

New Faculty Orientation

Tenure & Promotion Information



USC University of
Southern California

Overview

- Values
- Documents
- UCAPT (University Committee on Appointments, Promotions, and Tenure)
- Tenure
- Associate to full Professor
- Some additional guidelines

Values that guide tenure and promotion at USC

- **Excellence**, in research and teaching
- **Integrity**, fair processes
- **Peer review**, faculty input at all levels of the process
- **Holistic assessment**, of research impact, of teaching excellence, and of service to school and profession
- **Open communication**, about promotion processes

Your primary documents

1. **The Faculty Handbook** contains the central faculty policies of the University, developed through shared governance. Amendments are recommended to the President and Provost by the Academic Senate:
<https://policy.usc.edu/faculty-handbook/faculty-handbook/>
2. **The UCAPT Manual** supplements the Faculty Handbook by detailing the appointment, promotion, and tenure processes. In addition to providing guidelines, this manual aims to demystify the faculty promotion and appointment process:
http://faculty.usc.edu/wp-content/uploads/sites/13/2017/09/170420_UCAPT-Manual-2017.pdf

UCAPT

The University Committee on Appointments, Promotions, and Tenure (UCAPT) serves as the ultimate advisory body to the Provost, who retains final authority on behalf of the President for promotion and tenure cases.

UCAPT is made up of accomplished senior faculty who volunteer their time to ensure consistency and fairness, as well as to maintain the upward trajectory of faculty excellence.

UCAPT has 6 disciplinary panels (Arts, Humanities, Clinical Sciences, Life Sciences, Natural Sciences/Engineering, and Social Sciences). There are also Library and Teaching with Distinction panels. If the candidate's work is interdisciplinary, a hybrid panel is created to ensure proper review.

Promotion & UCAPT

Department committees-> School committees-> UCAPT-> Provost Decision

Promotion cases typically follow the above flow.

In more detail: The department submits a promotion dossier to the school, the school submits to Office of Academic and Faculty Affairs by our deadline, it is read for completeness and accuracy and routed to the appropriate UCAPT panel, the panel reviews and meets, they provide their recommendation to the Provost, the Provost decides, a notification is sent to the Dean, the Dean notifies the department chair or the faculty member directly.

UCAPT Discussions

These are the general principles that guide UCAPT discussions:

- Quality
- Impact
- Independence
- Trajectory

The primary factors considered in appointment, promotion, and tenure decisions are **excellence and creativity in both scholarly research and teaching**, outstanding performance required in one—almost always research strong performance in the other.

The University values scholars who have made important and original contributions, who have had an impact on their field, and whose work shows a clear arc of intellectual and creative development.

Assistant to Associate (tenure) promotions

- **Research quality, productivity, and impact**
 - Balance may vary by discipline
- **Teaching excellence**
 - Development of excellence over time is considered
- **Demonstrated service in the department, university, and/or field**

Tenure case advice

Be proactive about mentorship:

- Your Department Chair and Dean of Faculty are your first stops to discuss your discipline's standards as well as your personal goals for tenure
- Don't be afraid to approach senior faculty within or outside your department to discuss their journey; but also keep in mind generational differences when it comes to tenure and tenure review
- It would be wise to seek advice about establishing your reputation outside of USC

Tenure case advice

Think about yourself situated within a group of peers:

Tenure expectations vary by field so your accomplishments will be considered in context...

- It's important to consider your disciplinary peers and what they are accomplishing

Tenure case advice

Take advantage of the mid-probationary review to draft documents and assess your progress:

- Draft your personal statement(s) and seek feedback, be sure to describe your work for those outside your specific field of expertise
- Be proactive about asking questions and making plans/setting goals with your Chair and/or Dean of Faculty or other senior faculty mentors during this time

Associate to Professor promotions

- **Research impact**
- **Teaching excellence**
- **Demonstrated service and leadership in the university and field**
- **National and international status is considered:**
 - Awards and national org memberships
 - Conferences, translations, collaborations across borders

Associate to Professor promotions

- **Advanced mentorship is considered:**
 - Graduate student mentorship, how have they progressed or placed
 - Postdoctoral scholar mentorship
 - Junior faculty mentorship
- **Advanced service is considered:**
 - Service to profession on editorial boards or other org leadership roles
 - Conference organization and/or programming review roles
 - Service to department and school in committee or department leadership positions (DGS, DUGS, Chair positions, etc)

Some additional UCAPT guidelines

- Candidates whose dossiers are submitted at the same time **are not compared to one another**; each case is considered individually and in relation to the professional profile the dossier contents outline
- When the various committees at the department, school, or UCAPT level vote, there's **no need for unanimous vote** in order for promotions to be advanced
- Schools and departments **do not base teaching effectiveness solely on student evaluations**; we encourage holistic review through classroom visitation, syllabus review, etc. UCAPT recognizes different modalities of teaching, including PhD mentoring, undergraduate lecture, art studios, lab direction, clinical rounds...

For more details...

In addition to the detailed information and criteria found in the Faculty Handbook and UCAPT Manual, the Office of Academic and Faculty Affairs offers **UCAPT workshops for tenure-track faculty** in fall and spring semesters, so be on the lookout for those announcements.

Advice for tenure-track faculty can also be found on the **USC Faculty Portal**:
https://faculty.usc.edu/apt/tt_faculty/#tpt

Questions?