



MEMORANDUM

To: All Faculty

From: Michael W. Quick
Provost and Senior Vice President for Academic Affairs

Date: April 18, 2017

Subject: UCAPT Manual

I am very pleased to announce that the 2017 edition of the UCAPT Manual has been finalized and will be available at policy.usc.edu. The manual is intended to provide guidance and to demystify the university's criteria and processes for appointment, promotion and tenure. All faculty considering promotion and members of all faculty review committees should read it carefully.

As always, this edition was produced with advice of a subcommittee of the University Committee on Appointments, Promotions, and Tenure. It addresses questions and issues that have been raised by faculty and deans since the last edition, and seeks continued improvements in transparency and readability.

I want to draw your attention to some substantive changes in this edition:

- New guidelines for participation in AP&T processes by internal coauthors (§1.1.1)
- Expanded discussion of collaborative work (§2.7) and a new section on team science (§2.4)
- New section for Librarians and RTPC faculty (§7)
- More detailed guidance on evaluating teaching effectiveness (§8.5.3 and 8.8.2)
- New templates for soliciting external reviews (§9)

It is a genuine pleasure to read each dossier, and I want to congratulate the many departments who are hiring such excellent faculty at all levels. I particularly want to thank you for the support and mentoring of our junior faculty, the success of which is evidenced by the approval, over the past decade, of four out of five of the tenure dossiers that reach UCAPT. I am especially pleased to report that there are no statistically significant differences in tenure outcomes among ethnicity groups or between women and men.

USC welcomes innovative approaches to scholarship and encourages faculty members to stay at the cutting edge of their field. We recognize and support a variety of styles of scholarship, both independent and collaborative.

There are significant differences across our fields in both expectations and measures of productivity; therefore I reiterate here that I expect each school or department to propose to me specific metrics and expectations to be taken into account in appointment, promotion and tenure decisions. Once I have approved these guidelines, they should be made available to all candidates. Of course, the criteria for tenure and promotion remain excellence and creativity in both scholarly research and teaching as articulated in the UCAPT manual.

I also want to reiterate the importance of candor and balance in the analysis of cases. The most useful administrative and faculty assessments to UCAPT and to me are those that carefully analyze the strengths and weaknesses of the case.

UCAPT is a rotating committee of some of our best faculty. Each panel is diverse by field, intellectual approach, gender, and ethnicity. Annually we publish the names of those who have served in the previous two years. I am extremely grateful for the careful, thoughtful, and fair service of our colleagues on this committee. It is vital to USC's academic excellence.

Cc: C. L. Max Nikias
Academic Deans
Elizabeth Graddy
Paula Cannon