MEDICAL UNIVERSITY OF SOUTH CAROLINA

LIBRARY SCIENCE AND INFORMATICS
Policy, Procedure, and Criteria
for Appointment, Promotion, and Tenure (APT)

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Introduction

This document provides the criteria and guidelines for appointment, promotion, and tenure of individuals whose primary appointments and roles are in the Department of Library Science and Informatics. The policy for appointment, promotion, and tenure for the Department of Library Science and Informatics (DLSI) is consistent with University policy as stated in the MUSC Faculty Handbook (2011). Please refer to the Faculty Handbook 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;
• Two faculty members who hold the rank of associate professor or above;
• One faculty member who may be from outside DLSI and should hold the rank of associate professor or higher and preferably be tenured.
Appointment to the Committee
The Chair of the DLSI appoints members to the committee.

Terms of Appointment
- Two-year terms, to begin July 1
- Three members appointed each year
- Members allowed a maximum of two consecutive terms (four years)
  - 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

Committee Chair
The Chair of the APT Committee will be appointed every year by the Chair of the DLSI. The Chair of the APT Committee must be a member of the DLSI.

Responsibilities of the Committee
The Library Science and Informatics APT Committee serves in an advisory capacity to the Chair of the DLSI, who presents the candidates to the APT Committee. The role of the DLSI APT Committee is to review candidates seeking appointment, promotion, or tenure. In the case of initial appointment, the Committee reviews the candidate’s dossier and makes recommendations regarding appropriate academic rank and, in rare cases, tenure. The Chair of the APT forwards the committee’s recommendations to the Chair of the DLSI.

The Library Science and Informatics APT Committee will review this document (Library Science and Informatics Policy, Procedure, and Criteria for Appointment, Promotion, and Tenure) at least every two years, consult with faculty about proposed changes, and make recommendations for changes to the Chair of the DLSI.

The Library Science and Informatics APT Committee ensures that the criteria and procedures for appointment, promotion, and tenure are upheld and applied evenly and fairly.

Faculty Tracks
The Department of Library Science and Informatics has a two-track system: Tenure and Non-Tenure. At the time of appointment, the administrative head of the unit where the position is based determines the track.

Faculty may switch between tracks one time upon approval of the administrative head of their unit and the Chair of DLSI.
Faculty Ranks

Assistant (Non-Tenure Track)
• Baccalaureate degree; professional licensure, certification, and/or significant experience in the field may substitute for the baccalaureate degree in unusual instances
• The ability to participate in activities that contribute to the University’s educational, research, and/or clinical service missions

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
• The ability to contribute to the University’s academic programs is required

Associate (Non-Tenure Track)
• Advanced academic degree, generally a master’s degree, or comparable training and experience in an appropriate area

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
• Exemplary service at the rank of assistant professor usually for at least three (3) years at this University, or equivalent service elsewhere
• Individuals achieving this rank should have demonstrated effectiveness in teaching or related academic educational activities, made significant scholarly or creative contributions appropriate to the individual’s discipline, and participated in service in support of the University
• Faculty seeking this rank should also have earned professional recognition at state and regional levels and demonstrate promise for continued professional growth and contributions to the University’s mission
Professor (Tenure or Non-Tenure Track)
- An appropriate terminal degree
- Exemplary service at the rank of associate professor usually for at least four (4) years at the University, or equivalent service elsewhere
- Individuals achieving this rank will have demonstrated excellence in and significant contributions to the education, scholarship/research, and service missions of the University and achieved professional recognition beyond the University

Special Faculty Ranks

Research Associate (Non-Tenure Track)
- An associated faculty member who holds an academic appointment, but is not assigned to a position in the progression of faculty rank

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 an initial appointment can be made, the candidate’s dossier must be reviewed by the APT Committee which will determine appropriateness of rank. The Chair of the DLSI provides the appointment dossier to the APT Committee Chair.

Appointment Dossier

• The academic administrator sends cover letter and supporting documents to the Chair of the DLSI. Dossier should include:

  ▪ Cover letter indicating academic rank and track (tenure/non-tenure);
  ▪ Duties and Responsibilities (include in cover letter or attach job description);
  ▪ Current CV;
  ▪ Letters of reference if appropriate.

• The Chair of the DLSI forwards documents to the Chair of the APT Committee.

Promotion

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

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 Cycles

The Medical University of South Carolina has two promotion cycles. Promotion takes effect on January 1 and July 1. The timelines for promotion are outlined below.

Promotion Cycle 1

• Steps are to be completed by the date indicated.

November 1: Faculty notifies academic administrator of intention to seek promotion.

December 1:
Step 1: Academic administrator meets with the Chair of the DLSI to discuss promotion.

Step 2: **Following the meeting between the academic administrator and** the Chair of the DLSI, the candidate meets with the Chair of DLSI to discuss promotion, including the names of peers who will write letters of support.

**December 15:** Candidate submits the complete list of names and mailing addresses for letters of support to Chair of the DLSI. The Chair will formally request letters.

**February 1:** Candidate submits dossier to the Chair of the DLSI.

**February 15:** Chair of the DLSI submits dossier to the APT Committee.

**March 15:** Committee makes recommendation to the Chair of the DLSI.

**April 1:** Chair of the DLSI forwards recommendation to the Provost.

**July 1:** Promotion takes effect.

**Promotion Cycle 2**

- Steps are to be completed by the date indicated.

**June 1:** Faculty notifies academic administrator of intention to seek promotion.

**July 1:**

Step 1: Academic administrator meets with the Chair of the DLSI to discuss promotion.

Step 2: **Following the meeting between the academic administrator and** the Chair of the DLSI, candidate meets with the Chair of DLSI to discuss promotion, including the names of peers who will write letters of support.

**July 15:** Candidate submits the complete list of names and mailing addresses for letters of support to the Chair of the DLSI. The Chair will formally request letters.

**September 1:** Candidate submits dossier to the Chair of the DLSI.

**September 15:** Chair of the DLSI submits dossier to the APT Committee.

**October 15:** Committee makes recommendation to the Chair of the DLSI.

**November 1:** Chair of the DLSI forwards recommendation to the Provost.
**January 1**: Promotion takes effect.

The Chair of the DLSI is responsible for notifying the faculty member in writing of any action taken in regard to promotion by the Provost or the President, and where applicable, also by the MUSC Board.

**Promotion Dossier**
- A cover letter from the applicant addressed to the Chair of the DLSI, 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
- 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 check list 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, 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
- Demonstrated effectiveness in teaching or educational service (academic support services)
- Significant contributions in the area of scholarly/creative productivity appropriate to the individual’s discipline and to University and professional service
- Professional recognition at state and regional levels
- 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 degree¹
- 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
- Achieved a professional² 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.

If approved, tenure ordinarily takes effect on January 1. The timetable for tenure is outlined below.

Tenure Cycle
- Steps are to be completed by the date indicated.

December 1: Faculty notifies academic administrator of intention to seek tenure.

January 5:
- Step 1: Academic administrator meets with the Chair of the DLSI to discuss tenure.
- Step 2: Candidate meets with the Chair of the DLSI to discuss tenure, including the names of peers who will write letters of support.

February 1: Candidate submits the complete list of names and mailing addresses for letters of support to the Chair of the DLSI. The Chair will request letters.

April 15: Candidate submits dossier to the Chair of the DLSI.
May 15: Chair of the DLSI submits dossier to the DLSI APT Committee.

July 15: APT Committee makes recommendation to the Chair of the DLSI.

August 1: Chair of the DLSI forwards recommendation to the Provost.

August 15 - November/December: University Tenure Committee considers the recommendation.

November – December: Board of Trustees votes to approve or deny the request for tenure at either the November or December meeting.

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

If the recommendation for tenure is denied, the DLSI Chair will notify the faculty candidate in writing of that fact and the rationale for the decision prior to January 1.

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

Tenure Dossier

- A cover letter from the applicant, addressed to the Chair of the DLSI, highlighting qualifications, contributions, and potential for continued professional growth and development
- One-page summary CV
- A current 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
- Check list for Faculty Tenure (Appendix D)
Post-Tenure Review

DLSI 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 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.

2 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.

3 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 department chair 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
• 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

CHECK LIST FOR FACULTY APPOINTMENT

Name of candidate ______________________________

[ ] Cover letter from Academic Administrator
   
   [ ] Academic Rank requested
   
   [ ] Track requested, tenure or non-tenure

[ ] Duties and Responsibilities

[ ] Current, detailed CV

[ ] Letters of Reference, if appropriate
Appendix C

CHECK LIST FOR FACULTY PROMOTION

Name of candidate ______________________________

_______ Candidate’s Academic Administrator met with the Chair of the DLSI.

_______ Candidate met with the Chair of the DLSI.

_______ Cover Letter from applicant

_______ Current, detailed CV

____________________________ 1. Letter of Support

____________________________ 2. Letter of Support

____________________________ 3. Letter of Support

_______ 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 check list
Appendix D
CHECK LIST FOR FACULTY TENURE

Name of candidate ______________________________

______ Candidate’s Academic Administrator met with the Chair of the DLSI
______ Candidate met with the Chair of the DLSI
______ Cover Letter from applicant
______ One-page summary CV
______ Current, detailed CV
____________________________ 1. Letter of Support, outside
____________________________ 2. Letter of Support, outside
____________________________ 3. Letter of Support, outside
____________________________ 4. Letter of Support
____________________________ 5. Letter of Support
____________________________ 6. Letter of Support
______ 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 the DLSI
______ Letter of APT Committee to Chair of the DLSI
______ This check list