

# **University of South Carolina Arnold School of Public Health Tenure and Promotion Guidelines**

- A. Criteria and Standards – Standards that are to be met by candidates for tenure and/or promotion are presented in this section.**
  
- B. Evidence – Primary and secondary types of evidence that are to be provided by candidates are listed in this section.**
  
- C. Procedures – Procedures for file submission and evaluation are detailed in this section.**

## **A. CRITERIA AND STANDARDS**

*The Arnold School of Public Health aspires to excellence, and its faculty members are expected to demonstrate levels of professional accomplishment that are comparable to those required of peers in academic units that are specific to the candidate's discipline in nationally recognized research-intensive universities.*

### **I. Associate Professor**

Candidates seeking promotion to the rank of Associate Professor and/or tenure at that rank must demonstrate consistent professional growth and must present records that support the conclusion that performance at or higher than the designated level is likely to continue in the long term. The candidate's record must meet the following standards in Research, Teaching and Service.

#### **a. Research**

ASPH represents a School having diverse research goals, depending on the Department. The candidate's record must demonstrate excellence in research as reflected by leadership in developing and conducting independent research, and seeking and receiving extramural funding to support research. Publications are expected to be of high quality and significance to the candidate's field. Original data-based and/or methodological research is expected to be published in peer-reviewed journals with a substantial number of those publications being as lead or senior author (as described by the candidate), or with student or other trainee lead author. For reference, in recent years the average cumulative number of peer-reviewed publications for successful files has been ten, but is additionally dependent on the discipline and demonstration of a positive trajectory of productivity.

#### **b. Teaching**

The candidate's record must demonstrate consistent effectiveness in the provision of instruction in the context of structured courses and in mentoring students.

#### **c. Service**

The candidate's record must demonstrate consistent and competent contributions of service to the academic community as well as to either the local/state community or profession.

### **II. Professor**

Candidates seeking promotion to the rank of Professor and/or tenure at that rank must demonstrate those qualities expected of an Associate Professor, and must demonstrate a sustained high level of achievement with professional distinction. The candidate's record must meet the following standards in Research, Teaching, and Service.

#### **a. Research**

The candidate's record must demonstrate sustained excellence in research as demonstrated by a coherent program that includes one or more foci as reflected by consistent leadership in reporting research in peer-reviewed journals and in venues influential to the discipline, and in seeking and receiving extramural funding to support research. The candidate's research record must be of a caliber that the work is recognized for its high quality and impact. The candidate's record must support the conclusion that status as a national/international leader has been attained. The candidate must be a PI on grants or contracts, and mentor students with an emphasis on guidance of research for doctoral students, and post-doctoral researchers.

b. Teaching

The candidate's record must demonstrate consistent effectiveness in the provision of instruction in the context of structured courses and in mentoring students. Further, the candidate's record must demonstrate leadership in development of curriculum and enhancement of instructional effectiveness in the School and/or discipline.

c. Service

The candidate's record must demonstrate consistent and competent contributions of service to the academic community as well as to the local/state community and profession. The record must demonstrate leadership in University and/or professional service activities.

## **B. EVIDENCE**

*Listed below are examples of evidence the candidate should provide to document productivity in each of the three areas of research, teaching, and service. Primary sources of evidence are prioritized only for research, in the evaluation of a candidate's record. Candidates should provide all relevant information for each type of primary evidence, but it is understood that not all candidates will have activities for each type of evidence, especially secondary evidence. These lists are comprehensive and representative of the type of evidence that should be provided but are not exhaustive; the candidate should include any activities deemed supportive of the respective areas. Specific items of 'secondary evidence' are enumerated for ease of reference; the order does not reflect priority.*

### **I. Research**

a. Primary Evidence [*prioritized by order of importance*]:

1. Publication of original, data-based and/or methodological research in peer-reviewed research journals as lead author or senior author with student lead author.
2. Solicitation and receipt of competitive research grants or contracts as principal investigator, co-principal investigator, or significant participant (with indication of contribution and time commitment).
3. Publication of data-based and/or methodological research in peer reviewed research journals as support author (with an indication of contribution).

b. Secondary Evidence [*not prioritized*]

1. Citation of candidate's work by other scholars.
2. Publication of specialized reference books or publication of chapters in these books, or publication of textbooks that have passed editorial boards.
3. Publication of review articles in peer-reviewed journals.
4. Publication of monographs.
5. Publication of papers in proceedings, or Invited Commentaries.
6. Publication of articles in non-refereed professional journals.
7. Publication of abstracts of scholarly presentation.
8. Presentation of research at professional meetings.
9. Participation in specialized workshops, lectures, or colloquia, especially at other institutions.

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10. Editing of books.
11. Book reviews.
12. Receipt of non-competitive research grants and contracts.
13. Receipt of honors and/or awards that recognize the quality of research.
14. Patents, patent disclosures, software or other intellectual property activities based on original research.

## II. Teaching

- a. Primary Evidence [*not prioritized*]
  1. Student evaluations of the candidate's teaching performance in all classes taught during the period under review.
  2. Peer evaluations of a candidate's classroom teaching performance.
  3. Direction and completion of dissertations and theses.
  4. Direction of students in practica/projects and independent studies.
  5. Service on dissertation and thesis committees and service on examination committees.
  6. Development and/or revision of new courses, curriculum, and instructional material and methods.
- b. Secondary Evidence [*not prioritized*]
  1. Demonstration of activities to improve teaching effectiveness.
  2. Student advisement activities.
  3. Any other documentation to support teaching effectiveness.
  4. Nomination for and receipt of teaching awards.
  5. A track record of accomplishments by former graduates, especially doctoral students.

## III. Service

- a. Primary Evidence [*prioritized by order of importance*]:
  - Service to the Profession*
    1. Roles and active participation in professional organizations.
    2. Submission and receipt of or participation in training grants/contracts (with an indication of contribution and time commitment).
    3. Editorial and review work for academic publications and research funding agencies.
  - Service to the Academic Community*
    4. Service on committees at the University, School and/or department level with an indication of leadership contributions on those committees.
    5. Administrative responsibility and function which includes key University, School and/or department administrative positions.
  - Service to the Local/State Community*
    6. Service on government committees or task forces.
    7. Consulting that is related to the candidate's professional activity.
    8. Service to state or local agencies.

b. Secondary Evidence

*Service to the Academic Community*

1. Special projects for the University, School and/or the department.
2. Initiating efforts to improve academic or other programs at the University, School and/or department, level.
3. Continuing education programs.

*Service to the Profession*

4. Assisting students in job placement.
5. Service as session chair or discussant at professional meetings.
6. Consultation (e.g. panels with NIH, NSF, member of executive council, National Board Science Advisor)

*Service to the Local/State Community*

6. Leadership role in not-for-profit organizations.
7. Presentations to community groups.
8. Serving on advisory boards, societies or councils, etc.

**C. PROCEDURES**

*The policies and procedures contained in this document are in addition to the basic policies on tenure and promotion outlined in the USC Faculty Manual ([www.sc.edu/policies/facman/fmhome.html](http://www.sc.edu/policies/facman/fmhome.html)) and the USC Guide to Criteria and Procedures ([www.sc.edu/tenure/guide.shtml](http://www.sc.edu/tenure/guide.shtml)). In the event of inconsistency between school criteria and procedures and the university procedures, the university guidelines and the faculty manual are considered to be the final authority.*

Tenure and Promotion Committee

1. Although the school is organized into departments, the Arnold School of Public Health (ASPH) is considered to be the “unit” for appointment, tenure and promotion and the tenured faculty of the school act as a committee of the whole regarding appointment, tenure, and promotion decisions.
2. Members of the ASPH Tenure & Promotion Committee (TPC) will elect a chair who will serve a two-year term. The chair will be a tenured full professor on the ASPH faculty who is not an associate dean or department chair. A chair election will occur during the spring semester, and the new chair will take office on July 1 of the same year.
3. Only tenured faculty at or above the rank of the candidate may vote on tenure. Only those tenured faculty of higher rank than the candidate are eligible to vote on promotion. Regarding rank and tenure decisions at the initial appointment, only tenured faculty at or above the rank of the initial appointment may vote on rank and tenure.
4. Meetings at which candidates are considered for promotion and tenure are closed to everyone except those eligible to vote on the candidate, with the following exception. Meetings may by

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rule, motion, or invitation of the chair of the meeting, be opened to any individual(s) the body wishes to be present at the meeting and/or be heard. Administrators attending the meeting should refrain from introducing material that is appropriate for consideration at another administrative level. For situations in which a Department has no serving Full Professors, the Department Chair shall, in an advisory capacity, attend the TPC meeting to assess applicants for promotion to Full Professor. Department Chairs who do not have the rank of Professor will not have voting privileges at these meetings, but can clarify any evidence provided by the applicant, as needed.

General Guidelines for Processing of Candidate's File

1. Evidence addressing the qualifications of a faculty member for promotion and/or tenure may be solicited and submitted from many sources. All such evidence shall be submitted in written form and signed by the author. Hearsay, whatever the source, may not be any part of the decision making process. The chair of the TPC shall remind the members of the Committee of this rule at the beginning of each meeting.
2. Consideration for appointment, promotion and/or tenure shall not be influenced by the age, sex, race/ethnicity, creed, religion, sexual orientation, or the educational institution from which the candidate was graduated.
3. Those to be tenured and/or promoted will normally hold an earned doctoral degree and must show evidence of achievement in teaching, scholarship, and service appropriate to the rank to which they aspire.
4. Decisions regarding tenure and promotion will depend primarily on evidence of a consistent pattern of achievement since the date of appointment to present rank and/or tenure in the ASPH at the University of South Carolina (USC).
5. Each year, in accordance with the USC *Faculty Manual*, all tenure-track faculty members who are not tenured are considered for tenure and all faculty members below the rank of professor are considered for promotion. Each such candidate shall be given notice in writing by the Dean in mid-April so that the candidate may provide relevant materials for a file to be available for consultation by appropriate faculty. A decision to seek early tenure and/or promotion should only occur after consultation with the department chair, senior faculty and the Dean's office. It is the University policy that a faculty member, not in the penultimate year, may waive full consideration by written request to the Chair of the ASPH TPC.

The names of those persons considered or who decline consideration shall be forwarded through the appropriate channels for the record, except for those who decline consideration in the final decision year. An unfavorable recommendation prior to the penultimate year shall not prejudice future consideration for tenure and/or promotion.

6. In all cases, individual files relevant to tenure and promotion matters shall be maintained in the Dean's office. Access to individual tenure and promotion files shall be governed according to official University policy. Confidentiality is required in all aspects of the deliberative process when considering the candidate's file.

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7. A synthesis of the candidate's student teaching evaluations and peer evaluations must be written by a senior faculty member, preferably outside the candidate's home department, and included in the file. The synthesis should include a comparison of the candidate's student teaching evaluation scores with those for comparable courses in the unit.
8. In order to obtain five letters from external reviewers in the file, the Chair of the ASPH TPC must choose at least five (5) external reviewers. Potential reviewers may be identified by the chair of the ASPH TPC in consultation with the candidate's department chair and appropriate voting faculty of the ASPH TPC or by the candidate. The candidate is advised that personally-selected reviewers may be perceived as less objective than those identified by other means. If the candidate chooses to identify potential reviewers, the candidate must submit at least two months (60 days) prior to the file submission date a list of names, titles, and contact information of no more than five (5) potential reviewers and no more than two (2) of these potential reviewers can be chosen by the chair of the ASPH TPC. Additional external reviewers, not listed by the candidate, will be identified by the chair of the ASPH TPC.

In order to eliminate any conflict of interest, it is important that the chosen external reviewers are external to the University of South Carolina, and are objective. None of those chosen reviewers should have personal or close professional association with the candidate, e.g., dissertation advisor, co-author, or co-principal investigator. It is generally expected that the external reviewers will be nationally recognized in the candidate's area of expertise, or a closely related area, and must be at or above the desired rank or equivalent status. The Committee may choose to place additional names on the list. In addition, whenever possible, reviewers should be selected from institutions rated as "very high research activity" by the Carnegie Foundation for the Advancement of Teaching.

The Chair of the ASPH TPC will contact each external reviewer and forward the candidate's current curriculum vitae and copies of up to five publications selected by the candidate. The external reviewer will also receive the *ASPH Criteria and Procedures for Tenure and Promotion* document as a guide and will be asked to comment only on scholarship activities. The Chair of the ASPH TPC will place in the candidate's file a copy of the letter requesting the reviewers' responses. The reviewers' letters and a brief (e.g. vita) sketch of each reviewer's background will be prepared by the ASPH TPC Chair, in consultation with the candidate's department chair.

9. Each eligible Committee member shall vote by secret ballot, "yes", or "no", or "abstain." A favorable recommendation shall mean a vote to recommend the candidate for tenure and/or promotion by a majority of the ASPH TPC, excluding those who abstain. All votes, including "abstain," must be justified in writing. A positive vote requires a simple majority of those eligible to vote.

It is the duty of the Chair of the ASPH TPC to compile and record votes in the candidate's file. The Chair informs the candidate whether the vote was favorable or not. The numerical count shall not be revealed, but the Dean may provide the candidate with an indication of the strength of the unit vote. Any further discussions of the decision shall be between the candidate and the Dean. All ASPH TPC members are notified of the recommendation of the candidate but the numerical count shall not be revealed.

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10. The department chair is required to write a letter of evaluation and recommendation in the role of academic supervisor. The letter is placed in the file after the ASPH TPC vote. The Chair's letter should assess the candidate's file and be written in the context of the ASPH TPC policies and procedures. If the department chair is a tenured faculty member, his/her ballot should be marked abstain with an appropriate justification.
11. All materials, including the recording of votes and all written comments, are forwarded to the Dean. The Dean must write a letter to be included in the file after the ASPH TPC vote and forward the recommendations, statements and endorsements through appropriate channels.

Guidelines for Appointment with Tenure and/or at Rank of Professor

1. Initial appointment of faculty with tenure and/or at the rank of professor requires a positive vote of eligible members of the ASPH TPC, and recommendations from the Dean and Provost to the President with final recommendation to and vote by the USC Board of Trustees.
2. During recruitment and negotiation, a search committee or department chair may request appointment with tenure and/or appointment at the rank of professor for a highly qualified candidate. An offer of appointment with tenure or the rank of professor requires the approvals as stated in 1. The offer can be made before the Board of Trustees votes but is subject to the final approval by the Board of Trustees.
3. The candidate's full curriculum vitae and letters of recommendation must be available to eligible members of the ASPH TPC for consideration. This documentation must include relevant information about teaching, scholarship and service activities.
4. Because request for initial appointment are often time-sensitive, the CV and request for voting can be distributed electronically, without a meeting for discussion. Because passive abstentions are much more likely in this scenario, a positive vote requires a simple majority of those eligible to vote.