Introduction
This document provides the procedures by which applications for tenure in the College of Health Professions at MUSC are developed, submitted and reviewed. Core elements of documentation (applicant’s full and abbreviated curriculum vitae, personal statement, letters of support and external review letters, and supplemental materials) are described and explained here. In addition, the general timetable for tenure application and review is provided, as well as the essential roles and responsibilities for participants in the tenure process (including the tenure applicant, her/his Division Director and Department Chair, the College Tenure Committee, the Dean, the University Tenure Committee, the Provost, and the MUSC Board of Trustees). Finally, the assessment form used by the College Tenure Committee is provided.

Tenure Application Components

Curriculum Vitae: Both full and abbreviated (one page) CVs are required. The full curriculum vitae should provide a clear and comprehensive record of the applicant’s professional experience. Based on the documents required by the College and University Tenure Committee, it is important to provide evidence of teaching, research and clinical experience and effectiveness. Since highlighting teaching in a CV is less common than highlighting other types of activities, listed below are a number of ways to highlight teaching experience and effectiveness:

- Academic courses in which the applicant has been the course coordinator or primary instructor
- Interprofessional courses (IPE)
- Record of educational activities that support mentorship of students
- Development of innovative educational material/courses (i.e. instructional DVD, course text book)
- Research and scholarship related to teaching
- A summary of e-value scores and student comments
- Documentation of DATE review
- College and University Teaching Awards
- Participation in service activities related to teaching (i.e. Steering committee for Apple Tree Society)
- Record of training to advance teaching skills

Personal statement: Applications for tenure must contain a concise “Personal Justification for Tenure” which should be 2-5 pages in length. As noted above, the applicant’s comprehensive curriculum vitae (CV) will detail the applicant’s engagement in the various missions of academia, including teaching, research, service and clinical care. The personal statement should highlight key aspects of this engagement within the CV as they relate to the applicant’s professional contributions and growth, collegiality, academic maturity and long term potential. An applicant should explain within the personal statement how they have contributed, and will continue to contribute to the missions and visions of the Department, CHP and MUSC.

Letters of support and letters of external review: Two types of letters assessing qualifications for receiving tenure are relevant to tenure assessment and are included in the materials – letters of support and letters of external review. Those that offer a personalized view and support of the applicant are referred to below as letters of support, while those that offer an objective external review
are referred to below as *letters of external review*. Letters of external review are mandatory while letters of support are not.

- **Letters of support** may be requested from others by the faculty member who is applying for tenure, and may be written and submitted by persons who currently work in some capacity with the tenure applicant, or have worked with the applicant at some time in the past. Letters of this nature should discuss the relationship that the person writing the letter has or had with the tenure applicant as well as offer an opinion as to the kind and quality of work performed by the applicant. The letter should include an overview of the writer’s opinion of the applicant’s worthiness for tenure consideration, and conclude with a brief summary of why the person writing the letter believes that the applicant should or should not be granted tenure. Letters of this nature should be sent directly to the tenure applicant for inclusion with the tenure materials. As noted above, submission of letters of support is optional for the applicant.

- **Letters of external review** must be written and submitted by persons who have tenure at their primary academic institutions. The letter of review should be done using only the materials submitted by the candidate, so that an objective viewpoint from the external reviewer can be obtained. External reviewers should address all areas of the tenure application, and make specific comments as to their opinions of both the applicant’s perceived merits and/or liabilities. The letter should conclude with a brief summary that offers a recommendation stating why the external reviewer believes the faculty candidate should or should not be granted tenure. As noted above, letters of external review are a required component of the tenure materials.

Tenure applicants may make preliminary inquiries of potential reviewers to determine their willingness and availability to participate in the tenure assessment. However, tenure applicants may not request letters of external review directly from reviewers. The tenure applicant should instead submit the names and contact information for at least five potential external reviewers to the Department Chair. The Department Chair must then arrange for three of the individuals submitted to serve as external reviewers for the tenure candidate. If none of the five individuals are able to serve as external reviewers, the tenure applicant must then submit the names and contact information of five more potential external reviewers to his/her Department Chair. This process must continue until three external reviewers are selected and agree to perform the external review.

Once external reviewers are selected, each should be advised to send their letter directly to the Department Chair, who will then include the letter in the tenure applicant’s materials. Beyond giving names and contact information of potential external reviewers to the Department Chair, tenure applicants are not allowed to communicate with those performing the review about any aspect of the review, or to read any of the letters of external review that have been submitted during the tenure consideration process. This is so that the external review remains entirely objective, and is not influenced in any way by interaction between the person doing the external review and the tenure applicant.

**Supplemental materials:** These are some important supplemental materials that a faculty member may use to support their tenure application:

- Course materials
- Evidence of mentoring
- Peer-reviewed journal articles
- Funded grant summary statements
- Committee leadership and membership
- Evidence of clinical expertise and outcomes

This list is not meant to be all-inclusive nor is it intended that each faculty member provide every item on this list. The supplemental material included in a faculty member’s tenure application should specifically support their justification in the three dimensions of contribution, growth and potential as well as the foundational areas of academic maturity and collegiality. In combination, the faculty member’s tenure application must justify their “long-term value to his/her Department, the College and the University” as stated in the Tenure Policy.

It must also be noted that the College and University have differing documentation requirements, with the College generally accepting and requiring a wider variety of materials. The supplemental materials listed above and letters of support would be useful at the College level, but would not be included within materials forwarded to the University level. Of course, the significance of the activities shown in the supplemental materials can be communicated to the University level via the CV and personal statement.

Refer to the Electronic Portfolio Guidelines for more information about the process of submitting of your portfolio.

**Steps in the Tenure Process**
The exact timeline for tenure will vary by year depending on changes in the University calendar. However, the sequence of steps looks like this:

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<th>Steps</th>
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<td>1. The Associate Dean for Academic and Faculty Affairs notifies faculty members at the Rank of Associate Professor and Full Professor on the first Monday in February that the tenure cycle is beginning and provides the tenure timeline for the current academic year. The Dean will also form a College Tenure Committee to review applications, and select a Committee Chair.</td>
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<td>2. Candidates applying for tenure notify their Division Director in writing of their intent by the third Monday in February. If the Director is the applicant, the notification is sent to the Department Chair. At the same time, candidates must provide the Department Chair with a personal statement outlining the applicant’s rationale for applying for tenure, the names of five potential external reviewers, an updated full CV, an abbreviated CV (required by the University Tenure Committee) and 3 copies of journal articles or other samples of scholarship.</td>
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<td>3. The Dean shall notify the College Tenure Committee of the existence of tenure applications, and the Chair of the Tenure Committee will schedule the first (organizational) meeting of the Committee.</td>
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<td>4. The Department Chair sends out requests for external reviews with a return deadline, and places the letters with the applicants’ respective materials.</td>
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<td>5. Candidates submit their tenure materials to their Division Director. If the candidate is the Director, then the materials should be sent to the Department Chair.</td>
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<td>6. Division Directors review tenure portfolios, write letters of recommendation and forward all tenure materials to the Associate Dean for Academic and Faculty Affairs, who will maintain them and make them available to the College Tenure Committee for review.</td>
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7. The College Tenure Committee will conduct its applicant reviews, thoroughly reviewing each applicant’s material using the College tenure guidelines. The Committee may ask questions of the applicant and/or request additional clarifying materials. After its review, the Committee will forward the applicant’s materials and a written tenure support/non-support recommendation (including a written rationale for its recommendation), to the Department Chair.

8. The Department Chair will conduct a review of the candidate and make a recommendation to support or not to support tenure, using the College guidelines, while taking the Tenure Committee’s recommendation into consideration. The Department Chair will then submit all of the tenure materials, the letter of recommendation from the Committee, and a letter of support or non-support outlining the rationale for the Chair’s tenure support/nonsupport decision to the Dean.

9. The Dean will review all of the materials and letters for each applicant. The Dean will make a determination to support or not support the application. Selected materials for applicants supported by the Dean for tenure will be forwarded electronically on August 1 to the Provost and Vice President for Academic Affairs.

10. The Provost will submit recommendations for tenure to the Board of Trustees for their October meeting. The Provost will also submit recommendations for tenure to the President. Candidates will be notified of a decision before the end of the year.

11. Awards of tenure will become official on January 1 of the following year.

Special Circumstances may arise when applying for tenure. Examples include cases when a Chair or Dean is applying for tenure. These candidates should consult with the Associate Dean for Academic and Faculty Affairs as soon as the intent to apply is known in order to guide them through accession of appropriate letters of support within the established timeline. The College Tenure Committee Chair and other affected reviewers should be made aware of the special circumstances, and how (and to whom) the reviewed materials and recommendation should be routed.
Appendix: Tenure Assessment Form to be used by the College Tenure Committee
Medical University of South Carolina
College of Health Professions
Tenure Documentation

Name: ____________________________________

Department: ________________________________  Division: ___________________________

Purpose:   _____ Tenure
           _____ Interim Review

Concentration:  _____ Academic Educator
                _____ Academic Researcher
                _____ Academic Clinician

Rank:       _____ Assistant Professor
            _____ Associate Professor
            _____ Professor

Time in current rank:     _____ Years _____ Months

Time since appointment to tenure track:  _____ Years _____ Months

Profession: ______________________________________

Highest Academic Degree:  _______________________

Please specify the evidence provided to justify each domain relevant for tenure. Comments may include the applicability of material presented in portfolio.

Contribution
Evidence of Contribution

Comments:

Growth
Evidence of Growth

Comments:

Potential
Evidence of Potential
Comments:

**Academic Maturity**
Evidence of Academic Maturity

Comments:

**Collegiality**
Evidence of Collegiality

Comments:

Synopsis of External Reviewers (Associate Professor & Professor only)

Recommendation of Tenure Committee

_____ Tenure Recommended

_____ Tenure Not Recommended

_____ Additional Information Requested

COMMENTS:

Chairperson Tenure/Review Committee

Print name: __________________________________________

Signature: ___________________________  Date: __________________________

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