

**UNIVERSITY OF SOUTH CAROLINA**

**College of Nursing**

**Tenure and Promotion Criteria**

**I. CRITERIA**

The criteria are presented in two parts. Specific criteria for rank are presented in Section A, and tenure criteria are addressed in Section B. Ability to work constructively with colleagues to achieve common goals is inherent in each criterion.

**A. Promotion Criteria**

**1. Specific Criteria for Promotion to Associate Professor**

- a. Scholarly work. The candidate demonstrates a commitment to continued scholarship as evidenced by a research program that is based on his/her own initiative and that has advanced significantly beyond, or is independent of, dissertation and postdoctoral training research accomplishments. The candidate is expected to have obtained extramural funding to support his/her research program. Collaborative research efforts are encouraged; however, it must be possible to identify the candidate's substantive and independent contributions to the research accomplishments.

The candidate's scholarly work should be strong and recognized in the field of specialty, published in refereed scientific journals, and presented at regional and national meetings. The minimum number of publications is typically two refereed publications per year spent at USC. Publications as a whole are expected to make a significant contribution to the discipline and to be of high quality. Quality is assessed in part by the reputation of the journals in which works are published; by the perception of the members of the Tenure and Promotions Committee; and by outside referees.

Evidence of extramural funding and evaluations of outside referees are two measures by which the overall quality of the candidate's research and publications are assessed.

- b. Teaching. The candidate must consistently receive very good teacher ratings. This determination will be based on both peer and student evaluations made using the college's classroom teaching forms. Service on dissertation, thesis, research projects, independent studies and examination committees is expected of the candidate. The extent to which the candidate assists students in publishing and presenting their work is also used to assess teaching effectiveness. The candidate is expected to demonstrate internal leadership in planning, implementing and evaluating/revising courses and/or curricula.
- c. Service. The candidate must make a strong contribution to the operation and governance of the College of Nursing and to the nursing profession through leadership on committees, task forces, consultation services and other leadership activities. Service to the University is demonstrated through faculty practice, special projects and committee work.

## 2. **Specific Criteria for Promotion to Professor**

The candidate exceeds the requirements for associate professor.

- a. Scholarly work. Establishment of a significant and independent research program is expected as evidenced by a sustained and substantial level of extramural funding in support of his/her program of research. Demonstrates a substantial record of scholarly publications in highly regarded refereed scientific journals and has favorable evaluations from the majority of outside referees. Publications as a whole are expected to make a significant contribution to the discipline. National and/or international recognition of the candidate's research accomplishments are evidenced by request for research consultation, citations of research by others, and presentations at national and/or international meetings.
- b. Teaching. The candidate is recognized for leadership in educational environments. Demonstrates a consistent record of excellence in teaching determined by peer evaluations and student evaluations. Mentors students and faculty in scholarly activities as evidenced by supervision of graduate student research and mentoring publication efforts of students and faculty. The candidate provides leadership in planning, evaluating and revising courses and/or curricula.
- c. Service. Holds appointments on boards of organizations and agencies and

serves on national review panels. The candidate presents a consistent record of leadership within the College and University and provides regional and/or national leadership in the profession. Provides consultation to individuals, agencies and/or institutions in area of expertise.

## **B. Tenure**

### **1. Criteria for Tenure**

Recommendations for tenure are made on the basis of demonstrated performance in scholarship, teaching, and service since appointment at USC. Achievements in these areas at other institutions are taken into consideration. A candidate must satisfy all of the criteria for rank of associate professor or higher. A candidate's record must provide evidence of consistency and durability of performance in scholarship, teaching, and service. Early tenure should be recommended only in cases of extraordinary merit. Extraordinary merit refers to a record of performance, which far exceeds criteria for tenure.

### **2. Appointments with Tenure**

Under certain circumstances, it may be in the College's best long-range interest to make an appointment with tenure. Such a decision is based on an assessment of institutional needs and resources and evidence of a candidate's potential for contributing to the College of Nursing based on prior achievement. Appointments with tenure are made only at the rank of associate or full professor.

**Revisions Approved by UCTP February 5, 2003**

**Approved by UCTP June 10, 1997**

**Approved by College of Nursing T& P Committee May 13, 1997**

**(Presented to the College Faculty first faculty meeting Fall 1997)**

## **II. T & P Procedures**

1. The Tenure and Promotion Committee of the College of Nursing operates as a committee of the whole. All tenured faculty of the College of Nursing are members. The chair is elected annually at the April meeting of the committee. Chair of the Faculty is not eligible to serve as T&P chair. If not tenured, the Dean serves as an ex-officio member without a vote.
2. A quorum consists of two-thirds of the total membership. A quorum must be present for all tenure and promotion issues.

- a. In the matter of promotion, only those with higher rank are eligible voting members. Of all members eligible to vote, two-thirds must vote “yes” to approve recommendations.
  - b. In the matter of tenure, only those with equal or higher rank are eligible voting members. Of all the members eligible to vote, two-thirds must vote “yes” to approve recommendations.
  - c. In the matter of other issues, a simple majority of the members eligible to vote and voting "yes" or "no" is necessary to approve recommendations.
3. Discussion by the committee as a whole takes place relative to each candidate under consideration. All such discussion is highly confidential, as is the report of the vote. Violation of confidentiality is grounds for removal from the committee. Concerns of the committee (other than those that relate to specific candidates for appointment, promotion, and/or tenure and general information about policy and procedures) may be freely discussed with non-tenured faculty.
4. New and continuing faculty are reviewed by the T&P Committee each spring in relationship to the most recently approved tenure and promotion criteria.
5. In the spring semester all faculty below the rank of professor and all non-tenured faculty are asked by the Dean if they wish to be considered for promotion and/or tenure in the upcoming academic year. The Dean informs the T&P Chair of the faculty who wish to be considered for promotion and/or tenure.
6. Upon receiving faculty statements of intent to apply for promotion and/or tenure, the T&P chair compiles a list of candidates.
  - a. The T&P chair notifies candidates of an orientation for faculty who plan to prepare a file for promotion and/or tenure in the upcoming year.
  - b. The T&P chair notifies the members of the T&P Committee of the candidates under consideration. In the event that there are ten or more candidates to be considered, the T&P chair may designate panels for a primary review and recommendation on selected candidates.
  - c. The T&P chair notifies the Chair of the Faculty of persons applying for promotion and/or tenure and requests a criterion-based evaluative statement from the Chair to the committee about each candidate.
  - d. The T&P chair requests from the candidate a curriculum vitae and a sample of scholarly work to send to outside referees.
  - e. The T&P chair identifies (in conjunction with the committee) at least five individuals external to the academic unit qualified to evaluate the

candidate's scholarship. The identity of these outside reviewers is not reported to the candidate. Referees should not be the candidate's dissertation chair, supervisor, research collaborator, or any other person with possible conflict of interest.

- f. Following informal agreement from those selected, the T&P chair sends copies of the candidate's scholarly work, curriculum vitae, and College tenure and promotion criteria to outside referees. A cover letter specifies the parameters to be evaluated.
7. Prior to the deadline for the vote, the T&P chair schedules meetings for the purpose of discussing the candidate's qualifications for promotion and/or tenure. Committee members may take up to two working days following the discussion for the purpose of casting their vote and preparing letters in support of their vote. Each vote must have a written justification.
8. The Human Resources Coordinator in the Office of the Dean is responsible for safeguarding the files prepared by the candidates. Candidates are notified by the T&P chair of the deadline for closing the files. The files are normally closed on the date designated for submission of complete files to the unit T&P chair. Candidates may add materials such as letters of reference, publications, or funded grants to the file after the file is closed, if prior reference is made to the material. The Human Resources Coordinator assigned to file maintenance is responsible for adding approved materials to the tenure and promotion files.
9. Two tellers are elected by the voting T & P members. The T&P Chair is informed by the tellers of the voting outcome(s). The tellers record the committee vote and compile the votes and written justifications of votes by the tenured faculty and forward these to the Human Resources Coordinator in the Office of the Dean.
10. The T&P chair notifies the candidate of the committee's decision. The Dean may choose to support the committee decision or not. The Dean forwards all materials related to candidates who are recommended for tenure and/or promotion as well as a list of those candidates who were considered but not recommended by the unit to the Office of the Provost.
11. Faculty receiving an unfavorable vote on either promotion or tenure by the unit have the right to appeal the unit's T & P committee decision. A faculty member appealing an unfavorable unit decision notifies the unit T&P chair, who immediately announces to the unit faculty all such appeals and invites letters from the unit faculty regarding these cases (vide supra).
12. The section of the Faculty Manual entitled "Tenure Regulations and (Non) Reappointment Procedures" (page 19) describes the process of consideration for tenure and promotion at the University level.

13. Faculty dissatisfied with the University-level decision on tenure and/or promotion have access to a grievance procedure, which is described in the Faculty Manual entitled, "Academic Grievance Procedure."
14. The College of Nursing criteria for Tenure, and Promotion are reviewed and revised every five years.
15. Faculty members appointed into the tenure track AFTER January 1, 1995 will be responsible within their probationary period to meet the unit tenure and promotion criteria and University standards in effect at the time of their appointment. For all subsequent promotions the faculty member will be responsible for meeting unit criteria and University standards in effect at the time of their application for that promotion.

Faculty members appointed into tenure track PRIOR to January 1, 1995 are strongly encouraged to use current criteria when applying for promotion; however, they may use the promotion criteria in effect at the time they were hired. (See p.28 of the University Faculty Manual). In no event shall any change in tenure and promotion regulations be made retroactively for faculty hired before January 1, 1995, unless the faculty member chooses otherwise. It is the responsibility of the candidate to inform the T&P Committee that he/she wishes to be considered under an earlier version of the criteria for promotion and/or tenure.

16. Post-Tenure review criteria and procedures may be obtained from the Human Resources Coordinator in Room 202C or Faculty Manual.

**Revisions Approved by UCTP, May 2001**

**Revisions Approved by College of Nursing T& P Committee December 1, 2000**

**Approved by UCTP June 10, 1997**

**Approved by College of Nursing T&P Committee May 13, 1997**

**(Presented to the College Faculty Fall 1997)**

02/19/03

# UNIVERSITY OF SOUTH CAROLINA

## College of Nursing

### Tenure and Promotion Criteria

#### I. CRITERIA

The criteria are presented in two parts. Specific criteria for rank are presented in Section A, and tenure criteria are addressed in Section B. Ability to work constructively with colleagues to achieve common goals is inherent in each criterion.

##### A. Promotion Criteria

##### 1. Specific Criteria for Promotion to Associate Professor

- a. Scholarly work. The candidate demonstrates a commitment to continued scholarship as evidenced by a research program that is based on his/her own initiative and that has advanced significantly beyond, or is independent of, dissertation and postdoctoral training research accomplishments. The candidate is expected to have obtained extramural funding to support his/her research program. Collaborative research efforts are encouraged; however, it must be possible to identify the candidate's substantive and independent contributions to the research accomplishments.

The candidate's scholarly work should be strong and recognized in the field of specialty, published in refereed scientific journals, and presented at regional and national meetings. The minimum number of publications is typically two refereed publications per year spent at USC. Publications as a whole are expected to make a significant contribution to the discipline and to be of high quality. Quality is assessed in part by the reputation of the journals in which works are published; by the perception of the members of the Tenure and Promotions Committee; and by outside referees.

Evidence of extramural funding and evaluations of outside referees are two measures by which the overall quality of the candidate's research and publications are assessed.

- b. **Teaching.** The candidate must consistently receive very good teacher ratings. This determination will be based on both peer and student evaluations made using the college's classroom teaching forms. Service on dissertation, thesis, research projects, independent studies and examination committees is expected of the candidate. The extent to which the candidate assists students in publishing and presenting their work is also used to assess teaching effectiveness. The candidate is expected to demonstrate internal leadership in planning, implementing and evaluating/revising courses and/or curricula.
- c. **Service.** The candidate must make a strong contribution to the operation and governance of the College of Nursing and to the nursing profession through leadership on committees, task forces, consultation services and other leadership activities. Service to the University is demonstrated through faculty practice, special projects and committee work.

2. **Specific Criteria for Promotion to Professor**

The candidate exceeds the requirements for associate professor.

- a. **Scholarly work.** Establishment of a significant and independent research program is expected as evidenced by a sustained and substantial level of extramural funding in support of his/her program of research. Demonstrates a substantial record of scholarly publications in highly regarded refereed scientific journals and has favorable evaluations from the majority of outside referees. Publications as a whole are expected to make a significant contribution to the discipline. National and/or international recognition of the candidate's research accomplishments are evidenced by request for research consultation, citations of research by others, and presentations at national and/or international meetings.
- b. **Teaching.** The candidate is recognized for leadership in educational environments. Demonstrates a consistent record of excellence in teaching determined by peer evaluations and student evaluations. Mentors students and faculty in scholarly activities as evidenced by supervision of graduate student research and mentoring publication efforts of students and faculty. The candidate provides leadership in planning, evaluating and revising courses and/or curricula.
- c. **Service.** Holds appointments on boards of organizations and agencies and



serves on national review panels. The candidate presents a consistent record of leadership within the College and University and provides regional and/or national leadership in the profession. Provides consultation to individuals, agencies and/or institutions in area of expertise.

## **B. Tenure**

### **1. Criteria for Tenure**

Recommendations for tenure are made on the basis of demonstrated performance in scholarship, teaching, and service since appointment at USC. Achievements in these areas at other institutions are taken into consideration. A candidate must satisfy all of the criteria for rank of associate professor or higher. A candidate's record must provide evidence of consistency and durability of performance in scholarship, teaching, and service. Early tenure should be recommended only in cases of extraordinary merit. Extraordinary merit refers to a record of performance, which far exceeds criteria for tenure.

### **2. Appointments with Tenure**

Under certain circumstances, it may be in the College's best long-range interest to make an appointment with tenure. Such a decision is based on an assessment of institutional needs and resources and evidence of a candidate's potential for contributing to the College of Nursing based on prior achievement. Appointments with tenure are made only at the rank of associate or full professor.

**Revisions Approved by UCTP February 5, 2003**

**Approved by UCTP June 10, 1997**

**Approved by College of Nursing T& P Committee May 13, 1997**

**(Presented to the College Faculty first faculty meeting Fall 1997)**

## **II. T & P Procedures**

1. The Tenure and Promotion Committee of the College of Nursing operates as a committee of the whole. All tenured faculty of the College of Nursing are members. The chair is elected annually at the April meeting of the committee. Chair of the Faculty is not eligible to serve as T&P chair. If not tenured, the Dean serves as an ex-officio member without a vote.
2. A quorum consists of two-thirds of the total membership. A quorum must be present for all tenure and promotion issues.

- a. In the matter of promotion, only those with higher rank are eligible voting members. Of all members eligible to vote, two-thirds must vote “yes” to approve recommendations.
  - b. In the matter of tenure, only those with equal or higher rank are eligible voting members. Of all the members eligible to vote, two-thirds must vote “yes” to approve recommendations.
  - c. In the matter of other issues, a simple majority of the members eligible to vote and voting "yes" or "no" is necessary to approve recommendations.
3. Discussion by the committee as a whole takes place relative to each candidate under consideration. All such discussion is highly confidential, as is the report of the vote. Violation of confidentiality is grounds for removal from the committee. Concerns of the committee (other than those that relate to specific candidates for appointment, promotion, and/or tenure and general information about policy and procedures) may be freely discussed with non-tenured faculty.
  4. New and continuing faculty are reviewed by the T&P Committee each spring in relationship to the most recently approved tenure and promotion criteria.
  5. In the spring semester all faculty below the rank of professor and all non-tenured faculty are asked by the Dean if they wish to be considered for promotion and/or tenure in the upcoming academic year. The Dean informs the T&P Chair of the faculty who wish to be considered for promotion and/or tenure.
  6. Upon receiving faculty statements of intent to apply for promotion and/or tenure, the T&P chair compiles a list of candidates.
    - a. The T&P chair notifies candidates of an orientation for faculty who plan to prepare a file for promotion and/or tenure in the upcoming year.
    - b. The T&P chair notifies the members of the T&P Committee of the candidates under consideration. In the event that there are ten or more candidates to be considered, the T&P chair may designate panels for a primary review and recommendation on selected candidates.
    - c. The T&P chair notifies the Chair of the Faculty of persons applying for promotion and/or tenure and requests a criterion-based evaluative statement from the Chair to the committee about each candidate.
    - d. The T&P chair requests from the candidate a curriculum vitae and a sample of scholarly work to send to outside referees.
    - e. The T&P chair identifies (in conjunction with the committee) at least five individuals external to the academic unit qualified to evaluate the

candidate's scholarship. The identity of these outside reviewers is not reported to the candidate. Referees should not be the candidate's dissertation chair, supervisor, research collaborator, or any other person with possible conflict of interest.

- f. Following informal agreement from those selected, the T&P chair sends copies of the candidate's scholarly work, curriculum vitae, and College tenure and promotion criteria to outside referees. A cover letter specifies the parameters to be evaluated.
7. Prior to the deadline for the vote, the T&P chair schedules meetings for the purpose of discussing the candidate's qualifications for promotion and/or tenure. Committee members may take up to two working days following the discussion for the purpose of casting their vote and preparing letters in support of their vote. Each vote must have a written justification.
8. The Human Resources Coordinator in the Office of the Dean is responsible for safeguarding the files prepared by the candidates. Candidates are notified by the T&P chair of the deadline for closing the files. The files are normally closed on the date designated for submission of complete files to the unit T&P chair. Candidates may add materials such as letters of reference, publications, or funded grants to the file after the file is closed, if prior reference is made to the material. The Human Resources Coordinator assigned to file maintenance is responsible for adding approved materials to the tenure and promotion files.
9. Two tellers are elected by the voting T & P members. The T&P Chair is informed by the tellers of the voting outcome(s). The tellers record the committee vote and compile the votes and written justifications of votes by the tenured faculty and forward these to the Human Resources Coordinator in the Office of the Dean.
10. The T&P chair notifies the candidate of the committee's decision. The Dean may choose to support the committee decision or not. The Dean forwards all materials related to candidates who are recommended for tenure and/or promotion as well as a list of those candidates who were considered but not recommended by the unit to the Office of the Provost.
11. Faculty receiving an unfavorable vote on either promotion or tenure by the unit have the right to appeal the unit's T & P committee decision. A faculty member appealing an unfavorable unit decision notifies the unit T&P chair, who immediately announces to the unit faculty all such appeals and invites letters from the unit faculty regarding these cases (vide supra).
12. The section of the Faculty Manual entitled "Tenure Regulations and (Non) Reappointment Procedures" (page 19) describes the process of consideration for tenure and promotion at the University level.

13. Faculty dissatisfied with the University-level decision on tenure and/or promotion have access to a grievance procedure, which is described in the Faculty Manual entitled, "Academic Grievance Procedure."
14. The College of Nursing criteria for Tenure, and Promotion are reviewed and revised every five years.
15. Faculty members appointed into the tenure track AFTER January 1, 1995 will be responsible within their probationary period to meet the unit tenure and promotion criteria and University standards in effect at the time of their appointment. For all subsequent promotions the faculty member will be responsible for meeting unit criteria and University standards in effect at the time of their application for that promotion.

Faculty members appointed into tenure track PRIOR to January 1, 1995 are strongly encouraged to use current criteria when applying for promotion; however, they may use the promotion criteria in effect at the time they were hired. (See p.28 of the University Faculty Manual). In no event shall any change in tenure and promotion regulations be made retroactively for faculty hired before January 1, 1995, unless the faculty member chooses otherwise. It is the responsibility of the candidate to inform the T&P Committee that he/she wishes to be considered under an earlier version of the criteria for promotion and/or tenure.

16. Post-Tenure review criteria and procedures may be obtained from the Human Resources Coordinator in Room 202C or Faculty Manual.

**Revisions Approved by UCTP, May 2001**

**Revisions Approved by College of Nursing T& P Committee December 1, 2000**

**Approved by UCTP June 10, 1997**

**Approved by College of Nursing T&P Committee May 13, 1997**

**(Presented to the College Faculty Fall 1997)**

02/19/03