

# UCTP ORIENTATION FOR TENURE AND PROMOTION CANDIDATES

April 30, 2019

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# PRESENTATION OVERVIEW

- UCTP Composition and Aims
- Timeline and Process
- Importance of Criteria
- Candidate and Unit Chair Responsibilities
- Some Advice
- Information Sources
- Q&A

# THE UCTP

- Who are UCTP?
  - 24 full professors elected and appointed
- Member responsibilities
  - Review all tenure and promotion files
    - Fair and rigorous adherence to procedure and criteria
    - Advisory
  - Review and approve Unit T&P Criteria and Procedure

# TIMELINE FOR 2019-2020

- For calendar and timelines, see [https://sc.edu/about/offices\\_and\\_divisions/provost/faculty/tenure/tenureclockcalendars.php](https://sc.edu/about/offices_and_divisions/provost/faculty/tenure/tenureclockcalendars.php)
- “Regular” Calendar
  - Tenure and promotion to associate files
  - Submitted in fall 2019, decided in spring 2020
- Mid-year Cycle
  - Promotion to full and anyone hired on January 1
  - Submitted in beginning of 2020, decided at end of 2020

# FILE REVIEW PROCESS

- Primary File (Candidate)
- Teaching Summaries (Unit)
- External Reviewer Letters (Unit)
- Unit Tenure and Promotion Committee Ballots
- Chair's Letter
- Dean's Letter
- Provost's Letter
- UCTP vote
- Meeting between President, Provost and UCTP
- President's decision
- Board of Trustees approval

# THE T&P AUTHORITY

- For tenure and promotion to associate professor
  - The criteria in place at point of hire
  - The faculty manual at point of hire
- For promotion to full professor
  - The criteria in place in year of submission
  - The current faculty manual

# CANDIDATE'S RESPONSIBILITY

- Preparation of primary and secondary files
- Use the University template available at:
- Consult <http://www.sc.edu/tenure/> for forms and guidelines

# UNIT CHAIR RESPONSIBILITIES

- Teaching summary of ratings and of comments
- Peer Reviews of Teaching
- Example of letter sent to external reviewers
- External reviewers list of names and affiliations
- External reviewer letters and abbreviated CVs
- Ballots with justifications
- Updated vote summary form with votes
- Other letters and updates to the file
- Uploading the file to Blackboard



# SOME ADVICE

- Fully familiarize yourself with your unit's T&P criteria and procedures
- Craft your personal statement to your unit's standards
- Coordinate with your unit T&P chair
- MOEs, Joint appointments and family and medical leave
- If you have a question, don't hesitate to contact the UCTP chair
- Be proactive, you are ultimately responsible for your file

# INFORMATION AND RESOURCES

- One stop for all things tenure and promotion:  
<http://www.sc.edu/tenure/>
- Faculty manual  
<http://www.sc.edu/policies/facman/columbiamanual.shtml>

**UCTP CHAIR  
2019-2020**

**PROFESSOR MICHAEL  
STOELTZNER  
PHILOSOPHY**

# QUESTIONS?