VOTE SUMMARY FORM

NameLast, NameFirst

(Rank)

(Department)

(College)

(USC Columbia)

Seeking (**Tenure** and **Promotion)** to (Rank)

Date of first appointment at USC (Date)

Date of present rank at USC (Date)

Date of tenure (if applicable) (Date)

Decision Year (Yes/No)

|  |  |  |
| --- | --- | --- |
| **Department Recommends** |  | **Candidate Appeals** |
| Promotion to | Promotion to |
| Tenure at | Tenure at |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Vote Summary** |  | **Promotion** | | | |  | **Tenure** | | | |
|  | Yes | No | Abstain | Absent | Yes | No | Abstain | Absent |
| Select Committee (if used) |  |  |  |  |  |  |  |  |
| Unit Faculty \* |  |  |  |  |  |  |  |  |
| Department Chair |  |  |  |  |  |  |  |  |
| Dean |  |  |  |  |  |  |  |  |
| VP for Health Sciences |  |  |  |  |  |  |  |  |
| Provost |  |  |  |  |  |  |  |  |
| UCTP Panel |  |  |  |  |  |  |  |  |
| UCTP Whole |  |  |  |  |  |  |  |  |

\* Sums must total number of faculty eligible to vote on promotion and tenure respectively. Provide name and reason for each abstention or absence

|  |  |
| --- | --- |
| Name | Reason |
|  |  |
|  |  |
|  |  |

**Outside Reviewers**

**Insert in the file at this point and in the stated order evaluations of the candidate received by the unit committee and available to the unit members prior to their vote.**

1. **Letters from outside referees. (List names and specify either “chosen by unit” or “chosen by candidate.”)**

1. **Other letters and evaluative material not supplied by the candidate. State source (dean, department chair, correspondent, etc.)**
2. **Letters supplied by the candidate. (List names)**

# Department Chair’s Statement

**Other Letters**

**Insert at this point all letters sent directly to the dean:**

1. **Letters from the unit. (List names.)**

1. **Other letters. (List names.)**
2. **Where applicable, insert at this point all materials relating to an appeal of a negative unit recommendation.**

# Dean’s Statement

## Overview

## Teaching

## Scholarship

## Service

## Summary

# Provost’s Statement

U N I V E R S I T Y O F S O U T H C A R O L I N A

C o l u m b i a

Tenure Ballot

Candidate:

Unit:

Vote on Tenure: \_\_\_\_\_\_\_\_Yes \_\_\_\_\_\_\_No \_\_\_\_\_\_\_Abstain

Justification for Tenure Vote:

note - By vote of the Board of Trustees, ballot justifications (including abstentions) are mandatory. Without justifications, later reviewers of the file will be unable to relate your vote to the unit's criteria. Use the reverse side of this ballot if necessary. You are also free to send an additional letter justification to the department chair, the dean, or the provost.

U N I V E R S I T Y O F S O U T H C A R O L I N A

C o l u m b i a

Promotion Ballot

Candidate:

Unit:

Promotion to: Associate Professor

Vote on Promotion: \_\_\_\_\_\_\_\_Yes \_\_\_\_\_\_\_No \_\_\_\_\_\_\_Abstain

Justification for Promotion Vote:

note - By vote of the Board of Trustees, ballot justifications (including abstentions) are mandatory. Without justifications, later reviewers of the file will be unable to relate your vote to the unit's criteria. Use the reverse side of this ballot if necessary. You are also free to send an additional letter justification to the department chair, the dean, or the provost.

U N I V E R S I T Y O F S O U T H C A R O L I N A

C o l u m b i a

Promotion Ballot

Candidate:

Unit:

Promotion to: Professor

Vote on Promotion: \_\_\_\_\_\_\_\_Yes \_\_\_\_\_\_\_No \_\_\_\_\_\_\_Abstain

Justification for Promotion Vote:

note - By vote of the Board of Trustees, ballot justifications (including abstentions) are mandatory. Without justifications, later reviewers of the file will be unable to relate your vote to the unit's criteria. Use the reverse side of this ballot if necessary. You are also free to send an additional letter justification to the department chair, the dean, or the provost.