MEDICAL UNIVERSITY OF SOUTH CAROLINA

ACADEMIC AFFAIRS FACULTY
Policy, Procedure, and Criteria Guidelines
for Appointment, Promotion, and Tenure (APT)
Adopted May 31, 2018

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Introduction

This document provides criteria and guidelines for appointment, promotion, and tenure of individuals whose primary appointments and roles are in the Academic Affairs Faculty (AAF). The policy for appointment, promotion, and tenure for AAF is consistent with University policy as stated in the MUSC Faculty Handbook (2011). Please refer to the Faculty Handbook or the Chair of AAF for subjects not covered in this document.

Committee for Appointment, Promotion, and Tenure (APT)
Criteria for Committee Membership
The committee consists of six (6) full-time, regular faculty members who hold the rank of assistant professor or above. These six include the following:
- One tenured faculty member from AAF;
- Two faculty members from AAF who hold the rank of associate professor or above;
- One faculty member who may be from outside AAF and should hold the rank of associate professor or higher and preferably be tenured.

Appointment to the Committee
The Chair of AAF appoints members to the committee.

Terms of Appointment
- APT Committee members serve three-year terms, to begin July 1
- Two new members are appointed each year
- Members are allowed a maximum of two consecutive terms (six years)
  - They are eligible for reappointment after a two-year absence
  - Mid-term appointments may be made if necessary and do not affect eligibility to serve two full terms

In cases where there are not sufficient faculty members with tenure or a proscribed rank, these term limits may not apply.

Committee Chair
The Chair of AAF appoints the Chair of the APT Committee, who must be a member of AAF and who serves a one-year term starting on July 1.

Responsibilities of the Committee
The role of the AAF APT Committee is to review candidates seeking appointment, promotion, or tenure. In these responsibilities, the AAF APT Committee serves in an advisory capacity to the Chair of AAF, who forwards candidate dossiers to the APT Committee and answers any questions it may have that are not addressed adequately in the dossier.

Only committee members at or above the rank of the candidate shall be permitted to vote on appointment and promotion. In the case of a tenure application, the Chair of the APT Committee will invite all tenured faculty members in the department to review and vote on the application for tenure. Non-tenured members of the APT committee will not vote.

In the case of initial appointment, the APT Committee reviews the candidate's dossier and makes recommendations regarding appropriate academic rank and, in rare cases, tenure. The Chair of the APT Committee forwards recommendations in writing to the Chair of AAF.

APT Guidelines Review
The AAF APT Committee or another committee appointed by the Chair of AAF will review this document (AAF Policy, Procedure, and Criteria for Appointment, Promotion, and Tenure) every three years.

The AAF APT Committee will consult with faculty about proposed changes, and make recommendations for changes to the Chair of AAF.

The Chair of AAF shall ask department faculty to vote on recommended changes.

The APT Committee shall ensure that the criteria and procedures for appointment, promotion, and tenure are upheld and applied evenly and fairly.

Faculty Tracks

AAF has a two-track system: Tenure and Non-Tenure. At the time of appointment, the Academic Administrator[1] determines the track.

Faculty may switch between tracks one time upon approval of the Academic Administrator and the Chair of AAF.

Faculty Ranks

Regular Faculty Ranks

Instructor (Tenure or Non-Tenure Track)
- Advanced academic degree, generally a master's degree, although demonstrated technical proficiency and experience may serve in lieu of advanced education beyond the baccalaureate degree
- Ability to contribute to the University's academic programs

Assistant Professor (Tenure or Non-Tenure Track)
- An appropriate master's or higher degree
- Strong potential for development as a teacher, scholar, and researcher
- Record of significant teaching, research, or service contributions and demonstrated academic potential

Associate Professor (Tenure or Non-Tenure Track)
- The appropriate terminal degree[2]
- Exemplary service at the rank of assistant professor usually for at least three (3) years at this University, or equivalent service elsewhere
- Demonstrated effectiveness in teaching or related academic educational activities
- Significant scholarly or creative contributions appropriate to the individual's discipline
- Professional recognition[3] at state and regional levels
- Demonstrated promise for continued professional growth and contributions to the University's mission

Professor (Tenure or Non-Tenure Track)
- An appropriate terminal degree[2]
- Exemplary service at the rank of associate professor usually for at least four (4) years at the University, or equivalent service elsewhere
- Demonstrated excellence in and significant contributions to the education, scholarship/research, *and* service missions of the University
- Professional recognition[3] beyond the University

Special Faculty Ranks
Faculty holding special appointments do not have voting privileges and are not eligible for tenure.
Assistant
- This rank usually requires a bachelor's degree and the ability to participate in teaching, research, and/or clinical service.
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Associate
- This rank usually requires at least a non-terminal master's degree or comparable training and experience in an appropriate area.

Modifiers to Faculty Ranks
Visiting (Non-Tenure Track)
- An associated faculty member whose appointment to the faculty is for a limited time and whose responsibilities are important to programs of MUSC.

Adjunct (Non-Tenure Track)
- An associated faculty member whose responsibilities are important, though not extensive, to the regular programs of the University, whose appointment is annual or continuous, and whose activities do not ordinarily involve direct patient contact.

Clinical (Non-Tenure Track)
- An associated faculty member whose responsibilities are important, though usually not extensive, but who may be full-time in the regular programs of the University, whose appointment is annual or continuous, and whose activities for which the appointment is made ordinarily involve direct patient contact.

Research (Non-Tenure Track)
- An associated faculty member whose responsibilities are important to the University, often are full-time but may be part-time, and who has few or no job obligations other than conducting research, often as a member of a research team.

Appointments
Before a faculty position is advertised, the Academic Administrator should submit a letter to the Chair of AAF, including the desired rank and track, as well as a copy of the position description to be advertised. The Chair of AAF will consult with the APT Committee to ensure that the position is suitable for faculty appointment within the department, and that the rank and track are reasonable.

Once a candidate has been identified, the Academic Administrator sends a formal request for appointment to the Chair of AAF. The Chair of AAF then forwards the

appointment dossier to the Chair of the APT Committee. The APT Committee reviews the request and recommends an appropriate rank to Chair of AAF. This review and recommendation should be done before the candidate is offered the position.

Appointment Dossier
The Academic Administrator sends the cover letter and supporting documents to the Chair of AAF. The appointment dossier should include the following required documents.

- Cover letter from the Academic Administrator requesting appointment with specific academic rank and track (tenure/non-tenure);
- Job Description as advertised;
- Current detailed CV;
- Letters of reference obtained during recruitment.

The Chair of AAF forwards these documents to the Chair of the APT Committee.

See Appendix B for a checklist of the required documents.

Promotion
Promotion recognizes achievement and acknowledges that the faculty member is capable of greater accomplishments and responsibilities. The policy of the University is to promote strictly on merit.

Promotion to the rank of associate professor or professor is considered separately from tenure.

Promotion Cycles
The Medical University of South Carolina has two promotion cycles. Promotion takes effect on January 1 or July 1.

Late or incomplete packets will not be considered. Steps are to be completed by the date indicated, as indicated below.

Promotion Cycle 1

November 1
The candidate notifies the Academic Administrator of intention to seek promotion.

December 1
Step 1: The Academic Administrator meets with the Chair of AAF to discuss promotion.
Step 2: After the Academic Administrator and the Chair of AAF meet, the candidate meets with the Chair of AAF to discuss promotion and provides the

names of peers who may write letters of support.

December 15
The candidate submits the complete list of names and mailing addresses for letters of support to the Chair of AAF. The Chair of AAF will formally request letters.

February 1
The candidate submits the dossier to the Chair of AAF.

February 15
The Chair of AAF submits the dossier to the APT Committee.

March 15
The APT Committee completes their review of the dossier and makes recommendation to the Chair of AAF.

April 1
The Chair of AAF forwards recommendation to the Provost. For associate professor and full professor, the Provost sends the recommendation to the MUSC Board of Trustees for approval.

July 1
If approved, promotion takes effect.

Promotion Cycle 2

June 1
The candidate notifies the Academic Administrator of intention to seek promotion.

July 1
Step 1: The Academic Administrator meets with the Chair of AAF to discuss promotion.
Step 2: After the Academic Administrator and the Chair of AAF meet, the candidate meets with the Chair of AAF to discuss promotion and provides the names of peers who may write letters of support.

July 15
The candidate submits the complete list of names and mailing addresses for letters of support to the Chair of AAF. The Chair of AAF will formally request letters.

September 1
The candidate submits the dossier to the Chair of AAF.

September 15
The Chair of AAF submits the dossier to the APT Committee.

October 15
The APT Committee completes their review of the dossier and makes recommendation to the Chair of AAF.

November 1
The Chair of AAF forwards recommendation to the Provost. For associate professor and full professor, the Provost sends the recommendation to the MUSC Board of Trustees for approval.

January 1
If approved, promotion takes effect.

The Chair of AAF will notify the candidate in writing of any action taken in regard to promotion by the Vice President for Academic Affairs and Provost, the President, or where applicable, by the MUSC Board of Trustees.

Promotion Dossier
The promotion dossier should include the following documents.
- A cover letter from the candidate addressed to the Chair of AAF, highlighting achievements in relation to the criteria for the academic rank being sought (see Appendix A)
- An up-to-date curriculum vitae
- At least three letters of support from peers[4]
- Letters of support from students, when applicable
- Examples of teaching/instructional/academic support service and scholarship/ creative productivity (See Appendix A)
- Other materials that support the application
- Completed checklist for Faculty Promotion (Appendix C)

Progression in Rank
Instructor to Assistant Professor
- An appropriate master's or higher degree
- Evidence of contributions to the teaching, research, clinical, and/or service missions of the University beyond the department level, i.e., in other departments or the University at large and/or in the local community.
- Strong potential for continued professional development

Assistant Professor to Associate Professor
- Usually a minimum of 3 years in rank at the Medical University of South Carolina, or equivalent service elsewhere
- An appropriate terminal degree[2]

- Demonstrated effectiveness in teaching or educational service (such as academic support services)
- Significant contributions in the area of scholarly/creative productivity appropriate to the individual's discipline as well as to University and professional service
- Professionally relevant recognition[3] at state and regional levels or beyond
- Demonstrated promise for continued professional growth and contributions to the University's missions

Associate Professor to Professor
- Usually a minimum of 4 years in rank at the Medical University of South Carolina or equivalent service elsewhere
- An appropriate terminal degree[2]
- Exemplary service at the rank of associate professor
- Demonstrated excellence in and significant contributions to the education, scholarship/research, *and* service missions of the University
- Professional[3] or academic reputation extending beyond the University

Tenure
Tenure is considered separately from promotion.

Faculty holding the rank of associate professor or professor are eligible for tenure.

The candidate for tenure must demonstrate significant professional achievement and promise of long-term usefulness to the University in light of the University's mission, goals, programs, and anticipated future needs.

Faculty seeking tenure must demonstrate excellence in at least one area and competence in all other areas, as well as peer recognition and support.

Criteria for Tenure
- Rank of associate professor or professor
- Demonstrated excellence and significant accomplishment in at least one area and competence in others
  - Teaching/instructional/academic support service
  - Scholarship/creative productivity
  - University service
  - Professional/community service
- Promise of long-term usefulness to the University

The timeline for tenure is outlined below. Steps are to be completed by the dates indicated.

If approved, tenure ordinarily takes effect on January 1.

Tenure Cycle

November 15
The candidate notifies their Academic Administrator of intention to seek tenure.

December 15
Step 1: The Academic Administrator meets with the Chair of AAF to discuss tenure.
Step 2: After the Academic Administrator and the Chair of AAF meet, the candidate meets with the Chair of the AAF to discuss tenure and provides the names of peers who may write letters of support.

January 15
The candidate submits the complete list of names and mailing addresses for letters of support to the Chair of AAF. The Chair will request these letters of support.

April 1
The candidate submits the complete dossier to the Chair of AAF.

May 1
The Chair of AAF submits the dossier to the APT Committee. The Chair of the APT Committee then distributes the dossier to tenured departmental faculty, who vote not later than June 15.

July 1
The Chair of the APT Committee forwards the results of the vote to the Chair of AAF.

Third Friday in July
The Chair of AAF forwards recommendation to the Provost.

August 1–October
The Provost sends the packet to the University Tenure Committee (UTC) for consideration. The UTC makes a recommendation to the Provost, who either sends the packet to the Board of Trustees for vote or informs the Chair of AAF that the promotion is denied.

October
The Board of Trustees votes to approve or deny the request for tenure at the October meeting.

January 1
If approved by the Board of Trustees, tenure takes effect.

If the Board of Trustees denies the recommendation for tenure, the Chair of AAF will

notify the faculty candidate in writing of that fact and the rationale for the decision prior to January 1.

Tenure Dossier
The tenure dossier should include the following documents.
- A cover letter from the candidate, addressed to the Chair of AAF, highlighting qualifications, contributions, and potential for continued professional growth and development
- A one-page summary CV
- A current detailed CV
- Six letters of support, at least three of which must be from outside the University
- Letters of support from students, when applicable
- Selective documentation of teaching/instructional/academic support service, scholarship/creative productivity, and university/professional service
- Checklist for Faculty Tenure (Appendix D)

Post-Tenure Review
AAF tenured faculty are subject to post-tenure review in accordance with university policy as published in the MUSC Faculty Handbook 2011 (Section 6.05).

End Notes

[1] The Academic Administrator is the unit head where the position or candidate is employed; for instance, Director of Libraries, Director of CAE, etc.

[2] The terminal degree is determined by the prevailing standards in the faculty member's academic discipline. For example, the master's degree in library or information science from an American Library Association accredited program is the accepted terminal degree for most library faculty. In educational media, the master's degree is generally accepted as the terminal degree. For other disciplines, the appropriate terminal degree may be a doctoral degree in an academic discipline relevant to the individual's area of responsibility.

[3] Professional recognition is recognition by peers in one's own discipline, and possibly by those in other disciplines, for professional contributions. Examples include, but are not limited to, service on professional committees, task forces, review boards and panels, advisory boards, accreditation reviews; consultantships; publications in peer-reviewed journals; professional presentations; funded educational or research projects; invited contributions; professional office holder; and recipient of professional honors and/or awards.

[4] Peers include individuals in the candidate's own discipline/department, other faculty in the University, and professional peers outside the institution. Letters of support should address the candidate's contributions appropriate to the academic rank being sought.

APPENDIX A

FACULTY APT CRITERIA - CATEGORIES AND EXAMPLES

The selected examples provided are intended to serve as guidelines and are not meant to be all-inclusive.

Teaching/instructional/academic support service as evidenced by (selected examples):

- Formal reviews (e.g., annual performance evaluations, appraisals of teaching or academic support service) by the Chair of AAF and/or immediate supervisor
- Evaluation/appraisal by faculty, students, administrators, affiliated professionals, and/or appropriate others
- Documentation of instructional service/educational support provided to faculty to improve teaching and/or students to improve learning
- Leadership/consultation in the design, development and/or use of instructional/educational resources for teaching, research, information systems, and/or clinical practice, in the University and/or externally
- Participation, consultation, and/or leadership in curriculum development, support, or implementation
- Participation, consultation, and/or leadership in interprofessional education, translational efforts, or team science
- Evidence of innovative approaches in academic support services
- Revision of methodologies and services in response to change
- Awards for excellence in or contributions to teaching-learning
- Documentation of formal and informal teaching activities–for example, a teaching portfolio
- Advisement/mentoring of students
- Service on thesis or dissertation committees

Scholarship/creative productivity as evidenced by (selected examples):

- Publications (articles, chapters, books, scholarly reports): peer-reviewed and non-peer-reviewed
- Presentations: peer-reviewed and non-peer-reviewed
- Internally and externally funded education and research projects
- Design and production of innovative educational products and services
- Service on editorial boards, manuscript review panels, study sections, advisory panels, etc.
- Awards/honors for scholarly or creative projects/products

University service as evidenced by (selected examples):

- Service on departmental, college, and university committees, task forces, etc.
- Leadership roles and positions within the University
- Participation in strategic plan and university initiatives

Professional/community service as evidenced by (selected examples):

- Membership in professional associations and community groups appropriate to area of expertise/discipline
- Professional leadership, e.g., elected office, committee service
- Leadership positions or roles within the community appropriate to area of expertise/discipline
- Awards/honors for professional and/or community service
- Provision of community and continuing professional education
- Contributions to policy formation within a professional discipline and/or community
- Participation, consultation, and/or leadership in events, projects, or products promoting community health, and wellness
- Development of information resources (Websites, workshops, posters, exhibits, etc.) promoting community wellness and health

APPENDIX B

CHECKLIST FOR FACULTY APPOINTMENT

Name of candidate _____

_____ Cover letter from Academic Administrator

      _____ Academic rank requested

      _____ Track requested, tenure or non-tenure

_____ Job description as advertised

_____ Current, detailed CV

_____ Letters of reference obtained during recruitment

APPENDIX C

CHECKLIST FOR FACULTY PROMOTION

Name of candidate _____

_____ Candidate's Academic Administrator met with the Chair of AAF

_____ Candidate met with the Chair of AAF

_____ Cover Letter from candidate

_____ Current, detailed CV

_____ 1. Letter of Support, name _____

_____ 2. Letter of Support, name _____

_____ 3. Letter of Support, name _____

_____ Letters of support from students, when applicable

_____ Selective documentation of teaching/instructional/academic support
service, scholarship/creative productivity including specific
examples.

_____ Other materials that support the application

_____ This checklist

APPENDIX D

CHECKLIST FOR FACULTY TENURE

Name of candidate _____

_____ Candidate's Academic Administrator met with the Chair of AAF

_____ Candidate met with the Chair of AAF

_____ Cover Letter from candidate

_____ One- page summary CV

_____ Current, detailed CV

_____ 1. Letter of Support, external

_____ 2. Letter of Support, external

 _____3. Letter of Support, external

_____ 4. Letter of Support, MUSC

_____ 5. Letter of Support, MUSC

_____ 6. Letter of Support, MUSC

_____ Letters of support from students, when applicable

_____ Selective documentation of teaching/instructional/academic support
        service, scholarship/creative productivity

_____ Letter of recommendation from the Chair of AAF

_____ Letter of APT Committee to Chair of AAF

_____ This checklist