

University Tenure Committee Charter



Background

In December of 1983, the Board of Trustees ("Board") of the Medical University of South Carolina (MUSC) approved in principle the separation of rank and tenure. The University Tenure Committee (UTC, "Committee") was subsequently chartered to replace the long-standing University Appointments, Promotions, and Tenure Committee. Appointments and promotions were deleted from the charge since the criteria for faculty rank is formally and appropriately developed and exercised at the college level.

Classification/Terms of Review

This is a university-level standing committee. This charter shall be reviewed annually by the Executive Vice President for Academic Affairs and Provost ("Provost") and updated as necessary.

Formal Charges

The Committee will:

1. Review and advise upon the specific recommendations from each college of faculty proposed for tenure.
2. Periodically review and advise upon university-wide criteria for tenure against which recommendations from the various colleges can be judged.
3. When requested, judge problems referred to the Committee or questions regarding faculty rank.
4. Always act in an advisory capacity to the Provost.

Reporting Channels/Procedures

The Committee reports directly to Provost.

Membership

Total membership shall consist of thirteen (13) tenured faculty with at least one member each from the College of Dental Medicine, College of Health Professions, College of Medicine, College of Nursing, College of Pharmacy, and Basic Sciences. The Provost shall serve ex-officio. All other members shall be appointed for three-year terms with one-third of the Committee rotating each year. No member may serve two consecutive terms except that one-half of the initial appointments will be for one year and these members may succeed themselves once. Specific nominations from rotating members shall be requested as follows four (4) from Faculty Senate, four (4) from the Academic Deans' Council, and four (4) from the Provost, with the rotational basis divided evenly among these appointments. No dean of a college shall serve on the Committee.

Membership Appointment

Membership of the Committee shall be determined by the Provost, who shall periodically review the membership and make adjustments as necessary in writing.

Membership Terms

There will be no substitutes at meetings. Two consecutive no-excused absences at regularly scheduled meetings will necessitate removal from the Committee and the appointment of a replacement. Requests for excuse must be made in writing to the Provost and will be judged by the Committee.

Officers

The Provost shall serve as Chair without vote, except in case of a tie. The Chair may appoint a temporary Chair if necessary for the Committee to meet in the Chair's absence.

Subcommittees

There may be ad hoc, task-oriented subcommittees formed as needed.

Meeting Frequency

The Committee shall meet approximately two weeks prior to each regularly scheduled meeting of the Board and may meet more often as needed, or the Committee may be polled by email or phone.

Notice of Meetings

Written notice will be given following each Board meeting.

Meeting Agenda & Support Materials

An agenda and pertinent supportive materials will accompany the meeting notice and shall be distributed the week prior to each meeting. The Chair reserves the right to present new material at the meeting, but every effort will be made to avoid this practice.

Meeting Minutes

No formal minutes shall be prepared or distributed. A record of actions taken will be kept by the Provost and the appropriate college dean notified.

Annual Report

An annual summary of the work conducted by the Committee will be submitted annually to the President on the general status of tenure in the University and any trends developing in regard to tenure in the academic world.

Staff Support

A staff support person shall be provided by the Chair.

Amendments to this Charter

Any proposed changes shall be reviewed

Should any amendment to this charter be required, proposed amendments shall be reviewed by the faculty and administration before submission for approval to the President. The President will review and recommend any amendments to the Board.

Effective Date

This charter is effective as of September 2001, as amended on March 1, 2002.