NUMBER: ACAF   7.07

SECTION: Academic Affairs

SUBJECT: Unit Criteria

DATE: September 30, 2010

Policy for: USC Upstate
Procedure for: USC Upstate
Authorized by: Dr. Marsha Dowell
Issued by: Academic Affairs

I.   Policy

Each academic unit has a published Unit Criteria to be used as a guide in the promotion and tenure process and is specific to the academic unit. These Unit Criteria provide definitions for effective teaching, scholarship and service for the academic unit but should not conflict or violate the definitions as approved for the FACULTY MANUAL.

II.   Procedure

A.   When changes occur within an academic unit that relate to the information contained within the unit criteria or if changes are made to the FACULTY MANUAL that affect the unit criteria, the published unit criteria should be revised or updated.

1.   The particular academic unit decides the method they will use to change the unit criteria. Some units may have an Adhoc Committee to prepare a draft proposal or the unit's Peer Review Committee may prepare a draft criteria proposal. Whatever the process used, the draft unit criteria is submitted to the faculty of the academic unit for review, discussion and voting. The draft may be revised several times before final approval by the unit.

a.   Academic Units within the College of Arts and Sciences may submit their draft to the Dean for review and suggestions.

2.   Once approved by the academic unit, the Unit Criteria is sent to the Promotion and Tenure Committee for review. This committee reviews the draft, makes suggestions if needed and sends the document back to the academic unit.

a.   The Promotion and Tenure Committee may submit the draft criteria to the Senior Vice Chancellor for review and information.

3.   The faculty of the Academic Unit consider the suggestions of the Promotion and Tenure Committee, and the Senior Vice Chancellor if suggestions are made, and make revisions as they deem appropriate.

4.   Once the Unit Criteria is complete, the academic unit sends a copy electronically to Academic Affairs, sends a copy to Communications for posting on the Faculty Governance webpage and keeps a copy on file for the department.