

Appendix VI: File Review for Promotion and Tenure

- A. Candidate's Responsibilities
 1. Candidates are responsible for submitting an electronic portfolio that thoroughly documents accomplishments as prescribed by the unit criteria and the university promotion and tenure guidelines, according to the prescribed timeline (See Master Review Calendar and P&T Website)
 2. Candidates should meet with the PRC Chair to prepare and submit their promotion and tenure file.
 3. Candidates prepare their file according to the promotion and guidelines (See Appendix V: File Preparation).
- B. Peer Review Committee Chair Responsibilities: PRC Chair Duties are indicated in Chapter 5: Faculty Review. The following guidelines elaborate on the recommended relationship between the PRC Chair and the Candidate.
 1. The Chair of the Peer Review Committee works with the Candidate to ensure that the files are in the required format for promotion and tenure review.
 2. During the support and guidance period after the submission of the file, the PRC Chair collaborates with the Candidate to incorporate recommendations of the PRC into the file.
 3. The PRC Chair and the Candidate have joint responsibility for ensuring that Candidate's file is in the required format for promotion and/or tenure review.
 4. All communications between the Peer Review Committee and the Candidate go through the PRC Chair.
 5. At any time before formal deliberation and final vote of the Peer Review Committee, candidates may review and revise their files, except for letters solicited by the Candidate and sent directly to the Chair of the Peer Review Committee. Once the evaluation and deliberation period begins, Candidates cannot revise or add to their files.
- C. Peer Review Committee Member Duties and Responsibilities
 1. Review ethical guidelines of peer reviewing in Chapter 5: Faculty Review.
 2. Review Candidate documents presented in the submitted file and evaluate the effectiveness of the Candidate's accomplishments in teaching/librarianship, scholarship, and creative activities and service. Review recommendations and support letters.
 3. Evaluate file based on the unit criteria and P&T guidelines. Only material present in the file may be considered.
 4. Complete an individual, unsigned copy of the Faculty Review form and submit the form to the Chair for summary and communications with the Candidate.
 5. Vote and electronically sign the voting form.
- II. Chair/Rating Administrator Responsibilities
 - A. In the months prior to file submission, the chair/rating administrator solicits external review letters, collects the external reviewer CV, and completes the Acceptance of Outside Reviewer form.
 - B. Provide the CV and Acceptance of Outside Reviewer form to the PRC Chair prior to the deadline for submitting the file.
 - C. After the PRC Chair finalizes the PRC's recommendation, the Candidate's rating administrator reviews the file, writes a letter assessing the Candidate's qualifications, and makes a recommendation on promotion and/or tenure to be included in the Candidate's summary file.

- D. Notify Candidate of decision in writing, along with an explanation, and provide instructions for optional response letter. The Candidate response must be made in writing to the rating administrator within five working days after receiving notification of their recommendation.
- E. The rating administrator adds the Candidate's response to the file.
- F. Forward file, including the rating administrator's letter of recommendation, to the school or college dean.

III. Procedures for the Dean

- A. Review the file, write a letter assessing the Candidate's qualifications, and make a recommendation on Promotion and/or Tenure to be included in the Candidate's file.
- B. Notify the Candidate and provide instructions for optional response letter from Candidate. The response must be made in writing to the Dean within five working days after receiving notification of their recommendation.
- C. If optional response letter is submitted, add the Candidate's response to the file and forward file to Promotion and Tenure Committee.

IV. Procedures for the Promotion and Tenure Committee

- A. Calendar: The Promotion and Tenure Committee publishes the Master Review Calendar in Spring. The Promotion and Tenure calendar includes deadlines for file submission to the Peer Review Committees and recommendations from Peer Review Committees, Chairs/rating administrators, Deans, the Promotion and Tenure Committee, the Provost, and the Chancellor. This calendar will be consistent with the general calendar in Appendix VII and the calendar maintained on the P&T website.
- B. Confidentiality: Review ethics of reviewing faculty files in Chapter 5: Faculty Review, with special attention to rules of confidentiality and the instruction to limit discussion to material in the file.
- C. Additions to File: Any member of the Committee may introduce in writing any matter into the Candidate's file for consideration, provided the material submitted is given to the Candidate, and the Candidate is allowed to respond in writing at least five working days before the Committee's formal vote on Promotion and/or Tenure. The Chair of the Promotion and Tenure Committee is also responsible for notifying the Committee that additional material has been introduced into the file.
- D. File Review: Once submitted to the Promotion and Tenure Committee, the committee members electronically review all files. Each committee member is assigned individual files to review and discuss. The Chair of the Promotion and Tenure Committee provides committee members a list of candidates to be reviewed and designates the order in which the files will be reviewed. Each file is assigned to a Committee member from an academic unit other than the Candidate's own. The committee member has the responsibility of presenting the designated Candidate's file to the committee; all members must read and be prepared to discuss the file of every Candidate.
- E. File Presentation: When the Committee is ready to deliberate on the Candidate's application, the assigned member presents the Candidate's file, giving the Candidate's name, a summary of the file contents in relation to the unit criteria for Promotion and/or Tenure, and the recommendations of the Peer Review Committee, the rating administrator, and the Dean. The floor is then open for discussion. To vote, there must be eight (8) members present to discuss any candidate or vote. If only eight (8) members are present and a tied vote results, the vote is considered negative.
- F. Voting on File: After the presentation of the Candidate's file and discussion, each Committee member votes and writes a justification for his or her vote. Each vote is taken in the presence

of the full Committee. All Committee votes are confidential. The Chair of P&T will tabulate the votes, synthesize the comments, and upload the votes and summary of the comments. Each member will review the tabulation and affirm the vote tabulation and summary of comments.

- G. Candidate Notification and Optional Response Letter: The P&T Chair notifies the Candidate in writing of the Committee's recommendation and provides instructions for the optional response letter. The candidate does not receive the numerical vote.
 - H. Reconsideration: A candidate may request reconsideration of the Committee's recommendation. The request must be made in writing to the Chair of the Promotion and Tenure Committee within three working days of receiving the Committee's initial recommendation notification. After reconsideration, a candidate may respond in writing to the Committee's second recommendation. Reconsideration of files must be completed five working days before the files' time due to the Provost. After evaluating any request for reconsideration, the Promotion and Tenure Committee adds its final recommendation to the file on the Promotion and Tenure Committee Reconsideration Form for Candidates Requesting Promotion [and/or Tenure].
 - I. Candidate Notification of Reconsideration: The Chair of the Promotion and Tenure Committee notifies the Candidate and the rating administrator and/or Dean. Within three working days, the Candidate may send a written response to the Committee to be uploaded to the eportfolio.
 - J. Upload Materials: The P&T Chair uploads into the file all written responses made by the Candidate and forwards the file to the Provost.
 - K. Announcing Outcome: The Chair of the Promotion and Tenure Committee announces the number of positive recommendations of the Committee for Promotion and/or Tenure in the Committee's Spring Report to the General Faculty.
- V. Procedures for the Provost
- A. The Provost reviews the file and make a recommendation regarding Promotion and/or Tenure. The recommendation is added to the ePortfolio, and the Candidate is notified in writing with an explanation for the decision.
 - B. The Provost notifies candidate of decision with explanation and provides instructions for optional response letter.
 - C. Copies of the Provost's final recommendation are sent to the Candidate, the Candidate's rating administrator and/or Dean, and the Chair of the P&T Committee.
 - D. The Candidate may write a response to be included in the file within three working days of notification of the Provost's recommendation. The Candidate has the option of a personal meeting with the Provost. The Provost then forwards the file to the Chancellor.
- VI. Procedures for the Chancellor
- A. The Chancellor reviews the file and makes a recommendation regarding Promotion and/or Tenure. The recommendation is added to the Candidate's file, and the Candidate is notified in writing with an explanation for the decision
 - B. Candidate Notification and Optional Response Letter instructions
 - C. Copies of the Chancellor's final recommendation are sent to the Candidate, the Candidate's rating administrator and/or Dean, Chair of the Promotion and Tenure Committee, and the Provost and Senior Vice Chancellor for Academic Affairs. The Candidate may write a response to be included in the file within three working days of notification of the Chancellor's recommendation. The Candidate has the option of a personal meeting with the Chancellor. The Chancellor uploads the Candidate's written response to the file.
 - D. If there are differences between the recommendations of the Promotion and Tenure Committee and the Chancellor, the Chancellor meets with the Promotion and Tenure Committee to discuss the differences; the Promotion and Tenure Committee may add to the Candidate's

- file a written response addressing the Chancellor's recommendations before the Chancellor forwards a recommendation to the President.
- E. No later than March, the entire electronic portfolio (summary documents and supporting materials, including all recommendations and responses), is sent to the President of the University, who sends a recommendation to the Board of Trustees. The President informs the Chancellor of this recommendation to the Board of Trustees. The President of the University of South Carolina and the Board of Trustees make the ultimate decision regarding all faculty requests for Promotion and/or Tenure.
 - F. The President notifies, in writing, candidates who have not been recommended. In the event of a negative recommendation by the President, the Candidate may appeal the recommendation to the USC Upstate Faculty Welfare Committee. Such appeal shall follow the published grievance procedures Chapter 6. The President of the University makes the final decision concerning a grievance.
 - G. The Chancellor reviews the file and makes a recommendation regarding Promotion and/or Tenure. The recommendation is added to the Candidate's file, and the Candidate is notified in writing with an explanation for the decision
 - H. Candidate Notification and Optional Response Letter instructions
 - I. Copies of the Chancellor's final recommendation are sent to the Candidate, the Candidate's rating administrator and/or Dean, Chair of the Promotion and Tenure Committee, and the Provost and Senior Vice Chancellor for Academic Affairs. The Candidate may write a response to be included in the file within three working days of notification of the Chancellor's recommendation. The Candidate has the option of a personal meeting with the Chancellor. The Chancellor uploads the Candidate's written response to the file.
 - J. If the Chancellor's recommendations vary from those of the Promotion and Tenure Committee, the Committee may add to the Candidate's file a written response addressing the Chancellor's recommendations.
 - K. No later than March, the entire electronic files (summary and supporting documents), including all recommendations and responses, are sent to the President of the University, who sends his/her recommendation to the Board of Trustees. The President informs the Chancellor of his/her recommendation to the Board of Trustees. The President of the University of South Carolina and the Board of Trustees make the ultimate decision regarding all faculty requests for Promotion and/or Tenure.
 - L. The President notifies, in writing, candidates who have not been recommended. In the event of a negative recommendation by the President, the Candidate may appeal the recommendation to the USC Upstate Faculty Welfare Committee. Such appeal shall follow the published grievance procedures Chapter 6. The President of the University makes the final decision concerning a grievance.