

University of South Carolina
College of Nursing
Promotion and Tenure Criteria

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PROVOST

The tables attached attempt to delineate the role expectations in each of the major College and University missions—teaching, scholarship, and service—for each academic rank. The categories, however, are not discrete. In evaluating performance, it is necessary to consider the amount of time spent in rank and the evidence of progress toward the type of activity appropriate to the next rank. In evaluating overall performance, all faculty are expected to present evidence of competent teaching and all faculty are expected to document activity in each of the three major areas of evaluation. Limited emphasis in one of the three areas may be compensated for by evidence of superior accomplishment (beyond the criteria) in another category.

As members of a professional discipline, nursing faculty are expected to document involvement in clinical activity appropriate to rank and academic preparation. Faculty who are not nurses should be able to document the appropriate substitute activity. Involvement in clinical practice may be primarily confined to one of the three major areas of responsibility (e.g., service) or it may be integrated into many of the faculty member's activities.

The philosophy of the College of Nursing shall be to encourage faculty to meet the criteria for promotion at the earliest possible opportunity. Persons who are new to the academic role, however, will normally require about three years to establish credentials as a teacher. In the matter of tenure, the College follows the philosophy of the University in viewing durability of performance as an important consideration. Therefore, tenure will not normally be awarded prior to the completion of the probationary period or to persons below the rank of associate professor. Exceptions may be made for person with prior teaching experience who clearly exceed the criteria in all categories and who have served in a probationary period at this University for a minimum of two years. Such exceptional persons would normally have been appointed at the rank of associate professor or professor.

University Committee on Tenure and Promotions, April 20, 1994.
Approved by College of Nursing ATP Committee, May 4, 1992.

Criteria for Appointment

Assistant Professor

Associate Professor

Professor

Master's Degree in Nursing^a

Doctorate in Nursing or in a Related Field

Evidence of ongoing involvement in nursing practice. May include such activities as direct practice, clinical teaching, administration of nursing practice, clinical research, and clinically-oriented consultation.

At least five years of University teaching experience, with evidence of major responsibility for course development, a history of academic leadership roles, and a history of consistent publication. Meets criteria for rank of associate professor.

A national or international reputation based upon substantial academic experience and research. Qualifications externally and internally evaluated as equivalent to criteria for professor.^b

^a The master's degree in nursing is expected for appointment at all ranks for teachers of nursing. Exceptions may be made in cases of persons who are appointed for responsibilities other than full-time teaching of nursing, in which case the master's degree and/or the doctorate may be in disciplines appropriate to the assigned responsibilities.

^b In the matter of tenure at the point of appointment, guidelines in the U.S.C Policies and Procedures Manual will be followed.

Criteria for Rank and or Promotion to Rank

Teaching

Teaching is the basic mission of a university and, therefore, all faculty are expected to demonstrate and maintain competence as a teacher.^a Overall evaluation of teaching should take into consideration the teaching history, i.e., the number of courses taught, the type of course, the number of times the faculty member has taught the course, etc. The usual progression might be as designated; however, considerable variability is possible based upon particular interests and talents of faculty. The usual expectation is that the nature of the teaching role changes with increasing rank.

Role Description

Assistant Professor	Associate Professor	Professor
Assumes primary responsibility for course management ^b in classroom and/or clinical courses.	Provides leadership in course and curriculum development. ^d	Provides leadership in course and curriculum development. ^d
Develops courses in consultation with departmental faculty.		
Serves as committee member for graduate research projects. ^e	Serves as member of graduate research committee(s) and provides supervision for graduate research. ^e	Supervises graduate research. ^e Generates student research in area of scholarship. Reputation in area of specialty attracts graduate students and leads to invitations from other universities to serve as consultant or visiting professor.

^a Competence as a Teacher: Effective functioning in the classroom and clinical setting and in the various aspects of course development and management, clinical supervision, student advisement, coordination of courses with the curriculum, and collaboration with other faculty and agency representatives. Competence is evaluated by students, peers, and department chair.

^b Course Management: Plans and organizes the learning experience for an existing theoretical and/or clinical course and/or coordinates a course in collaboration with other faculty and with an awareness of the total curriculum.

^c Research Supervision: Chairman of graduate student research committee. Quality of supervision is evaluated by internal or external review of selected completed projects and by randomly selected evaluations by former graduate research supervisees solicited by the APT committee. Committee chairs will be asked to evaluate the contributions of committee members.

^d Course Development: The planning and organization of a new course or major revision in an existing course.

Criteria for Rank and/or Promotion to Rank

Scholarship

All faculty are expected to participate in scholarly activities appropriate to their academic preparation and rank. Faculty at all ranks are expected to submit a minimum of one paper per year for publication. Individual faculty interests may dictate which additional scholarly activities they choose to pursue; therefore, some variability is possible in the application of the criteria.

Assistant Professor	Associate Professor	Professor
Engages in post-doctoral research.	Has obtained funds or has approved grant(s) to support scholarly activity.	Has obtained funding of research since last promotion.
Publishes ^a on the average at least two articles or the equivalent every three years.	Publishes ^a on the average 3 articles or the equivalent every 3 years.	Publishes ^a regularly and work is acknowledged as contributing significantly to the scholarship of the profession. ^e
Developing area(s) of acknowledged expertise ^b appropriate to specialty.	Recognized beyond College and State in an area of expertise. ^b	Recognized nationally and/or internationally in an area of expertise. ^b
Presents at least one scholarly paper a year at the local, state, or regional level.	Presents two papers a year at state/regional/national/international meetings (or otherwise is in demand for scholarly activity, e.g., research reviewer, editorial board).	Actively engaged in a well-established area of scholarly activity.

Scholarship

- Publishes: Papers published or accepted for publication in a refereed journal. If the scholarly activity was not refereed, expert reviewers support the equivalency. Normally assistant professors are expected to include publication of the dissertation among their publications and associate professors to include post-dissertation research among the publications.
- ^b Area of expertise: An area of content in which the faculty member's consultation is repeatedly sought by other scholars, governmental or professional agencies, etc. or an area in which the faculty member is cited as a reference.
- ^c Contributes to the scholarship of the profession: Assessed by external referees who are experts in the area of scholarship presented by the faculty member and who comment on the quality of the scholarship and the national reputation of the faculty member.

Criteria for Rank and/or Promotion to Rank

Service

It is an expectation that all faculty are productively involved in College and University activities and leadership roles within the College and the Community. The usual progression might be as designated; however, considerable variability is possible based upon particular interests and talents of faculty. The usual expectation is that the nature of the leadership roles changes with increasing rank.

Role Description

Assistant Professor	Associate Professor	Professor
Serves as member of Department/College committees.	Chairs Departmental/College committees. Elected or appointed member of University committees.	Contributes expertise to the development of the Department, College, and University.
Contributes expertise to the community groups.	Contributes expertise through leadership roles in the community, state, and region.	Provides leadership in state, regional, national, and international arenas relevant to nursing.
Participates in professional organizations(s) at the local/state level through election/appointment.	Contributes leadership in one or more professional organizations at the state level or beyond.	

**APT Guidelines for Faculty Review:
Reappointment, Promotion and Tenure**

Level	Materials Due	Notification Deadline	Purpose	Content	Procedure/Process
1 (1st yr. of appointment)	Feb. 1	Mar. 1 (July 1)	Reappointment for following year. Give 3 months' notice of non-reappointment. (Aug./Jan.)	Current CV and evidence of satisfactory performance APT criteria	1) Faculty submits material to dept. chair. 2) Dept. chair reviews in consultation with 3 tenured department faculty. 3) Dept. chair recommends to APT. 4) APT recommends to dean. 5) APT response form is returned to faculty.
2 (2nd yr. of appointment)	Nov. 1	Dec. 15 Apr. 15	Reappointment for following year. One semester notice of non-reappointment. (Aug./Jan.) Performance Evaluation (T&P Criteria)	Self Assessment and supporting data	1) Faculty submits material to APT and dept. chair for review. 2) APT recommends to dean with copy to dept. chair.
3 (2nd yr. of appointment)	March	May 15	Reappointment for following year. One year notice of non-reappointment. (Aug./Jan.) Performance Evaluation	Self Assessment and supporting data	1) Faculty submits material to APT and dept. chair for review. 2) APT recommends to dean with copy to dept. chair.
4 (3rd yr. of appointment)	March	May 15	Reappointment for following year. One year notice of non-reappointment. 3rd year detailed review: Performance Evaluation T&P criteria.	Cumulative file addressing performance for T&P	1) Faculty submits material to APT and dept. chair. 2) Chair submits recommendation to APT. 3) APT reviews file including letter from dept. chair. 4) APT submits recommendation to dean.
5 (Beyond third year of appointment)	March	May 15	Reappointment and performance evaluation	Annual self assessment and supporting data	1) Faculty submits material to APT and dept. chair. 2) APT reviews materials and submits recommendation to dean.
6	Sept.	May	T&P Review	Tenure file (follow T&P guidelines)	See T&P Guidelines
7 And beyond	March	None	Post-tenure performance reviews	Self Assessment and supporting data	1) Faculty submits material to APT and chair. 2) APT reviews all levels below full professor.