching materials (course syllabus, homework, exams, etc.). Written peer evaluations will be included in the candidate's primary file.

A written summary of student evaluations, peer evaluations and other documentation of effective teaching must be prepared by an independent evaluator chosen by the candidate and included in the primary file.

## **B. Research and Scholarship**

Research and scholarship are defined as activities *devoted primarily to broadening of the research worker's competence and professional ability and to furthering the general objective of expanding the horizons of knowledge* (The Faculty Manual). Because of the nature of chemical engineering as a discipline, faculty members may be involved in original basic or applied research, or combinations thereof.

Substantive scholarship consists of work recognized as being of lasting value by peers. Evidence of substantive scholarship may be provided by (1) refereed publications, (2) statements by outside reviewers, and (3) other appropriate items such as presentations at national technical meetings, outside lectures, and research monographs and textbooks.

A consistent and durable record of scholarship is expected. Each successful candidate must be able to document his/her ability to develop and maintain a research program. As supporting evidence, a candidate's file must include lists of funded research grants and contracts, and proposals submitted for external funding. A record of proposal submissions at a minimum rate of one per year is expected. A substantive record of refereed journal articles is required.

## **C. Service**

Service is defined as applying one's knowledge, time, and effort to help others in various technical and administrative endeavors.

Relevant service is that which is connected to the teaching, research, and scholarship missions of the University. Service at the department, college, university, community, or professional levels will be considered. A record of sustained, relevant service is required of all tenure and promotion candidates.

#### **4. Specific Criteria for Tenure and Promotion**

The candidate's record of teaching, research and scholarship, and service should be extensive enough to indicate not just past performance, but promise of continued growth and development for promotion to Associate Professor, and of a promise fulfilled for promotion to Professor.

##### **A. Criteria for Awarding of Tenure and/or Promotion to Associate Professor**

The candidate must demonstrate a record of effective teaching.

In the area of research and scholarship, the candidate must demonstrate that his or her research program has advanced beyond the doctoral dissertation as demonstrated by a substantive record of publications in reputable refereed journals and by sufficient external funding to support his or her research program.

The successful candidate must have a record of relevant service within and external to the University.

Promotion to Associate Professor is appropriate, if a candidate shows promise of becoming a leading teacher and a leading researcher or scholar.

In the awarding of tenure, consistency and durability of performance are particularly relevant factors.

##### **B. Criteria for Promotion to Professor**

The candidate must demonstrate a sustained record of effective teaching.

The candidate must demonstrate continued development of a significant, creative, and independent research and scholarship program

as evidenced by a consistent and durable record of refereed publications and external research funding. There should also be evidence of having attained national or international stature in his or her field.

The successful candidate must have a record of relevant service within and external to the University and include service to the profession.

The candidate for promotion to Professor is expected, but not required, to be a Registered Professional Engineer in South Carolina.

## **5. Criteria for Hiring with Tenure**

Hiring with tenure at the rank of Associate Professor or Professor will be in accordance with University policies and procedures in effect at the time of the appointment. The candidate for an appointment with tenure at the rank of Associate Professor or Professor is expected to meet the performance criteria for tenure and promotion at the corresponding rank.

## 6. Summary of Criteria

The documentation of performance that meets these criteria is mandatory. While the preceding text serves to elaborate on each criterion, specific instruments used to measure these criteria change over time, reflecting academic, technological, and institutional and program maturity. For ease of both building and evaluating files, the following listing will be used. The promise or realization of being a leading teacher, researcher or scholar must be evaluated using these criteria.

Number	Criterion	Section	Current Evaluation Instruments
1.	Effective Teaching	3A	Student and peer evaluations
2.	Scholarship Productivity	3B	Refereed publications, books, presentations, lectures
3.	Research Sustainability	3B	Proposal generation rate, fiscally sustained graduate program
4.	Professional Competence	2	External evaluations based on tenure and promotion criteria
5.	Service	3C	Record of relevant service at Department, College, University, Community and/or Professional Organizations
6.	Experience	2,4A,4B	Time in rank according to the Faculty Manual
7.	Professional Engineering Registration	4B	Expectation (not requirement) for promotion to Professor rank. Professional engineering license in South Carolina

