

## **Department of Criminology and Criminal Justice Tenure and Promotion Procedures**

### **Purpose**

The evaluation of faculty for promotion and tenure will be based on a candidate's record in the areas of research, teaching, and service/outreach. Recommendations for promotion and tenure will be based on the procedures and criteria in The Faculty Manual of the University of South Carolina (Columbia), the procedures of the UCTP and the specific procedures and criteria outlined below.

### **1 The Committee**

The Tenure and Promotion Committee (TPC) consists of all tenured faculty members, excluding the Department Chair. The Chair of the Committee will be elected by the Committee. The Chair must hold the rank of full professor unless no member of the TPC holds the rank of full professor. All tenured faculty of equal or higher rank than the candidate will comprise the subcommittee to evaluate faculty for tenure. All tenured faculty of higher rank than the candidate will comprise the subcommittee to evaluate faculty for promotion.

In the event that there are fewer than five members of the promotion and/or tenure subcommittee, the Committee Chair will notify the Dean of the College of Arts and Sciences who will appoint the necessary number of additional tenured faculty of appropriate rank from other departments within the College.

The Committee is required to use the Department Promotion and Tenure Criteria in all promotion and tenure decisions.

### **2 Consideration**

All non-tenured faculty members will be considered for tenure each year. A non-tenured faculty member may decline to be considered in any year except the terminal year. All faculty members below the rank of full professor will be considered for promotion each year. A faculty member below the rank of full professor may decline to be considered for promotion in any year. The Department Chair will provide written notification to each faculty member no later than May 1 of each year advising of the option to apply for tenure and/or promotion in accordance with the official University calendar. Consideration will be automatic unless the faculty member requests that it be deferred.

### **3 File Development**

#### **3.1 Candidate Responsibilities**

The candidate is responsible for providing the information to be included in the file that will be used in the consideration process. The materials should be provided to the department chair in accordance with the UCTP calendar. Materials to be included in the file by the candidate include

- A current vitae
- A listing of teaching assignments since the last change in rank
- A summary of student and peer teaching evaluations
- Copies of student teaching evaluations by course since the last change in rank
- All peer teaching evaluations since the last change in rank
- Reprints of publications or other relevant evidence of scholarship

- A list of all grants (title of project, funding agency, project duration, funded amount) received since the last change in rank
- Other materials and support letters that the candidate deems relevant (e.g., letters of support from co-authors or co-investigators)
- A list of all materials included in the File
- A copy of the applicable Departmental criteria for tenure and promotion signed by the candidate.

### **3.2 TPC Chair Responsibilities**

The TPC Chair will solicit names of potential referees from the TPC. The potential referees should be nationally recognized scholars in areas relevant to the candidate's published work exclusive of the candidate's dissertation advisor, former teachers, co-authors or co-investigators, or students.

The TPC Chair, in coordination with the Department Chair, will select the names of no fewer than three external referees. The TPC Chair will contact potential referees, obtain agreements to review, distribute the files to those who have so agreed, and place the evaluations along with copies of the referees vitae in the candidate's File.

The TPC Chair is responsible for assuring that external evaluations are received from at least three external referees.

### **3.3 The Complete File**

The complete file will include the file submitted by the candidate in accordance with the UCTP calendar. Letters from external referees and copies of the referees' vitae will be added to the file by the TPC Chair. Any additional letters sent to the TPC Chair, the Department Chair, College Dean or University Provost addressing the candidate's application will be added to the file by the TPC Chair

### **3.4 Additions to the File**

Once the Department TPC has voted only (1) TPC vote justifications and statements from the Department Chair that must accompany the file to the next step of the procedure and (2) material information arising as a consequence of actions taken prior to the TPC vote can be added to the file. For example, (1) letters from outside evaluators solicited before, but received after, the TPC vote; (2) notification of acceptance of a manuscript referred to in the file; (3) publication of books or articles that had been accepted prior to the TPC vote; and (4) published reviews of a candidate's work that appeared after the TPC vote.

## **4 File Review and Vote.**

The TPC Chair will convene a meeting of the appropriate members of the committee to review each candidate's file. Committee members of equal or higher rank will review and vote on the tenure decision. Committee members of higher rank will review and vote on promotion.

Each committee member is responsible for carefully evaluating the candidate's file. Consideration will be in accordance with the Department's published Tenure and Promotion Criteria, the Faculty Manual, and the procedures of the UCTP.

Voting will be independent by secret ballot in which each member will vote 'yes,' 'no,' or 'abstain' and provide a written justification for the vote. This justification should specify how the candidate meets or fails to meet the criteria. The votes shall be submitted to the TPC Chair no later than seven days following the committee meeting. Votes that do not include a thorough justification will be counted as an abstention.

The TPC Chair will forward the committee's recommendation to the Department Chair. A favorable recommendation requires a majority of the total number of votes cast, not including abstentions, is 'yes.' The recommendation to the Chair should include the recording of votes and all written comments. All abstentions should be noted in the file.

The Department Chair will review the file and the TPC recommendations and vote 'yes,' 'no,' or abstain. The Department Chair will forward his or her vote with written justification, along with all other recommendations, statements and endorsements to the Dean.

## **5 Notification**

The Chair of the TPC will notify the candidate and the faculty in writing of the recommendation. The Department Chair, if requested by the candidate, shall provide an oral summary of the justification of the votes without attribution to specific individuals. No written summary of the TPC action, whether favorable or unfavorable, will be provided to the candidate.

A candidate may appeal a negative decision of the department committee and, upon written request to the TPC Chair, shall have his/her file sent through all appropriate channels (the originating committee, the Department Chair, the Dean, the Provost, and the University Committee on Promotion and Tenure) and, finally, to the President for action. The candidate's written request of appeal must be made to the TPC Chair before the file is officially due at the Dean's office.