To: College of Charleston Faculty Senate

From: Idee Winfield, Chair, 2012-2013 Advisory Committee on Tenure, Promotion and Third Year Review

Subject: Annual Report, 2012-2013, Advisory Committee on Tenure, Promotion and Third Year Review

Date: 4/18/2013

Committee Business

The bulk of the 2012-2013 Tenure and Promotion Advisory Committee’s activity consisted of reviewing 38 cases, including:

- 1 Third-Year Review Cases
- 1 Promotion to Senior Instructor Cases
- 5 Renewal as Senior Instructor Cases
- 22 Tenure and Promotion to Associate Professor Cases
- 9 Promotion to Professor Cases

During the months of December, January, and February (beginning the week before winter break), we met twice a week to deliberate and formulate our recommendation. These meetings generally lasted 2-3 hours each and included a representative from Academic Affairs, who attended in order to observe our deliberations. Six of the packets that we considered were submitted online, as part of the pilot program of the online-packet initiative.

This was the first year under the new procedures for sending copies of the committee’s letters to the President and Provost back down to Deans, Chairs, and candidates. It was also the first year that allowed for the correction of errors of fact in letters. Both worked well and there were few factual errors requiring correction.

The committee also conducted a forum with faculty on April 16 to discuss the tenure and promotion process. This PowerPoint presentation provided information to faculty who will stand for tenure and/or promotion next year, as well as department chairs and deans. The PowerPoint presentation will be available soon on the Academic Affairs website.

The committee also discussed developing a portfolio of model Panel letters to make available to new Department and/or Panel Chairs. These letters would be available in Academic Affairs. The committee identified two letters and is in the process of obtaining permission to use each as a model.

Respectfully Submitted,

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Idee Winfield