

1                                   **TENURE AND PROMOTION PROCEDURES AND CRITERIA FOR THE**  
2                                   **SCHOOL OF THE EARTH, OCEAN AND ENVIRONMENT**

3                                   UCTP Approved – February 1, 2017

4                                   The School of the Earth, Ocean, and Environment (hereafter “SEOE”) has established the  
5 following procedures and criteria that will be used in evaluation of a faculty member for  
6 promotion and/or tenure. Candidates are also referred to the University of South Carolina  
7 Policies and Procedures, the *Faculty Manual*, and the University Committee on Tenure and  
8 Promotion (UCTP) Guide to Criteria and Procedures for further information, including additional  
9 procedural guidelines, general qualifications for each rank, and the policy on nepotism. In the  
10 event of inconsistency between these unit procedures and criteria and the *Faculty Manual* in  
11 force at the time of the UCTP approval of the unit procedures and criteria, the *Faculty Manual* is  
12 to be considered the final authority.

13  
14                                   The SEOE is composed of faculty in three disciplinary areas: natural sciences, social  
15 sciences, and humanities. While standards for evaluating teaching and service are the same in all  
16 areas, research and scholarship expectations across the disciplines may vary significantly.  
17 Therefore, faculty seeking promotion and/or tenure must satisfy the common school criteria for  
18 teaching and service, as well as the research/scholarship criteria for their individual disciplinary  
19 area.

20  
21                                   **I. PROCEDURES**  
22

23                                   **A. Right of Faculty for Consideration for Tenure and/or Promotion**  
24

25                                   In accordance with University regulations, each year all faculty, except tenured  
26 Professors, will be considered for tenure or promotion or both, as appropriate. The SEOE will  
27 recommend tenure for Assistant Professors only if they are also qualified for promotion to the  
28 Associate Professor level. Therefore, the SEOE will consider simultaneously its  
29 recommendations for tenure and promotion of Assistant Professors.

30  
31                                   Individuals may waive candidacy for tenure, promotion, or both. However, in order that  
32 the senior faculty may monitor the progress of their junior colleagues and formulate  
33 recommendations to help them achieve their career goals, the SEOE, in accordance with the  
34 Faculty Manual, requires that a non-tenured faculty member submit a tenure and promotion file  
35 for an internal progress review during the third year since last appointment. If the candidate has  
36 waived the right to formal consideration for tenure or promotion or both, then an external review  
37 of the candidate will not be conducted, even though an SEOE internal review may still be  
38 required.

39  
40                                   **B. Composition of the Tenure and Promotion Committee**  
41

42                                   The SEOE Tenure and Promotion Committee shall consist of all the tenured faculty  
43 members whose tenure home is the SEOE. With regard to tenure recommendations, all tenured  
44 committee members of rank equal to or higher than the candidate shall vote by secret ballot. For  
45 consideration of promotion, deliberations and voting will be restricted to tenured faculty of rank  
46 higher than that of the candidate.  
47

1 In the event that fewer than five tenured members are eligible to serve on the unit Tenure  
2 and Promotion Committee, additional members for the committee with appropriate rank will be  
3 selected by the Dean of the College of Arts and Sciences in coordination with the chair of the  
4 Tenure and Promotion Committee from tenured faculty at the USC Columbia campus. The  
5 SEOE Tenure and Promotion Committee elects its Chair each year from among the Professors  
6 with tenure in the SEOE by the date established in the Faculty Manual. The name of the Chair of  
7 the Tenure and Promotion Committee will be subsequently forwarded to the provost and Faculty  
8 Senate office as guided by the Faculty Manual.

9  
10 The SEOE Committee on Tenure and Promotion may create subcommittees to assist the  
11 full committee in the performance of its work. Where possible, on matters other than  
12 consideration of a full professor for tenure or consideration of an associate professor for  
13 promotion to full professor, a subcommittee shall include both professors and associate  
14 professors. When possible, each of the disciplinary areas (natural sciences, social sciences, and  
15 humanities) will be represented by subcommittees.

### 16 17 **C. Voting Procedures of the Tenure and Promotion Committee**

18  
19 The Chair of the Tenure and Promotion Committee shall give at least seven days advance  
20 notice of any meeting to all faculty members eligible to vote on the candidate's file by virtue of  
21 their rank, on the requested tenure and/or promotion action. On all procedural questions, a simple  
22 majority of members present at the meeting will be sufficient to decide the issue. For purposes of  
23 discussion or procedural action on tenure and promotion matters, a quorum shall constitute at  
24 least 51 percent of all faculty eligible to vote on the matter under consideration.

25  
26 On tenure and/or promotion balloting for individual candidates, all eligible voters must  
27 vote "yes", "no", or "abstain". A majority vote for tenure and/or promotion is defined as at least  
28 51 percent of all eligible voters. Abstentions, including eligible faculty who fail to vote and  
29 those on leave who elect not to vote, will not be counted as eligible votes.

30  
31 The SEOE Director shall not attend meetings of the Tenure and Promotion Committee or  
32 participate in discussions unless invited by the committee chair. Because the Director's vote is  
33 cast by virtue of the Director's recommendation, he/she is not permitted to vote as a member of  
34 the Tenure and Promotion Committee). If the SEOE Director is up for tenure and/or promotion,  
35 he/she can neither vote nor attend formal discussions of his/her case.

### 36 37 38 **D. Timetable for Notification of Candidates Eligible for Tenure and/or Promotion**

39  
40 Each year by the first week in April (regular year) and first week in October (Mid-Year  
41 hires and Promotion to Professor), the SEOE Director will (1) notify each untenured faculty  
42 member, regardless of rank or duration of service at USC, and each Assistant and Associate  
43 Professor, regardless of duration of service at USC, of impending tenure and promotion  
44 considerations, and (2) ask the candidates to prepare and submit a resume of professional  
45 activities and accomplishments, demonstrating how these satisfy the relevant criteria for tenure  
46 and/or promotion in Section II. A copy of such notification will also be sent to the Dean of the  
47 College of Arts and Sciences with a request for any information the Dean may wish to provide.

1 The SEOE Director will inform candidates of a timetable for submission and preliminary review  
2 of their files that is in accord with the University calendar for the Tenure and Promotion process.  
3 Should a candidate choose to waive consideration for promotion and/or tenure, the candidate  
4 must notify the SEOE Director by letter prior to the date for submission of files with a copy sent  
5 to the Chair of the Tenure and Promotion Committee.

## 6 7 **E. Determining Criteria to Be Used for Tenure and Promotion Decisions**

8  
9 The SEOE shall maintain copies of all available versions of the unit criteria along with a  
10 list indicating the date on which each became effective. The SEOE shall submit copies of all  
11 available versions of the unit's criteria and the list to the Provost's Office, which shall maintain a  
12 central repository of all available unit criteria, both current and historic.

13  
14 At least two weeks before the date when files are due, the Dean and SEOE Director shall  
15 notify the Provost of each faculty member who intends to apply for tenure and/or promotion, the  
16 date on which the faculty member was hired, whether the faculty member has chosen to be  
17 considered under the current criteria or the criteria in effect on his or her date of hire.  
18

## 19 20 21 **F. Review of Candidate's Tenure and Promotion File**

### 22 23 **1. External Reviewers**

24  
25 At least five evaluations of the candidate's research and scholarship must be obtained from  
26 impartial scholars at peer or aspirant institutions within the field, outside the University of South  
27 Carolina. If a person can be shown to be one of the leading scholars in a particular field, that  
28 person may be used as an outside evaluator even if he or she is at neither a peer nor an aspirant  
29 institution. If appropriate, given the candidate's research portfolio, highly qualified non-  
30 university specialists may be used as outside evaluators; however, the majority of outside  
31 evaluators must be persons with academic affiliations. Persons who have been colleagues or  
32 advisors of the applicant or who have close professional relationships with the candidate must be  
33 excluded from consideration as outside evaluators. All evaluators must disclose any relationship  
34 or prior interaction with the applicant.  
35

36 The external reviewers will be selected by the members of Tenure and Promotion  
37 Committee. The Tenure and Promotion Committee should solicit advice from outside the  
38 SEOE for faculty who hold Joint Appointments. Each secondary unit must be provided with an  
39 opportunity to propose outside evaluators and to comment on evaluators proposed by the SEOE.  
40 In any event, evaluations must be solicited from at least one, but preferably two or more  
41 evaluators approved by the secondary unit review committee. Second, if the voting faculty of  
42 SEOE for a candidate going up for tenure and/or promotion has fewer than three faculty  
43 members from that candidate's disciplinary area, the Chair of the Tenure and Promotion  
44 Committee will notify the Dean's office and, with the help and approval of the Dean, arrange for  
45 the appointment of faculty members from within the College who have knowledge of the  
46 candidate's disciplinary area to help the SEOE Tenure and Promotion Committee identify  
47 appropriate external reviewers.

1  
2 It shall be the duty of the Chair of the Tenure and Promotion Committee to solicit  
3 external review letters. Reviewers should be contacted 90 days prior to the submission date of  
4 the file to ensure their willingness to participate in the review. Each evaluator should be  
5 provided with a letter requesting the evaluation and a copy of the unit's relevant criteria for  
6 tenure and/or promotion. All external reviewers will be sent full versions of the candidate's file,  
7 excluding individual student teaching evaluations if these were included by the candidate. The  
8 evaluator will be asked to evaluate the quality and quantity of the research and scholarship in  
9 accordance with the SEOE tenure and promotion criteria. The complete criteria for tenure at  
10 Associate Professor and/or promotion to Associate Professor and promotion to Professor or  
11 tenure at the professorial rank are listed in Section II of this document. The external reviews will  
12 be included in the candidate's file. The names of all external reviewers shall not be revealed to  
13 the candidate. A copy of each evaluator's curriculum vitae must be included in the file, along  
14 with a copy of the letter sent to the respective evaluator.  
15

## 16 **2. Peer Review of Teaching**

17  
18 In accordance with the Faculty Manual, the SEOE Director, will arrange for colleagues to  
19 observe classes taught by the candidate (Peer Review of Teaching) prior to the candidate's file  
20 being under review (i.e., for promotion to Associate Professor, observations should occur every  
21 semester including the term the candidate goes up for review; for promotion to Professor, these  
22 observations should occur at least once per year including the semester the candidate goes up for  
23 review). The observers must be tenured faculty of higher rank than the candidate. The observers  
24 for each class can meet with the candidate prior to the visit in order to receive a copy of the  
25 syllabus and any other information the candidate wishes them to have to place the class in  
26 context of the entire semester. After the visits, each observer will write a detailed review using a  
27 standard form and addressed to the Director of the SEOE about the class, noting its strengths and  
28 weaknesses. These reports become part of the candidate's tenure and promotion file to be  
29 considered by the Tenure and Promotion Committee. Peer reviews conducted at the request of  
30 the Director of the tenure-granting unit (SEOE) or the Chair or Director of the  
31 department/program in which a course is being taught may be included in the file. The candidate  
32 may also provide other evidence of teaching effectiveness.  
33

## 34 **3. Summary of Teaching Evaluations**

35  
36 The Chair of the Tenure and Promotion Committee (or another selected committee  
37 member) shall provide a summary and evaluation of the faculty member's classroom teaching,  
38 based on clearly specified criteria, which must be included in the faculty member's promotion  
39 and/or tenure file. This summary should give context to student evaluations of the faculty  
40 member's classroom teaching by noting, e.g., whether evaluations of a particular class  
41 historically have been low; in a multi-section course, how the faculty member's evaluation  
42 scores compare with those in the other sections; or whether poor evaluation scores are correlated  
43 to a faculty member's strict grading standards. Continued efforts to improve teaching  
44 effectiveness are essential.  
45

1  
2 **4. Review by the Members of the Tenure and Promotion Committee**  
3

4 Following receipt of the complete set of external reviews, the members of the Tenure and  
5 Promotion Committee will have a period of at least one week in which to review the file of each  
6 candidate under consideration. Only faculty members eligible to vote or provide input on any  
7 Tenure and Promotion action shall have access to all portions of that file.  
8

9 At a meeting scheduled approximately one week after files are to be complete  
10 and ready for unit review and at least one week or longer before the files are to be  
11 submitted to the Dean (see the calendars for tenure and promotion available on the Dean's  
12 website), the Tenure and Promotion Committee will meet and discuss each candidate's file  
13 separately. In the case of a faculty member holding a joint appointment, notice shall also be  
14 given to the appropriate administrator or Chair of the Tenure and Promotion Committee of the  
15 secondary unit, who shall have the right to attend the meeting and participate in discussion of the  
16 candidate, but not the right to vote, provided, that if the administrator of the secondary  
17 department or program is not of a rank equal to or higher than the candidate, the administrator  
18 will designate a faculty member of such rank to attend the meeting. After this meeting, the  
19 voting faculty members will have at least three days in which to submit their votes by secret  
20 ballot on all required decisions. Each decision requires a separate ballot for tenure and/or  
21 promotion from each voting faculty member.  
22

23 In accordance with University regulations, all ballots must contain a written justification  
24 of the vote. The voting privileges of faculty who are unable to be present at the committee  
25 meetings are defined below. The Chair of the SEOE Tenure and Promotion Committee shall  
26 coordinate the balloting process. At least two additional eligible voting members (in addition to  
27 the Chair of the SEOE Tenure and Promotion Committee) must be present for the counting of  
28 ballots.  
29

30 **5. Voting Privilege of Faculty Who are Unable to Be Physically Present at**  
31 **Tenure and Promotion Committee Meetings**  
32

33 Any faculty member who will be on sabbatical leave during the proceedings of the Tenure  
34 and Promotion process is entitled to participate in the voting. If they wish to participate, those  
35 faculty members should coordinate with the Chair of the Tenure and Promotion Committee to  
36 insure physical or electronic access to a complete copy of the candidate's file as well as ballots.  
37 Votes of faculty members on sabbatical leave will be counted as part of the voting faculty  
38 providing the member's ballot (written or electronic) is received prior to the deadline set by the  
39 Chair of the Tenure and Promotion Committee.  
40

41 If a member on sabbatical does not wish to vote or if that member's vote is not available by  
42 the deadline, then that member will not be counted among the faculty eligible to vote as  
43 described in section C. For any other faculty member who must be absent from a Tenure and  
44 Promotion Committee meeting for a legitimate reason, a ballot identical in nature to those used  
45 by other members of the Tenure and Promotion Committee will be provided for his/her use. All  
46 ballots submitted by absent faculty members must be provided to the Chair of the Tenure and  
47 Promotion Committee, who will include them with all other ballots. Any ballot from an absent

1 faculty member (other than one on sabbatical leave) received after the published voting deadline  
2 will not be counted. In no case will an oral vote be counted.  
3

#### 4 **G. Action Following Vote by Tenure and Promotion Committee** 5

6 The Chair of the Tenure and Promotion Committee shall inform the candidate in person  
7 (or by phone) and by letter of the decision of the Tenure and Promotion Committee. In the case  
8 of a decision not to recommend tenure and/or promotion, the Chair of the Tenure and Promotion  
9 Committee will notify the candidate promptly and shall, upon request by the candidate, without  
10 attributions, provide the candidate with a written synopsis of the discussion and an indication of  
11 the strength of the vote of the unit. Only if the candidate files a written appeal will the file be  
12 forwarded to the next level of review; i.e., unit administrator or dean. At this point, the candidate  
13 may request in writing that his/her complete file be forwarded through administrative channels  
14 even though it lacks the positive recommendation of the Tenure and Promotion Committee. In  
15 the case of a favorable vote from the Tenure and Promotion Committee or an appeal by the  
16 candidate of an unfavorable vote of same, the Director of the SEOE will write a letter for the file  
17 containing an assessment of the candidate's qualifications and a recommendation and forward a  
18 complete file to the next level of administrative review (the College of Arts and Sciences).  
19

20 The SEOE Director shall forward the recommendations of the Tenure and Promotion  
21 Committee to the Dean. The SEOE Director will report to the Dean his/her recommendation, the  
22 results of the vote, including the total number of faculty eligible to vote, and will explain the  
23 absence of votes from any eligible faculty members due to sabbatical leave or other excused  
24 absence. The SEOE Director will forward to the Dean a list of those faculty members who  
25 decline candidacy for tenure and/or promotion. Individuals not recommended for tenure and/or  
26 promotion, except those in their final year of evaluation or already notified of termination, will  
27 be reviewed in subsequent years without prejudice. For a probationary appointment, the final  
28 year of evaluation is defined as the year immediately preceding the final year of the appointment.  
29

#### 30 **H. Procedures for Faculty Holding Joint Appointments with a Secondary Unit** 31

32 The SEOE supports and participates in ventures that include Jointly Appointed Faculty.  
33 All scholarly, teaching, and service work carried out by these faculty members in their secondary  
34 unit are fully recognized for tenure and promotion within the SEOE, as per the Individual  
35 Memorandum of Understanding (MOU) between the primary and secondary units. This MOU  
36 must delineate the duties and responsibilities of the faculty within those two units, as discussed  
37 in the *Faculty Manual*. For faculty with Joint Appointments under consideration for tenure  
38 and/or promotion, the Director of the SEOE must also request a letter from secondary unit  
39 Chairs or Directors that addresses the faculty member's teaching and service contributions to the  
40 secondary unit for inclusion in the main body of the Tenure and Promotion file. The SEOE must  
41 make the candidate's file available to eligible faculty of each secondary unit and obtain formal  
42 input from the eligible faculty of each secondary unit and place it in the candidate's file at least  
43 five working days prior to the SEOE's vote on the nomination package. If a faculty member  
44 entitled to vote has a joint appointment in both the candidate's primary and secondary unit, that  
45 faculty member may participate in discussions of and vote only once on a candidate. In no case  
46 may a faculty member be able to participate in discussions and vote on a candidate in both  
47 contexts.  
48

1  
2 **I. Tenure on Appointment**  
3

4 Candidates for faculty appointments may be recommended for tenure on appointment by  
5 a favorable vote of the tenured faculty of equal or higher rank in the unit. Because consistency  
6 and durability of performance are relevant factors in evaluating faculty for tenure, the length of  
7 service which a faculty member has completed in a given rank is a valid consideration in  
8 formulating a tenure recommendation. If the faculty member under consideration for  
9 appointment with tenure is a candidate for a Joint Appointment, the secondary unit would  
10 participate in the same manner in which they would on a tenure decision for a current faculty  
11 member.  
12

13  
14 **II. CRITERIA**  
15

16 **A. Tenure at Associate Professor and/or Promotion to Associate Professor**  
17

18 **1. General**  
19

20 Given its growing reputation as a center for excellence in research, the School of Earth,  
21 Ocean, and Environment (SEOE) expects its junior faculty to produce research of high quality.  
22 Therefore, all candidates for tenure and/or promotion to Associate Professor in the SEOE  
23 regardless of which disciplinary area within the school (i.e., the natural sciences, the social  
24 sciences, and the humanities) should demonstrate evidence of “Excellence” in  
25 research/scholarship, accompanied by a “Good” record in teaching and service. Candidates  
26 should also provide clear evidence of progress toward establishing a national or international  
27 reputation in the field. Although the same teaching and service criteria are applied to all faculty  
28 regardless of disciplinary area, the research/scholarship criteria do vary with discipline (natural  
29 sciences, social sciences, and humanities). Those differences are defined below both for tenure  
30 and promotion to Associate Professor (See II. A. 2.) and for promotion to Professor. (See II. B.  
31 2.) The research criteria for all disciplinary areas within the SEOE appropriately stress that the  
32 quality of all research is the single most important factor in the evaluation of research; however,  
33 quantity is also considered based on the discipline specific standards listed below. Given that  
34 teaching loads might vary among disciplines, faculty members entitled to vote on matters of  
35 tenure and/or promotion are encouraged to take into consideration the extra time any candidate  
36 devotes to teaching. Tenure at any rank requires evidence of consistency and durability of  
37 performance.  
38

39 There is no difference between the standards applied to faculty who apply for tenure in the  
40 penultimate year of the probationary period and those who apply for tenure prior to the  
41 penultimate year. Evaluation will be based on the candidate’s entire professional record but will  
42 emphasize performance since being hired at the University of South Carolina as a tenure track  
43 faculty member.  
44

1  
2  
3 **2. Research and Productive Scholarship**  
4

5 Candidates for tenure and/or promotion to Associate Professor in the SEOE are expected  
6 to demonstrate excellence in research and/or productive scholarship. The candidate must  
7 demonstrate a commitment to continued scholarship as evidenced by a research program that is  
8 based on the candidate's own initiative and is independent of dissertation and postdoctoral  
9 research accomplishments. Excellence in research and productive scholarship is measured by the  
10 contribution made to the body of knowledge in the candidate's discipline. The required criteria  
11 for each of the three disciplinary areas (natural sciences, social sciences, and humanities) are  
12 listed below.

13  
14 **2.1. Natural Sciences**  
15

16 The candidate for promotion to Associate Professor is expected to demonstrate excellence  
17 in research and productive scholarship by meeting the following criteria:  
18

- 19 1. The candidate must present a record of original research or scholarship in recognized,  
20 peer-reviewed publications of national or international scope. An average publication rate  
21 of more than one peer-reviewed publication per year is encouraged, with the  
22 understanding that this may vary by discipline. The quality of all research, whatever its  
23 nature, quantity, or format is the single most important factor in the evaluation of research.  
24
- 25 2. There must be an independent assessment of the significance and quality of the published  
26 research and scholarly activity obtained through external peer review letters. The overall  
27 external review must be construed as positive.  
28
- 29 3. The candidate must demonstrate the ability to sustain a high quality research program. A  
30 record of consistently securing funding through external grants or contracts from  
31 government, industrial, or private sources, in amounts sufficient to support the faculty  
32 member's research activities is expected.  
33

34 Additional evidence of research and scholarly activity may also include all grants and  
35 fellowships received; awards or special recognition for research accomplishments; publications  
36 in abstracts, reports and non-refereed books, production of maps and field-guides, articles in  
37 regional journals, or proceedings of meetings; presentations at professional meetings; and other  
38 activities that are evidence of a respected research program.  
39

40  
41 **2.2. Social Sciences**  
42

43 The candidate for promotion to Associate Professor is expected to demonstrate  
44 excellence in research and productive scholarship by meeting the following criteria:  
45

- 46 1. The candidate must present a record of original research or scholarship in recognized,  
47 peer-reviewed publications of national or international scope. This research may be

1 published as a coherent body of research articles (or book chapters), a scholarly  
2 monograph, or some combination of the two. The exact configuration of the publications  
3 should be appropriate given the discipline of the candidate. The quality of all research,  
4 whatever its nature, quantity, or format, is the single most important factor in the  
5 evaluation of research.

- 6
- 7 2. There must be an independent assessment of the significance and quality of the published  
8 research and scholarly activity obtained through external peer review letters. The overall  
9 external review must be construed as positive.

10

11 Additional evidence of research and scholarly activity may also include grants and  
12 fellowships received; awards or special recognition for research accomplishments; publications  
13 in non-refereed books, articles in regional journals, or proceedings of meetings; presentations at  
14 professional meetings; and other activities that are evidence of a respected research program.

### 15

### 16

### 17 **2.3. Humanities**

### 18

19 The candidate for promotion to Associate Professor is expected to demonstrate excellence  
20 in research and productive scholarship by meeting the following criteria:

- 21
- 22 1. The candidate must present a record of original research or scholarship in recognized,  
23 peer-reviewed publications of national or international scope. This research may be  
24 published as a traditional scholarly monograph; a coherent body of substantial research  
25 articles (or book chapters); a critical edition or other substantial publications that  
26 demonstrate excellence in textual or documentary editing or bibliographical scholarship; a  
27 translation of a major work of scholarship or important source materials (with critical  
28 apparatus); creative works (including but not limited to, fiction, poetry, stage or screen  
29 plays, works of non-fiction prose, documentary films, games); significant digital  
30 humanities projects (e.g., databases, documented online depositories of primary and/or  
31 secondary sources, etc.); museum exhibits, curatorial products, exhibition scripts,  
32 catalogues, and educational programming; historical preservation and cultural resource  
33 management projects such as historic resource studies, historic structure reports, etc.; or  
34 some combination of any of the above. The exact configuration of the publications should  
35 be appropriate given the discipline and research focus of the candidate. The quality of all  
36 research, whatever its nature, quantity, or format (e.g. print or digital), is the single most  
37 important factor in the evaluation of research.
  - 38
  - 39 2. There must be an independent assessment of the significance and quality of the published  
40 research and scholarly activity obtained through external peer review letters from scholars  
41 in the candidate's discipline or field of study. The overall external review must be  
42 construed as positive.

43

44 Additional evidence of research and scholarly activity may also include awards or special  
45 recognition for research accomplishments; receipt of career development awards, senior faculty  
46 fellowships or grants; edited anthologies, journals, or published volumes comprised of the work  
47 of other scholars, including online editions; grants and fellowships received; oral history and

1 community history projects; material culture object research; contract research reports, policy  
2 white papers, consulting projects; archival administration projects or finding aids; publications in  
3 non-referred books; proceedings of meetings; notes in scholarly journals; un-refereed articles;  
4 reviews of artistic or scholarly productions (e.g., books, plays, films, exhibits, etc.);  
5 dissemination of scholarship in the popular or online press including op-ed pieces, blogs, etc.;  
6 presentations at professional meetings (separated into invited and submitted); and other activities  
7 that are evidence of a respected research program.

### 8 9 **3. Teaching and Educational Activity**

10  
11 The transmission of knowledge in a university is accomplished through formal teaching  
12 and other means of communication. Candidates for tenure and/or promotion to Associate  
13 Professor are expected to be effective teachers demonstrating a record of teaching that is at least  
14 “Good”. A “Good” teacher is defined as one whose classes display clarity and rigor, are taught at  
15 an appropriate level, motivate students to learn, and show clear evidence of the candidate’s  
16 ongoing commitment to achieving excellence in teaching. The SEOE will determine the quality  
17 of teaching by considering peer evaluations (including class observations) and student  
18 evaluations conducted periodically throughout the faculty member’s tenure-track or tenured  
19 appointment at the university, and by examining other materials or information provided by the  
20 candidate. Continued efforts to improve teaching effectiveness are essential.

#### 21 22 **Additional but not requisite, evidence of instruction-related activity includes:**

- 23  
24 1. Supervision of graduate students in research-related activities as Ph.D. dissertation advisor  
25 and/or MS or MA thesis advisor, or supervision of post-doctoral fellows. (Since the  
26 ability to supervise graduate students within the SEOE will differ depending on the  
27 discipline of the faculty member, that activity is listed here under “additional, but not  
28 requisite.” However, those faculty members in disciplines with active, large graduate  
29 programs are expected to participate in the supervision of graduate students or to  
30 document why that participation was not feasible. Participation as a member of Ph.D.,  
31 MS, or MA committees is also evidence of contributions to graduate research and thus to  
32 instruction-related activity.)
- 33  
34 2. Participation in course organization and curriculum development.
- 35  
36 3. Organization of programs to improve the quality of undergraduate and/or graduate  
37 instruction, particularly when externally funded.
- 38  
39 4. Authorship or development of instructional materials for use within the school or across  
40 the profession including books, manuals, audio/visual aids, internet-based and/or  
41 computer-based instructional materials.
- 42  
43 5. Organization of and/or participation in formal and informal school seminars, student clubs  
44 or field trips, etc.
- 45  
46 6. Direction of undergraduate independent study, senior thesis, or research.
- 47

- 1 7. Organization of and/or participation in outreach efforts.
- 2
- 3 8. Contributions to the South Carolina Honors College educational activities.
- 4

5 **Furthermore, candidates for tenure and promotion to Associate Professor may**  
6 **provide other materials or information as a way of demonstrating effective teaching**  
7 **including, but not limited to the following:**

- 8
- 9 1. Teaching awards or other formal recognition of teaching.
- 10
- 11 2. A teaching portfolio, which may include a statement of teaching philosophy, , reading
- 12 lists, examinations, and samples of student work.
- 13
- 14 3. Involvement as a teacher, curriculum developer, or administrator in the graduate program,
- 15 including formulating and grading masters- and doctoral level comprehensive exams.
- 16
- 17 4. Student letters unsolicited by the candidate.
- 18
- 19 5. Involvement of undergraduate or graduate students in joint research projects.
- 20
- 21 6. Innovations in teaching and curriculum development, such as implementation of new
- 22 courses, programs, or technologies.
- 23
- 24 7. Mentoring of students and student groups at the undergraduate and graduate level.
- 25
- 26 8. Participation in the Center for Teaching Excellence and in other pedagogical initiatives.
- 27
- 28 9. Demonstrations of a positive impact on the teaching and curriculum development of
- 29 colleagues in the profession.
- 30
- 31 10. Any other relevant information the candidate offers to indicate his or her expertise as a
- 32 teacher.
- 33

34 Candidates are not expected to offer materials in every category listed above, nor are the  
35 lists intended to be exhaustive. Rather, they illustrate the diversity of accomplishments and  
36 materials that the Tenure and Promotion Committee reviews in reaching a decision about the  
37 “Good” quality of the candidate’s teaching.

#### 38

#### 39

#### 40 **4. Service**

41  
42 Certain administrative, community, professional service functions are essential in any  
43 academic setting. Candidates for tenure and promotion to Associate Professor in the SEOE are  
44 expected to have a “Good” service record, that is, to serve effectively in these activities as  
45 necessary and as requested. These service activities might include membership on school and/or  
46 secondary unit committees, college committees, University committees, or the faculty senate as  
47 well as participation in student advisement, presentation of professional talks and other services

1 to the community. Professional service activities might include reviewing grants, refereeing  
2 papers, organizing symposia, etc.; or editorships of journals, participation in steering committees  
3 and/or review panels of national or international professional organizations, societies, or funding  
4 agencies. While these activities are of secondary importance in the overall performance of junior  
5 faculty, willing and effective service contributes to a positive recommendation for tenure and/or  
6 promotion.

## 9 **B. Promotion to Professor or Tenure at the Professorial Rank**

### 11 **1. General**

13 The rank of Professor in the SEOE is awarded to those faculty members who have  
14 achieved academic stature and accomplishment worthy of general acknowledgment among  
15 professional peers at the national and international level. A Professor is expected to have the  
16 respect of colleagues in a specific discipline and to be a leader in his/her field of  
17 research/scholarship. The Professor, by virtue of his/her experience and skill, will be evaluated  
18 on the basis of a combined record in the areas of research/scholarship accomplishment, teaching  
19 effectiveness, and service performance. The candidate must demonstrate evidence of excellence  
20 in research/scholarship and teaching, accompanied by evidence of national or international  
21 stature in a field. His/her performance in service must be at least “Good”. The same teaching and  
22 service criteria are applied to all faculty whereas the research/scholarship criteria vary with  
23 discipline (natural sciences, social sciences, and humanities). Those differences are defined  
24 above for tenure and promotion to Associate Professor (see II. A. 2) and below for promotion to  
25 Professor (see II. B. 2). The research criteria for all disciplinary areas within the SEOE  
26 appropriately stress that the quality of all research is the single most important factor in the  
27 evaluation of research; however, quantity is also considered based on the discipline specific  
28 standards listed below. Given that teaching loads might vary among disciplines, faculty  
29 members entitled to vote on matters of tenure and/or promotion are encouraged to take carefully  
30 into account the extra time any candidate devotes to teaching. Evaluation of the candidate will  
31 be on the entire professional record, but will emphasize performance since promotion to (or  
32 appointment at) Associate Professor.

### 34 **2. Research and Productive Scholarship**

#### 36 **2.1. Natural Sciences**

38 The candidate for promotion to Professor is expected to have attained national and/or  
39 international recognition and a favorable reputation among peers within a special area of  
40 research and scholarship. More specifically, candidates for Professor should demonstrate  
41 “excellence” in research and productive scholarship by meeting the following criteria:

- 43 1. The candidate must present a record of original research or scholarship in recognized,  
44 peer-reviewed publications of national or international scope. An average publication rate  
45 of more than one peer-reviewed publication per year is encouraged, with the

1 understanding that this may vary by discipline. The quality of all research, whatever its  
2 nature, quantity, or format is the single most important factor in the evaluation of research.

3 2. There must be an independent assessment of the significance and quality of the published  
4 research obtained through external peer review letters. The overall external review must  
5 be construed as positive.

6  
7 3. The candidate must demonstrate the ability to sustain a high quality externally-funded  
8 research program or contracts from government, industrial, or private sources. Evidence  
9 should include a continuous, consistent, record of seeking and obtaining external funding  
10 in amounts sufficient to support the faculty member's research activities.

11  
12 Additional evidence of research and scholarly activity may also include grants and  
13 fellowships received; awards or special recognition for research accomplishments; publications  
14 in abstracts, reports and non-refereed books; production of maps and field-guides; articles in  
15 regional journals, or proceedings of meetings; presentations at professional meetings; and other  
16 activities that are evidence of a respected research program.

## 17 18 **2.2 Social Sciences**

19  
20 The candidate for promotion to Professor is expected to have attained national and/or  
21 international recognition and a favorable reputation among peers within a special area of  
22 research and scholarship. More specifically, candidates for Professor should demonstrate  
23 "excellence" in research and productive scholarship by meeting the following criteria:

24  
25 1. The candidate must present a record of original research or scholarship in recognized,  
26 peer-reviewed publications of national or international scope. This research may be  
27 published as a coherent body of research articles (or book chapters), a scholarly  
28 monograph, or some combination of the two. The exact configuration of the publications  
29 should be appropriate given the discipline of the candidate. The quality of all research,  
30 whatever its nature, quantity, or format, is the single most important factor in the  
31 evaluation of research.

32  
33 2. There must be an independent assessment of the significance and quality of the published  
34 research obtained through external peer review letters. The overall external review must  
35 be construed as positive.

36  
37 Additional evidence of a national or international professional reputation may include  
38 grants or fellowships received; invitations to present special seminars, lectures, addresses, or  
39 symposia; authorship of review articles and/or editorship of books or monographs; awards or  
40 special recognition for research accomplishments; receipt of career development awards, senior  
41 faculty fellowships, or grants.

## 2.3. Humanities

The candidate for promotion to Professor is expected to have attained national and/or international recognition and a favorable reputation among peers within a special area of research and scholarship. More specifically, candidates for Professor should demonstrate “excellence” in research and productive scholarship by meeting the following criteria:

1. The candidate must present a record of original research or scholarship in recognized, peer-reviewed publications of national or international scope. This research may be published as a traditional scholarly monograph; a coherent body of substantial research articles (or book chapters); a critical edition or other substantial publications that demonstrate excellence in textual or documentary editing or bibliographical scholarship; a translation of a major work of scholarship or important source materials (with critical apparatus); creative works (including but not limited to, fiction, poetry, stage or screen plays, works of non-fiction prose, documentary films, games); significant digital humanities projects (e.g., databases, documented online depositories of primary and/or secondary sources, etc.); museum exhibits, curatorial products, exhibition scripts, catalogues, and educational programming; historical preservation and cultural resource management projects such as historic resource studies, historic structure reports, etc.; or some combination of any of the above. The exact configuration of the publications should be appropriate given the discipline and research focus of the candidate. The quality of all research, whatever its nature, quantity, or format (e.g. print or digital), is the single most important factor in the evaluation of research.
2. There must be an independent assessment of the significance and quality of the published research and scholarly activity obtained through external peer review letters from scholars in the candidate’s discipline or field of study. The overall external review must be construed as positive.

Additional evidence of research and scholarly activity may also include awards or special recognition for research accomplishments; receipt of career development awards, senior faculty fellowships or grants; edited anthologies, journals, or published volumes comprised of the work of other scholars, including online editions; grants or fellowships received; oral history and community history projects; material culture object research; contract research reports, policy white papers, consulting projects; archival administration projects or finding aids; publications in un-referred articles or books; proceedings of meetings; notes in scholarly journals; un-refereed articles or books; reviews of artistic or scholarly productions (e.g., books, plays, films, exhibits, etc.); dissemination of scholarship in the popular or online press including op-ed pieces, blogs, etc.; presentations at professional meetings (separated into invited and submitted); and other activities that are evidence of a respected research program.

## 3. Teaching and Educational Activity

The transmission of knowledge in a university is accomplished through formal teaching and other means of communication. Candidates for tenure and/or promotion to Professor are

1 expected to be effective teachers demonstrating a record of teaching that is at least “Excellent.”  
2 As is also true of a “Good” teacher (see above II, A, 3), an “Excellent” teacher can also be  
3 defined as “one whose classes display clarity and rigor, are taught at an appropriate level, and  
4 motivate students to learn, and show clear evidence of the candidate’s ongoing commitment to  
5 achieving excellence in teaching.” In addition, however, the record of an “Excellent” teacher  
6 testifies to consistently high-quality standards and pedagogical dedication. Furthermore,  
7 candidates for Professor are expected to have a clear record of positive contribution to the  
8 educational function of the SEOE. The SEOE will determine the quality of teaching by  
9 considering peer evaluations (including class observations) and student evaluations conducted  
10 periodically throughout the faculty member’s tenure-track or tenured appointment at the  
11 university, and by examining other materials or information provided by the candidate.  
12 Continued efforts to improve teaching effectiveness are essential.

13  
14 **Additional but not requisite, evidence of instruction-related activity includes:**

- 15  
16 1. Supervision of graduate students in research-related activities as Ph.D. dissertation advisor  
17 and/or MS or MA thesis advisor, or supervision of post-doctoral fellows. (Since the  
18 ability to supervise graduate students within the SEOE will differ depending on the  
19 discipline of the faculty member, that activity is listed here under “additional, but not  
20 requisite.” However, those faculty members in disciplines with active, large graduate  
21 programs are expected to participate in the supervision of graduate students or to show  
22 why that participation was not feasible. Participation as a member of Ph.D., MS, or MA  
23 committees is also evidence of contributions to graduate research and thus to instruction-  
24 related activity.)
- 25  
26 2. Participation in course organization and curriculum development.
- 27  
28 3. Organization of programs to improve the quality of undergraduate and/or graduate  
29 instruction, particularly when externally funded.
- 30  
31 4. Authorship or development of instructional materials for use within the school or across  
32 the profession including books, manuals, audio/visual aids, internet-based and/or  
33 computer-based instructional materials.
- 34  
35 5. Organization of and/or participation in formal and informal school seminars, student clubs  
36 or field trips, etc.
- 37  
38 6. Direction of undergraduate independent study, senior thesis, or research.
- 39  
40 7. Organization of and/or participation in outreach efforts.
- 41  
42 8. Contributions to the South Carolina Honors College educational activities.

43  
44 **Furthermore, candidates for promotion to Professor may provide other materials or**  
45 **information as a way of demonstrating effective teaching including, but not limited to**  
46 **the following:**  
47

- 1 1. Teaching awards or other formal recognition of teaching.
- 2
- 3 2. A teaching portfolio, which may include a statement of teaching philosophy, additional
- 4 peer teaching observations (not mandatory), reading lists, examinations, and samples of
- 5 student work.
- 6
- 7 3. Involvement as a teacher, curriculum developer, or administrator in the graduate program,
- 8 including formulating and grading masters- and doctoral level comprehensive exams.
- 9
- 10 4. Student letters unsolicited by the candidate.
- 11
- 12 5. Involvement of undergraduate or graduate students in joint research projects.
- 13
- 14 6. Innovations in teaching and curriculum development, such as implementation of new
- 15 courses, programs, or technologies.
- 16
- 17 7. Mentoring of students and student groups at the undergraduate and graduate level
- 18
- 19 8. Participation in the Center for Teaching Excellence and in other pedagogical initiatives.
- 20
- 21 9. Demonstrations of a positive impact on the teaching and curriculum development of
- 22 colleagues in the profession
- 23
- 24 10. Any other relevant information the candidate offers to indicate his or her expertise as a
- 25 teacher.
- 26

27 Candidates are not expected to offer materials in every category listed above, nor are the  
28 lists intended to be exhaustive. Rather, they illustrate the diversity of accomplishments and  
29 materials that the Tenure and Promotion Committee reviews in reaching a decision about the  
30 “Excellent” quality of the candidate’s teaching.

31

#### 32 **4. Service**

33

34 Faculty at the level of Professor in the SEOE are expected to provide leadership through  
35 their service to the school, the university, the state and local community, and the national and  
36 international professional community at large. Candidates for promotion to Professor should  
37 have a service record that is minimally “Good”, which demonstrates a willingness and ability to  
38 contribute to the advancement of the university and to enhance its positive role in the community  
39 and the profession as requested. Appropriate examples of service commensurate with  
40 professorial rank might include but are not limited to

41

42 Within the University...

43

- 44 1. Appointment or election as chair or member of university-wide committees or service in
- 45 the Faculty Senate.

- 1       2. Active leadership within the SEOE and/or secondary unit through participation (as chair
- 2       or member) of important committees (e.g., search committees, etc.), special projects or
- 3       study groups, coordinating committees for professional meetings, etc.
- 4       3. Appointment to and effective performance in both compensated and non-compensated
- 5       administrative posts within the department, college or university. (NOTE: in no instance
- 6       will promotion to Professor be based primarily upon administrative service or position.)
- 7
- 8       Within the community. . . .
- 9
- 10      1. Service on public advisory panels, boards or workshops.
- 11      2. Election to office or selection for special recognition by civic organizations.
- 12      3. Participation in consulting services, whether compensated or not.
- 13      4. Contribution of professional service to media as a professional consultant, or broadcast or
- 14      telecast participant.
- 15      5. Participation in public educational activities.
- 16
- 17      Within the profession...
- 18
- 19      1. Editing or serving on the review boards of professional journals.
- 20      2. Serving as an officer in professional organizations.
- 21      3. Serving as a member of grant panels or editorial review boards.
- 22      4. Organizing symposia, conferences, etc.
- 23      5. Serving as a consultant to professional organizations, government task forces, non-profit
- 24      organizations, etc.

Approved by the tenured faculty of the School of the Earth, Ocean and Environment on October 19, 2015. The vote was a secret ballot, with 12 yes - 5 no among tenured faculty with tenure homes in the Dept. of Earth and Ocean Sciences, and 6 yes – 0 no, with 3 not voting among tenured faculty with joint appointments involving MOUs in either the Marine Sciences Program or the Environment and Sustainability Program but with tenure homes outside of the SEOE.