

**USC - COLUMBIA**

**CANDIDATE'S NAME:** \_\_\_\_\_

**COLLEGE:** \_\_\_\_\_

**DEPARTMENT:** \_\_\_\_\_

**ACTION REQUESTED BY CANDIDATE:** \_\_\_\_\_  
**(I.E., TENURE; PROMOTION TO A GIVEN RANK)**

**THIS SIGNED SHEET IS TO BE BOUND INTO THE TENURE/PROMOTION  
FILE IMMEDIATELY BEFORE "TP-1"**

Included inside the front cover of this file is a copy of the unit criteria for tenure and promotion approved by the University Committee on Tenure and Promotion. The candidate's signature below indicates acceptance of these criteria, waiver of any right to the application of other approved unit criteria, and understanding that the criteria herein will serve as the bases for evaluation of the evidence in and accompanying this file. Vote justifications (required) and other recommendations must also be made with reference to these criteria.

\_\_\_\_\_  
**Candidate (Signature)**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Unit Tenure & Promotion Chair (Signature)**

**BIND THIS FILE FROM FRONT TO BACK**

BIND THIS FILE FROM FRONT TO BACK

I. A. VOTING FORM

COLLEGE OF \_\_\_\_\_

Candidate \_\_\_\_\_ Date \_\_\_\_\_

Department \_\_\_\_\_ Present Rank \_\_\_\_\_

Date of first appointment at USC \_\_\_\_\_

Date of present rank at USC \_\_\_\_\_

Tenured? \_\_\_ Yes \_\_\_ No Date \_\_\_\_\_ Decision Year? \_\_\_ Yes \_\_\_ No

Department Recommends:

Candidate Appeals:

Promotion to \_\_\_\_\_

Promotion to \_\_\_\_\_

Tenure at \_\_\_\_\_

Tenure at \_\_\_\_\_

VOTES AND RECOMMENDATIONS

PROMOTION

TENURE

Select Committee (if used) Yes \_\_\_ No \_\_\_ Abstain \_\_\_ Absent \_\_\_ Yes \_\_\_ No \_\_\_ Abstain \_\_\_ Absent \_\_\_

Unit faculty eligible to vote on promotion \_\_\_\* on tenure \_\_\_\*

Faculty Unit Vote Yes \_\_\_ No \_\_\_ Abstain \_\_\_ Absent \_\_\_ Yes \_\_\_ No \_\_\_ Abstain \_\_\_ Absent \_\_\_

Department Chair Yes \_\_\_ No \_\_\_ Abstain \_\_\_ Absent \_\_\_ Yes \_\_\_ No \_\_\_ Abstain \_\_\_ Absent \_\_\_

Dean Yes \_\_\_ No \_\_\_ Abstain \_\_\_ Absent \_\_\_ Yes \_\_\_ No \_\_\_ Abstain \_\_\_ Absent \_\_\_

Provost Yes \_\_\_ No \_\_\_ Abstain \_\_\_ Absent \_\_\_ Yes \_\_\_ No \_\_\_ Abstain \_\_\_ Absent \_\_\_

Tenure & Promotion Panel Yes \_\_\_ No \_\_\_ Abstain \_\_\_ Absent \_\_\_ Yes \_\_\_ No \_\_\_ Abstain \_\_\_ Absent \_\_\_

Tenure & Promotion Committee Yes \_\_\_ No \_\_\_ Abstain \_\_\_ Absent \_\_\_ Yes \_\_\_ No \_\_\_ Abstain \_\_\_ Absent \_\_\_

\* IF THE NUMBER OF THOSE ELIGIBLE TO VOTE DOES NOT COINCIDE WITH THE NUMBER OF VOTES CAST, LIST THE NAMES OF THOSE ELIGIBLE WHO DID NOT VOTE AND THE REASON FOR FAILURE TO VOTE:

NAME \_\_\_\_\_ REASON \_\_\_\_\_

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\_\_\_\_\_

I.B. LIST OF ALL SUPPORTING MATERIAL SUBMITTED BY THE CANDIDATE

(Note that this is a list only. Actual reprints, exhibits, etc. should be separately bound or boxed.)

II. CURRICULUM VITAE

A. PERSONAL DATA

1. NAME

2. EDUCATION HISTORY

College/University

Major

Dates

Degree

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3. EMPLOYMENT HISTORY (Reverse chronological listing starting with present position)

Dates

Firm/Institution

Rank/Position

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**II.A. PERSONAL DATA (continued)**

**4. HONORS AND AWARDS**

**5. NAMES AND PROFESSIONAL AFFILIATIONS OF OUTSIDE REFEREES**

**a. Referees (names and professional affiliations) chosen by unit.**

**b. Referees (names and professional affiliations) chosen by candidate.**

II.C TEACHING HISTORY

1. RESEARCH SUPERVISION:

a. Post-doctoral Research Programs. (Give names and dates of all post-doctoral associates, including titles of research programs.)

b. Supervision of Doctoral Programs. (Give names of all current Doctoral candidates, students who have completed Doctoral degrees under the candidate's supervision, titles of dissertations and completion dates.)

Do not include membership on committees.

II.C.1 RESEARCH SUPERVISION (continued)

- c. Supervision of Masters Research Programs. (Give names of all current master's candidates, students who have completed masters degrees under the candidate's supervision, titles of theses and completion dates.)

Do not include membership on committees.

- d. Undergraduate Student Supervision. (Give names of all current and past such undergraduates, including titles of research projects and dates.)

Do not include member ship on committees.

- e. Other Research Supervision.

Do not include membership on committees.

**II.C.2 TEACHER EVALUATION**

- a. Since student evaluation forms are sometimes difficult to interpret, a summary provided by the department or college is particularly useful. Such summaries should be included here, signed by the person who summarizes the data.
- b. Following this page should be placed peer evaluations which pertain solely to classroom visits and performance evaluations.
- c. Copies of computer printouts and other evaluations by students may be placed in the supporting file if summaries are used. (See "a" above.)

**NOTE:** The candidate should retain originals or copies of everything which he/she places in this binder.



3. **LIST OF ABSTRACTS AND UNREFEREED PUBLICATIONS:** (Give complete bibliographical information: title, author [s], publisher, place, date, page numbers.)

**II.D.4 LIST OF SCHOLARLY EXHIBITS AND PERFORMANCES IN THE ARTS**

(Include dates and places. This should be a list only.)

**II.D.5 OTHER SCHOLARLY ACTIVITIES**

a. LIST OF PUBLICATIONS SUBMITTED OR UNDER REVIEW: (List only\*)

b. LIST OF PAPERS PRESENTED AT PROFESSIONAL MEETINGS: (Please indicate whether the paper was invited or contributed) (List only\*)

c. SEMINARS: (Title, Place, Date)

\*Remember that all supporting materials are to be placed in the appendices bound or boxed separately (not to be included in this binder)

**II.D.5 OTHER SCHOLARLY ACTIVITIES (continued)**

d. **LIST OF BOOK REVIEWS: (Complete bibliographical information)**  
**(List only\*)**

e. **LIST OF GRANT PROPOSALS SUBMITTED IN LAST THREE YEARS: (List agency, title of proposal, amount, duration, co-authors and status (funded; approved; pending; not funded))**

**\*Remember that all supporting materials are to be placed in the appendices or boxed separately (not to be included in this binder)**

**II.D.5 OTHER SCHOLARLY ACTIVITIES (continued)**

**f & g. MANUSCRIPTS AND PROPOSALS REVIEWED OR REFEREED:** (Candidates may list the titles of manuscripts they have reviewed/refereed and the names of the journals or books. Also, candidates may list the titles of proposals which they have reviewed/refereed and the names of the agencies.)

**h. OTHER CONSULTING, REVIEW PANELS, ETC.:**

**II.E. PROFESSIONAL AND PUBLIC SERVICE**

**1. (Advisory and consulting services to private and government agencies)**

<u>Dates</u>	<u>Agency</u>	<u>Nature of Services</u>	<u>Recompense</u>	<u>Part of</u> released time, etc.) If none, write "none"
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**II.E.2 CLINICAL ACTIVITIES**

**(Supervision of interns, externs, residents; delivery of services, etc. State whether there was released time or other recompense for these activities over and above University salary.)**

**II.E.3 UNIVERSITY AND COMMUNITY SERVICES**

(State whether services were paid; released time granted; part of assigned duties)

**a. ADMINISTRATIVE AND COMMITTEE DUTIES**

<u>Dates</u>	<u>Duties/Service</u>	<u>Recompense</u>	<u>Part of released time, etc.) If none, write "none"</u>
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**b. COMMUNITY: (Local, state, national, international)**

<u>Dates</u>	<u>Duties/Service</u>	<u>Recompense</u>	<u>Assigned?</u>
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**c. PROFESSIONAL OR LEARNED SOCIETY:**

<u>Dates</u>	<u>Duties/Service</u>	<u>Recompense</u>	<u>Assigned?</u>
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**d. OTHER**

<u>Dates</u>	<u>Duties/Service</u>	<u>Recompense</u>	<u>Assigned?</u>
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**III. FACULTY MEMBER'S PERSONAL STATEMENT (Optional) (add sheets as necessary)**

IV. Insert in the file at this point and in the stated order evaluations of the candidate received by the unit committee and available to the unit members prior to their vote.

A. Letters from outside referees. (List names and specify either “chosen by unit” or “chosen by candidate.”)

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B. Other letters and evaluative material not supplied by the candidate. State source (dean, department chair, correspondent, etc.)

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C. Letters supplied by the candidate. (List names)

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- V. Insert in the file at this point all Ballots and DEPARTMENTAL/COLLEGE VOTE JUSTIFICATIONS. NOTE THAT VOTE JUSTIFICATIONS ARE MANDATORY AND SHOULD ACCOMPANY THE VOTES.

**VI. DEPARTMENT CHAIR'S STATEMENT**

VII. Insert at this point all letters sent directly to the dean:

A. Letters from the unit. (List names.)

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B. Other letters. (List names.)

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C. Where applicable, insert at this point all materials relating to an appeal of a negative unit recommendation.

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**VIII. DEAN'S STATEMENT**

**IX. PROVOST'S STATEMENT**

**UNIVERSITY OF SOUTH CAROLINA**

**Columbia**

**Tenure Ballot**

**Candidate:**

**Unit:**

**Vote on Tenure:** \_\_\_\_\_**Yes**    \_\_\_\_\_**No**    \_\_\_\_\_**Abstain**

**Justification for Tenure Vote:**

**note - By vote of the Board of Trustees, ballot justifications (including abstentions) are mandatory. Without justifications, later reviewers of the file will be unable to relate your vote to the unit's criteria. Use the reverse side of this ballot if necessary. You are also free to send an additional letter justification to the department chair, the dean, or the provost.**

UNIVERSITY OF SOUTH CAROLINA

Columbia

Promotion Ballot

Candidate:

Unit:

Promotion to: Associate Professor

Vote on Promotion: \_\_\_\_\_Yes    \_\_\_\_\_No    \_\_\_\_\_Abstain

Justification for Promotion Vote:

**note - By vote of the Board of Trustees, ballot justifications (including abstentions) are mandatory. Without justifications, later reviewers of the file will be unable to relate your vote to the unit's criteria. Use the reverse side of this ballot if necessary. You are also free to send an additional letter justification to the department chair, the dean, or the provost.**

UNIVERSITY OF SOUTH CAROLINA

Columbia

Promotion Ballot

Candidate:

Unit:

Promotion to: Professor

Vote on Promotion: \_\_\_\_\_Yes    \_\_\_\_\_No    \_\_\_\_\_Abstain

Justification for Promotion Vote:

**note - By vote of the Board of Trustees, ballot justifications (including abstentions) are mandatory. Without justifications, later reviewers of the file will be unable to relate your vote to the unit's criteria. Use the reverse side of this ballot if necessary. You are also free to send an additional letter justification to the department chair, the dean, or the provost.**