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**DEPARTMENT OF CRIMINOLOGY
AND CRIMINAL JUSTICE**
Procedures and Criteria for Tenure and Promotion

Approved January 22, 2003

**Department of Criminology and Criminal Justice
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Department of Criminology and Criminal Justice Procedures and Criteria for Tenure and Promotion

Purpose

Recommendations regarding tenure and promotion of the Department of Criminology and Criminal Justice faculty will be based on the procedures and criteria described in The Faculty Manual of the University of South Carolina (Columbia) and this document. The procedures were designed to ensure uniform and objective decisions based solely upon professional merit. The criteria were established to provide measurable standards for determination of scholarly achievement. New faculty members appointed to tenure track positions will be informed at the time of their appointment of tenure regulations applicable on the effective date of appointment.

I. Procedures

A. Committee Composition

The Department Tenure and Promotion (T&P) Committee shall be comprised of all tenured faculty, excluding the Department Chair. The Chair of the Department T&P Committee will be elected annually by the Committee by the last day of Spring Semester classes. The Department Chair will report the name of the Committee Chair to the Department Faculty, The Dean, Provost and Faculty Senate Office by April 15.

- All tenured faculty of equal or higher rank than the candidate will comprise the sub-committee of the Department T&P Committee to evaluate faculty for tenure.
- All tenured faculty of higher rank than the candidate will comprise the sub-committee of the Department T&P Committee to evaluate faculty for promotion.

In the event that there are fewer than 5 (five) members, the Department T&P Committee Chair will notify the Dean who, after consultation with the Committee, will appoint the necessary number of additional tenured faculty of appropriate rank from other departments within the College of Liberal Arts to have a full committee of 5.

B. Consideration

All non-tenured faculty on tenure track will be considered for tenure, and all faculty members below the rank of professor will be considered for promotion each year. Each eligible faculty

member will receive annual written notification from the Department Chair by May 1 of the option to apply for tenure and/or promotion in accordance with the official University calendar issued by the Provost. Consideration will be automatic, unless the faculty member requests that it be deferred. Consideration cannot be deferred in the terminal year.

- The tenure and promotion procedure will conform to guidelines established by the University Committee on Tenure and Promotions (UCTP)

C. File Development

1. All faculty members will be responsible for maintaining records and documentation for inclusion in their files. Candidates will be responsible for assembling their files in accordance with the format distributed by the Provost.

- Upon request from candidates, the Department Chair shall make available copies of any administrative records of faculty activities and responsibilities in the area of teaching, research, and service for inclusion in their files. When necessary to comply with University policy the Department Chair may summarize information so it will not be identifiable as to author.

2. Candidates will prepare one complete file for the review.

- Five copies of any part or all of the file may be requested by the Department T&P Committee Chair for review of research and scholarship by the five outside evaluators.

3. Candidates will deliver the completed files to the Department Chair's office by the dates specified in the UCTP calendar. Any additional information submitted at a later date must be forwarded through the Dean and Provost.

4. The Chair of the Department T&P Committee will add (a) the summary of teaching evaluation; (b) any letters sent to the Dean or committee chair not supplied by the candidate; and (c) letters from external evaluator to the file before it is reviewed by the Department T&P Committee.

5. After the Department T&P Committee has voted, only these items may be added to the file:

- a. Department faculty vote justifications and statements from the Department Chair that accompany the file to the next step of the procedure.
- b. Material information arising as a consequence of actions taken prior to the T&P committee vote. For example (1) letters from outside evaluators solicited before, but received after the unit vote; (2) notification of acceptance of a manuscript referred to in the file; (3) publication of books or articles that had been accepted prior to the unit vote; and (4) published reviews of a candidate's work that appeared after the unit vote.

D. Selection of Outside Evaluator

Since the Department T&P Committee is seeking independent, objective evaluations, outside evaluators should not have been the candidate's dissertation advisor, former teachers, coauthors, or students. When a candidate is re-reviewed for full professor after being reviewed for tenure and promotion to associate at the University of South Carolina, new evaluators should be chosen unless there are strong justifications for repeated selection. Because the credibility of evaluators is an important factor in judging the merits of the candidate's file, a copy of each evaluator's curriculum vitae should accompany the outside evaluators' recommendation letter.

- The Chair of the Department T&P Committee will solicit names from the tenured faculty of potential external reviewers who can evaluate the candidate's research and scholarship.
- The candidate will also be asked to submit to the T&P Chair names of those outside the University who could evaluate his or her research and scholarship.
- The Committee will review all suggestions and select five persons plus alternates outside the University to review the candidate's research and scholarship. Two outside evaluators will be from the candidate's list and will be noted in the T&P file. Evaluators should normally be full professors from peer or aspirant institutions.
- The Chair of the T&P Committee will contact the proposed reviewers, ascertain their willingness to serve, mail the material to them, and place their responses in the file prior to evaluation by the Committee.

E. File Evaluation

The Chair of the Department T&P Committee will convene a meeting of the Committee to ensure that all necessary materials are available. All tenured faculty will have an opportunity to make oral or written comment on each of the candidates under consideration by the committee.

- Evidence of a candidate's qualifications should come from the candidate's statement, and record of productivity in the areas of teaching, research, and service.
- The Chair shall prepare a secret ballot for all committee members eligible to vote for the candidate. All eligible faculty members have the responsibility to vote "yes," "no," or "abstain" and also submit a written justification for their vote that states specifically how the candidate meets or does not meet the T&P criteria.
- A favorable recommendation shall be made only in cases in which there is a majority of "yes" votes, out of the total number of faculty voting, not including abstentions. All abstentions shall be noted.
- Recommendations from the Department T&P Committee, including the recording of votes and all written comments, are forwarded to the Department Chair.
- The Department Chair shall vote "yes" or "no" or "abstain" and shall forward his or her vote with written justification, along with all other recommendations, statements, and endorsements to the Dean.

F. Notifications

The Chair of the T&P committee will notify the candidate and the faculty in writing of the recommendation.

- The Dean, if requested by the candidate, shall provide an oral summary of the justification of the votes without attribution to individuals at this stage of the decision process. No written summary of the Department T&P Committee action, whether favorable or unfavorable, will be provided to the candidate.
- Upon written request of any candidate dissatisfied with a negative decision by the Department T&P committee, the Department Chair shall send that candidate's file through all appropriate channels for endorsement to the president for appropriate action. A list of those persons considered but not recommended will also be forwarded through appropriate channels as specified in The Faculty Manual.

II. Criteria for Tenure and Promotion

The criteria for tenure and promotion in the Department of Criminology and Criminal Justice will be applied equally to all faculty. Consideration for tenure and promotion shall not be influenced by the race, sex, age, color, religion, national origin, disability, or veteran status of a faculty member.

Professor. To be eligible for the rank of professor, a faculty member must have a record of excellent in teaching and research. Criteria for promotion from associate professor to professor with tenure require that the candidate demonstrate evidence of national scholarly stature in the field of criminal justice.

Associate Professor. To be eligible for the rank of associate professor, a faculty member must have a record of excellent in research, effective in teaching and satisfactory in service. The faculty member must possess strong potential for further development as a teacher and scholar.

In most cases faculty members will initially be employed at the assistant professor rank. Assistant professors will normally be considered for tenure and promotion to associate professor simultaneously.

The Department of Criminology and Criminal Justice has established the following three functional areas for tenure and promotion consideration: Teaching, Research, and Service.

A. Definitions of General Tenure and Promotion Criteria

Definitions of the various levels of the general criteria are intended as guidelines for faculty and outside reviewers' evaluation of candidates for tenure and promotion as well as for other considerations such as retention and merit salary increases.

- Outside evaluators will review only the candidate's research accomplishments in accordance with internal unit criteria.

Evaluation decisions for tenure and promotion will be considered according to the definitions that represent associated strengths in teaching, research, and service.

TEACHING

Excellent: A candidate rated excellent makes a substantial contribution to the

teaching mission of the University of South Carolina. The candidate continually scores above the unit's average on teaching evaluations. Excellence in teaching can be demonstrated by methods that the candidate has used to influence the unit's teaching mission. Examples include: rigor in course instruction (as defined by the quality of syllabus, rigor of exams, and class assignments); the development of innovative teaching materials; significant efforts at teaching improvement (e.g., attending teaching workshops or conferences and making adjustments in teaching, being awarded teaching grants). Other examples include: advising on theses and serving on dissertation committees. These activities are reflected in the candidate's teaching portfolio.

Effective: To achieve an effective rating, candidates must demonstrate a positive contribution to the teaching mission of the Department and the University. Effective teaching is indicated by well-organized course materials systematically presented in an atmosphere conducive to learning. The contribution can be demonstrated by any of the following criteria: achieving rigor in course instruction (as defined by course difficulty, classroom preparation, quality of syllabus, rigor of exams, class assignments, and grading), or above-average scores on peer and student teaching evaluations. Other criteria include consistent effort towards teaching improvement, advising on theses, and serving on dissertation committees. These activities are reflected in the candidate's teaching portfolio.

Satisfactory: To achieve a satisfactory rating, the candidate must present evidence of adequate accomplishments in teaching or efforts to improve teaching. Examples include: peer and student evaluations consistent with the unit's average, or participation in workshops or other sessions devoted to the improvement of teaching. Candidates evaluated at this level should also direct theses. These activities are reflected in the candidate's teaching portfolio.

Unsatisfactory: Candidates evaluated in this category demonstrate consistent evidence of poor instructional accomplishment. The candidate continuously scores below the unit's average teaching evaluations. Course instruction is not consistent with standards in the field. They do not respond to meaningful student complaints. They keep irregular office hours and do not maintain a physical presence in the department to be available to consult with students.

RESEARCH

Excellent: The rating of excellent means the candidate has demonstrated a significant achievement in scholarly research. The candidate has published a body of research, in the form of refereed articles in major criminal justice publications, that presents, integrates, or synthesizes important new knowledge or findings for the field and has accumulated the required amount of internal unit journal points (see Appendix A: Internal Unit Criteria). The candidate has demonstrated a commitment to building a strong research agenda. Additional evidence of excellence in research also can be found in published books that synthesize a major area of research in criminal justice. The candidate also actively participates in academic conferences by presenting papers.

Satisfactory: The candidate has published book reviews, notes, and/or book chapters, but only a few refereed journal articles. The candidate has accumulated only a satisfactory amount of internal unit journal points (see Appendix A: Internal Unit Criteria). Few of the refereed journal articles appear in major criminal justice journals. The candidate has yet to develop a strong research agenda. The candidate has participated in academic conferences by presenting papers.

Unsatisfactory: The candidate has no published reviews, notes, book chapters, or refereed journal articles, or book chapters in publications with a national or international audience. The candidate has accumulated an unsatisfactory amount of internal unit journal points (see Appendix A: Internal Unit Criteria). The candidate has also not made sufficient effort to establish a research agenda. The candidate has not regularly presented papers at criminal justice related academic conferences.

SERVICE

Excellent: A candidate who is rated excellent carries out assigned duties with great responsibility and often assumes tasks beyond routine assignments. Service on major university and college committees is one indicator of excellence. The candidate is also an active participant in service to professional criminal justice and academic communities.

Satisfactory: The candidate reliably discharges service responsibilities assigned within the department, college or university.

Unsatisfactory: The candidate withdraws and does not participate in department, college or university service responsibilities.

Appendix A: Criminology and Criminal Justice Internal Unit Criteria for Evaluation of Tenure and Promotion

Internal Unit Criteria for Areas of Evaluation

Areas of Evaluation

Candidates must document performance in teaching, research, and service. The list of examples in each area is provided for guidance in reviewing a candidate's file.

- Outside evaluators will review the candidate's research accomplishments (section B).

Criteria for tenure and promotion to Associate Professor shall require, at a minimum, evidence of excellence in research accompanied by a satisfactory rating in teaching and service.

Criteria for tenure and promotion to Full Professor shall require, at a minimum, evidence of excellence in research and teaching accompanied by a satisfactory rating in service.

- Candidates are responsible for providing documentation in support of their teaching, research, and service activities.

A. Teaching

Effective teaching is evidenced according to the following, as required components of all tenure and promotion dossiers (see Definitions of General Tenure and Promotion Criteria). Effective teaching is evidenced by:

- Peer teaching evaluations
- Student ratings and written comments
- Teaching rigor and methods of instruction that promote excellence in learning as assessed by peer review of syllabi, classroom assignments, and tests
- Significant efforts at teaching improvement (e.g., attending teaching workshops or conferences and making adjustments in teaching)
- Graduate student direction as evidenced by the supervision and service on masters theses or university dissertation committees
- Direction of undergraduate or graduate research projects and independent studies

B. Research

Research and scholarship involve the formation and dissemination of new knowledge in the field of criminal justice as evidenced by the quality and the quantity of peer-reviewed journal articles, authored books, edited books, chapters in book, monographs, presentations at academic meetings, the award of extramural research grants, book reviews, manuscript reviews, and editorship of peer-reviewed journals.

Criminal Justice Journal Rankings

To achieve a rating of excellent in scholarly research a candidate for tenure and promotion to Associate Professor must, at a minimum, obtain a cumulative score of at least 18 points according to the rankings of journal publications in the field of criminal justice. At least 3 articles must be published in journals ranked on the A list.

- To achieve a rating of satisfactory in scholarly research a candidate has obtained a cumulative score of 9-17 points according to the rankings of journal publications in the field of criminal justice.
- To achieve a rating of unsatisfactory in scholarly research a candidate has obtained a cumulative score of 0-8 points according to the rankings of publications in the field of criminal justice.

To achieve a rating of excellent in scholarly research in criminal justice a candidate for tenure and promotion to Full Professor must, at a minimum, obtain a cumulative score of at least 40 points according to the rankings of journal publications in the field of criminal justice. At least 6 articles must be published in journals ranked on the A list.¹

- To achieve a rating of satisfactory in scholarly research a candidate has obtained a cumulative score of 26-39 points according to the rankings of journal publications in the field of criminal justice.
- To achieve a rating of unsatisfactory in scholarly research a candidate has obtained a cumulative score of 25 or fewer points

¹ These criteria are established in accordance with those at leading criminal justice programs. (see Clear, T. R. (2001) "Has Academic Criminal Justice Come of Age?" Justice Quarterly, 18:713.)

according to the rankings of publications in the field of criminal justice.

* 1 additional point should be added for a sole-authored publication.

A - Journals = 4 Points

Crime and Delinquency
Criminal Justice and Behavior
Criminology
Journal of Criminal Justice
Journal of Criminal Law and Criminology
Journal of Quantitative Criminology
Journal of Research in Crime and Delinquency
Justice Quarterly

*All ABA certified law review journals published at tier 1 law schools.

*All leading official journals of major social science academic associations.

B - Journals = 3 Points

Homicide Studies: An International & Interdisciplinary Journal
International Journal of Offender Therapy and Comparative Criminology
Journal of Drug Issues
Journal of Legal Studies
Policing: An International Journal of Police Strategies & Management
Police Quarterly
The Prison Journal
Theoretical Criminology
Violence and Victims

*All other social science peer-reviewed journals abstracted in the Social Science Citation Index

*All ABA certified law review journals published at tier 2 law schools.

C - Journals = 2 Points

*All other criminology and criminal justice peer-reviewed journals

*1 Point for published Book Chapters and non-peer reviewed journals.

C. Service

Criminal Justice at the University of South Carolina has placed an emphasis on both college and university service as well as service to the professional and academic communities. A documented record of satisfactory service is required for tenure and promotion (see Definitions of General Tenure and Promotion Criteria).

University service includes, but is not limited to:

- Leadership or participation on university committees (e.g., Faculty Senate, McNair and Carolina Scholars, etc.)
- Department and College committees, ad hoc curriculum work, and other activities that benefit the college.

- Faculty advisor for student organizations or sponsorship of student activities and programs

Community service includes, but is not limited to:

- Participation on editorial boards of criminal justice journals, reviewing activities for peer-review journals, manuscripts, and state and federal funding agencies
- Committee work and leadership roles in criminal justice related academic societies (elected offices held, committees chaired, conferences or panels developed)
- Advisory services to state, local, and federal criminal justice agencies
- Participation on criminal justice agency boards or task forces
- Presentations or symposiums at national criminal justice organizations