

**Proposed Revisions to the USC Faculty Manual  
 Secondary Unit Procedures for Tenure and Promotion  
 University Committee on Tenure and Promotion / Faculty Advisory Committee  
 University of South Carolina  
 March 2012**

**Rationale for Proposed Revisions**

- Currently no provision for review and approval of secondary unit procedures for tenure and promotion beyond the secondary unit.
- Provisions for documentation of secondary unit procedures are not amenable to review.
- MOUs for jointly appointed faculty inappropriate for establishing terms of secondary unit procedures for tenure and promotion.

**Summary of Proposed Revisions**

- Establishes that secondary unit procedures must be established in a written document expressly for that purpose, not unlike primary unit tenure and promotion criteria and procedures.
- Provides for periodic review of secondary unit procedures similar to primary unit criteria and procedures, with final approval by the University Committee on Tenure and Promotion.

**Chapter 2 – Regulations and Policies  
 Criteria and Procedures for Promotion and Tenure  
 Faculty with Joint Appointments (page 25-26)**

Current	Proposed
<p><b>Faculty with Joint Appointments.</b> The criteria for granting tenure or promotion to a jointly appointed faculty member shall be those of the primary unit. For faculty holding joint appointments, each secondary unit must be given an opportunity to propose outside evaluators and to comment on evaluators proposed by the primary unit. Primary and secondary units should work together to obtain a suitable, representative group of evaluators. In any event, an evaluation must be solicited from at least one evaluator nominated or approved by each secondary unit.</p> <p>Any department or program that is the secondary unit for one or more faculty members with joint appointments must have in effect a written statement of procedures by which the views of all faculty eligible to</p>	<p><b>Faculty with Joint Appointments.</b> The criteria for granting tenure or promotion to a jointly appointed faculty member shall be those of the primary unit. For faculty holding joint appointments, each secondary unit must be given an opportunity to propose outside evaluators and to comment on evaluators proposed by the primary unit. Primary and secondary units should work together to obtain a suitable <del>and</del> representative group of evaluators. <del>In any event, a</del> An evaluation must be solicited from at least one evaluator nominated or approved by each secondary unit.</p> <p>Any department or program that is the secondary unit for one or more faculty members with joint appointments must have in effect a written statement of procedures.</p>

participate in evaluation of the candidate will be solicited and provided for inclusion in the candidate's file. This procedure can be as simple as a summary of faculty comments. The written statement of procedures may be included in the unit criteria, in faculty by-laws, in another document adopted by or with the approval of the affected faculty, or in a memorandum of understanding (MOU) approved as provided below.

Any department that is the primary unit for one or more faculty members with joint appointments must include in its criteria, or in a memorandum of understanding approved as provided below, processes for (1) involving each secondary department or program in the selection of outside evaluators; (2) making the candidate's file available to eligible faculty of each secondary unit; and (3) obtaining formal input from the eligible faculty of each secondary unit and placing it in the candidate's file at least five working days prior to the unit's vote on the application.

The memorandum of understanding (MOU) should include (1) identification of the tenuring unit; (2) teaching load and split of teaching load between the primary and secondary units; (3) formula and criteria for sharing indirect cost return (IDCR) among the units; and (4) service responsibility load and split between the units. The MOU should include signatures of the jointly appointed faculty member, the unit heads of the primary and secondary units, the deans of the colleges in the units reside, and the provost. The teaching load for a joint appointment should not be greater than for a faculty member of the same rank in the primary unit. The service load for a joint appointment should be comparable to normal service load of a faculty member of the same rank in the primary unit.

which must be approved by the University Committee on Tenure and Promotion, and by which the views of all faculty eligible to participate in evaluation of the candidate will be solicited and provided for inclusion in the candidate's file. In cases in which the secondary unit does not achieve consensus regarding a file, the secondary unit may submit two letters for inclusion in the candidate's file: A majority and a minority report.

~~This procedure can be as simple as a summary of faculty comments. The written statement of procedures may be included in the unit criteria, in faculty by-laws, in another document adopted by or with the approval of the affected faculty, or in a memorandum of understanding (MOU) approved as provided below.~~

Any department that is the primary unit for one or more faculty members with joint appointments must include in its criteria, ~~or in a memorandum of understanding approved as provided below,~~ processes for (1) involving each secondary department or program in the selection of outside evaluators; (2) making the candidate's file available to eligible faculty of each secondary unit; and (3) obtaining formal input from the eligible faculty of each secondary unit and placing it in the candidate's file at least five working days prior to the unit's vote on the application. Faculty who are members of both the primary and secondary unit can only vote in the primary unit.

The ~~A~~ memorandum of understanding (MOU) must be in place for all faculty members holding joint appointments. The MOU should include (1) identification of the tenuring unit; (2) teaching load and split of teaching load between the primary and secondary units; (3) formula and criteria for sharing indirect cost return (IDCR) among the units; and (4) service responsibility load and split between the units. The MOU should include signatures

	<p>of the jointly appointed faculty member, the unit heads of the primary and secondary units, the deans of the colleges in the units reside, and the provost. The teaching load for a joint appointment should not be greater than for a faculty member of the same rank in the primary unit. The service load for a joint appointment should be comparable to normal service load of a faculty member of the same rank in the primary unit. <a href="#">The MOU should be included in the candidate's file.</a></p>
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**Chapter 2 – Regulations and Policies**

**Criteria and Procedures for Promotion and Tenure**

**Other Matters to Be Addressed in Unit Criteria (page 26)**

<p><b>Other Matters to Be Addressed in Unit Criteria.</b> Unit criteria and procedures must specify (1) whether candidates for faculty appointments may be recommended for tenure on appointment, (2) whether an abstention vote counts towards the total votes for the candidate in determining the existence of a majority vote, (3) whether time and accomplishments in a faculty position at another educational institution may be considered in evaluating a candidate for tenure or promotion, and (4) whether there is a required minimum time of service at USC for faculty hired from another institution to be considered for tenure or promotion.</p> <p>In addition, unit criteria should describe any discipline-specific practices that may affect the weight given to the applicant's publications or activities. Examples include: practices regarding the order in which co-authors are listed on publications with multiple authors; practices regarding the identification of PI's (principal investigators) and co-PI's on grants; which faculty are expected to supervise Ph.D. students; the significance of electronic publications in the discipline; and situations when teaching is not expected, such as receipt of NIH K grants or other grants that restrict teaching.</p>	<p><b>Other Matters to Be Addressed in Unit Criteria <u>and Secondary Unit Procedures.</u></b> <a href="#">The primary Unit-unit's</a> criteria and procedures <a href="#">and the secondary unit's procedures</a> must specify <a href="#">whether</a> (1) <del>whether</del> candidates for faculty appointments may be recommended for tenure on appointment, (2) <del>whether</del> an abstention vote counts towards the total votes for the candidate in determining the existence of a majority vote, (3) <del>whether</del> time and accomplishments in a faculty position at another educational institution may be considered in evaluating a candidate for tenure or promotion, and (4) <del>whether</del> there is a required minimum time of service at USC for faculty hired from another institution to be considered for tenure or promotion.</p> <p>In addition, unit criteria should describe any discipline-specific practices that may affect the weight given to the applicant's publications or activities. Examples include: practices regarding the order in which co-authors are listed on publications with multiple authors; practices regarding the identification of PI's (principal investigators) and co-PI's on grants; which faculty are expected to supervise Ph.D. students; the significance of electronic publications in the discipline; and situations when teaching is not expected, such as receipt</p>
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**Chapter 2 – Regulations and Policies**  
**Criteria and Procedures for Promotion and Tenure**  
**Procedures for Approval of Criteria (page 26-27)**

<p><b>Procedures for Approval of Criteria.</b> Existing criteria and procedures shall be submitted for periodic review on a rotating basis as determined by the provost. Each unit shall submit its proposed tenure and promotions criteria and procedures through the dean to the provost, who shall forward the proposed criteria and procedures to the UCTP along with his or her comments.</p> <p>If the UCTP finds that the proposed criteria and procedures are consistent with the guidelines in the Faculty Manual and the guidelines published by the UCTP and that they are sufficiently clear, the UCTP shall approve the criteria and procedures, which then become effective on the next tenure start date , August 15 or January 1 next occurring, unless otherwise specified. The decision of the UCTP should be conveyed to the unit within 120 academic days after the UCTP receives the proposed criteria and procedures. An “academic day” is a week day during the nine-month period when the university is in session.</p> <p>If the UCTP disapproves the proposed unit criteria and procedures, it shall return them to the unit with an explanation of the deficiencies. The unit shall then revise its proposed criteria or procedures and resubmit them to the UCTP within 60 academic days. If the unit and the UCTP are unable to reach agreement or if revised criteria are not timely received by the UCTP, the chair of the UCTP or his or her designee shall convene a meeting of representatives of the unit, of the</p>	<p><b>Procedures for Approval of Criteria <u>and Secondary Unit Procedures.</u></b> <del>Existing Each primary unit shall submit its</del> criteria and procedures <del>shall be submitted</del> <u>and each secondary unit shall submit its procedures</u> for periodic review on a rotating basis as determined by the provost. Each <u>primary</u> unit shall submit its proposed tenure and promotions criteria and procedures <u>and each secondary unit shall submit its procedures</u> through the dean to the provost, who shall forward the proposed criteria and procedures to the <u>University Committee on Tenure and Promotion</u> along with his or her comments.</p> <p>If the <u>University Committee on Tenure and Promotion</u> finds that the proposed criteria and procedures are consistent with the guidelines in the Faculty Manual and the guidelines published by the <u>University Committee on Tenure and Promotion</u>, and that they are sufficiently clear, <u>then</u> the <u>University Committee on Tenure and Promotion</u> shall approve the criteria and procedures, which then become effective on the next tenure start date , August 15 or January 1 next occurring, unless otherwise specified. The decision of the <u>University Committee on Tenure and Promotion</u> should be conveyed to the unit within 120 academic days after the <u>University Committee on Tenure and Promotion</u> receives the proposed criteria and procedures. An “academic day” is a week day during the nine-month period when the university is in session.</p> <p>If the <u>University Committee on Tenure and</u></p>
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UCTP, and of the Provost's Office to attempt to resolve the issues on which the unit and the UCTP are in conflict. The Provost's Office will endeavor to resolve through mediation any differences remaining after the meeting. Any disagreements that cannot be resolved through mediation will be resolved by an ad hoc committee composed of those members of the Faculty Advisory Committee who are tenured full professors and members of the Grievance Committee. If necessary in order to comprise a committee of at least five persons, the President of the Faculty Senate shall appoint one or more additional tenured full professors to the ad hoc committee. In resolving the disagreement, the ad hoc committee shall consult with the unit, the UCTP, and the provost.

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