

## **USCB TENURE AND PROMOTION FORMS**

Candidates will be asked to upload five separate pdf files to OneDrive by Sept 13, 2019, 5 PM. The first document or main file will need to follow the guidelines in the faculty manual and must include a one-page cover sheet and “a narrative and descriptive file with a body of no more than thirty (30) pages” (Faculty Manual 39). (P&T File Form, letter of appointment, EVCAA letter, USCB and Departmental criteria, and curriculum vitae will not be included in the page count.) Candidates will also be asked to fill out four promotion and tenure forms that are available on the faculty resources page of the USCB website. These forms should be included in the appropriate section of the main file (i.e. teaching, research, or service). The second pdf document, to be entitled letters and reviews, should include the Department Chair’s statement, the three letters of recommendation from USCB campus faculty, and copies of prior annual administrative evaluations. The third pdf document, to be entitled teaching, will include all supporting materials for teaching; the fourth pdf document, to be entitled research, will include all supporting materials for research; and the fifth pdf document, to be entitled service, will include all supporting materials for service. Candidates are urged to carefully read the pages pertaining to tenure and promotion in USCB’s Faculty Manual.

**UNIVERSITY OF SOUTH CAROLINA BEAUFORT  
TENURE AND PROMOTION FILE FORM**

**Name:**

**Rank:**

**Department:**

**Hire Date:**

**Date of Present Rank:**

**Seeking (Tenure, Promotion, or Tenure and Promotion):**

The candidate's sections devoted to teaching, research and service, should begin with summary charts that allow readers to gain at a glance some numerical measure of a candidate's productivity. It goes without saying that candidates should provide additional details about their accomplishments after these charts. Candidates are encouraged to review the EVALUATION CRITERIA in the FACULTY MANUAL for specific suggestions about what types of material to include in these sections. Candidates should feel free to modify the following charts to best highlight their specific accomplishments.

Course Designator	Contact Hours	Course Title	Enrollments by Term											
			2019 Spring	2018 Fall	2018 Spring	2017 Fall	2017 Spring	2016 Fall	2016 Spring	2015 Fall	2015 Spring	2014 Fall		

Questions	Very Satisfied	Satisfied	Dissatisfied	Very Dissatisfied	Missing
1. The instructor clearly stated the instructional objectives of the course	%	%	%	%	%
2. The instructor was prepared to teach this course.	%	%	%	%	%
3. Instructor clearly stated method by which grades would be determined.	%	%	%	%	%
4. The instructor clearly explained any special requirements of attendance.	%	%	%	%	%
5. The instructor regularly taught the class for the scheduled time.	%	%	%	%	%
6. The instructor regularly met the class as scheduled.	%	%	%	%	%
7. Instructor graded and returned student's written work in a timely manner.	%	%	%	%	%
8. Instructor exhibited an ability to articulate & communicate material.	%	%	%	%	%
9. The instructor created an atmosphere that stimulated me to want to learn.	%	%	%	%	%
10. I would rate this professor as an effective teacher.	%	%	%	%	%
11. This class/laboratory time was valuable to my education.	%	%	%	%	%
12. I would recommend the course to other students.	%	%	%	%	%
13. Satisfaction with the availability of the instructor outside the classroom.	%	%	%	%	%
<b>TOTAL</b>	%	%	%	%	%

