(Name Last, Name First)

(Rank)

(Department)

(College)

(USC Columbia)

Seeking (**Tenure** and **Promotion, or Promotion)** to (Associate Professor, or Professor)

(Date)

This file will be evaluated based on the approved applicable unit criteria for tenure and promotion which appear immediately after the vote summary page. The candidate accepts these criteria and waives any right to application of other approved unit criteria.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

UCTP Approval date of unit criteria used by the candidate

I hereby affirm that the information submitted in this file is complete and accurate to the best of my knowledge.

Candidate (Signature and Date)

I hereby affirm that this candidate is eligible to apply for the above action, and the file is being reviewed using the correct unit criteria.

Unit Tenure and Promotion Chair (Signature and Date)

*Forms last updated 8/23/2023*

**Name Last, Name First**

(Rank)

(Department)

(College)

(USC Columbia)

Seeking (**Tenure** and **Promotion, or 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** |  | **Tenure** |  | **Promotion** |
|  | Yes | No | Abstain | Absent | Yes | No | Abstain | Absent |
| Select Committee (if used) |  |  |  |  |  |  |  |  |
| Unit Faculty \* |  |  |  |  |  |  |  |  |
| Department Chair |  |  |  |  |  |  |  |  |
| Dean |  |  |  |  |  |  |  |  |
| Provost |  |  |  |  |  |  |  |  |
| UCTP  |  |  |  |  |  |  |  |  |

\* 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 |
|  |  |
|  |  |
|  |  |

# Candidate Name

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

# VITA

## Education History

|  |  |  |  |
| --- | --- | --- | --- |
| **Degree** | **Major** | **School** | **Year** |
|  |  |  |  |
|  |  |  |  |
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## Employment History

|  |  |
| --- | --- |
| **Year - Year** | **Position** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

## Honors and Awards

|  |  |  |
| --- | --- | --- |
| **Honor/Award Name** | **Bestowed by** | **Year** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

# TEACHING

## Summary of Courses Taught

|  | **Enrollments by Term**  |
| --- | --- |
| **Course Designator** | **Contact Hours** | **Course Title** | **2023 Fall** | **2023 Spring** | **2022 Fall** | **2022 Spring** | **2021 Fall** | **2021 Spring** | **2020 Fall** | **2020 Spring** | **2019 Fall** | **2019 Spring** | **2018 Fall** | **2018 Spring** | **2017 Fall** | **2017 Spring** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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## Supervision of Student Research

### Post-doctoral Students

|  |  |  |
| --- | --- | --- |
| **Name** | **Year** | **Title or Topic** |
|  |  |  |
|  |  |  |

### Doctoral Students

#### In Progress

|  |  |  |
| --- | --- | --- |
| **Name** | **Year** | **Title or Topic** |
|  |  |  |
|  |  |  |

#### Completed

|  |  |  |
| --- | --- | --- |
| **Name** | **Year** | **Title or Topic** |
|  |  |  |
|  |  |  |

### Masters Students

#### In Progress

|  |  |  |
| --- | --- | --- |
| **Name** | **Year** | **Title or Topic** |
|  |  |  |
|  |  |  |

#### Completed

|  |  |  |
| --- | --- | --- |
| **Name** | **Year** | **Title or Topic** |
|  |  |  |
|  |  |  |

### Undergraduate Students

#### In Progress

|  |  |  |
| --- | --- | --- |
| **Name** | **Year** | **Title or Topic** |
|  |  |  |
|  |  |  |

#### Completed

|  |  |  |
| --- | --- | --- |
| **Name** | **Year** | **Title or Topic** |
|  |  |  |
|  |  |  |

# SCHOLARSHIP AND RESEARCH

## Statistical Summary of Scholarly Activities

|  | **Count by Year**  |
| --- | --- |
| **Activity** | **2023** | **2022** | **2021** | **2020** | **2019** | **2018** | **2017** | **2016** |  |  |  |
| Books |  |  |  |  |  |  |  |  |  |  |  |
| Refereed Journal Articles |  |  |  |  |  |  |  |  |  |  |  |
| Refereed Conference Articles |  |  |  |  |  |  |  |  |  |  |  |
| Non-refereed Journal Articles |  |  |  |  |  |  |  |  |  |  |  |
| Non-refereed Conference Articles |  |  |  |  |  |  |  |  |  |  |  |
| Abstracts |  |  |  |  |  |  |  |  |  |  |  |
| Book Reviews |  |  |  |  |  |  |  |  |  |  |  |
| Invited Presentations |  |  |  |  |  |  |  |  |  |  |  |
| Contributed Presentations |  |  |  |  |  |  |  |  |  |  |  |
| Seminars |  |  |  |  |  |  |  |  |  |  |  |
| Proposals (funded) |  |  |  |  |  |  |  |  |  |  |  |
| Proposals (pending) |  |  |  |  |  |  |  |  |  |  |  |
| Proposals (not funded) |  |  |  |  |  |  |  |  |  |  |  |
| Scholarly Exhibits |  |  |  |  |  |  |  |  |  |  |  |

## Art Studio Achievement Summary (For Art and Media Arts Faculty)

| **Exhibition of Work** |
| --- |
| **Year** | **Title of Piece or Exhibit** | **Exhibition Site** | **Selection Process** | **Type of Exhibit** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

| **Media Arts** |
| --- |
| **Year** | **Title of Work** | **Where Shown / Heard / Performed** | **Type of Show / Performance** | **Scope of Exposure** | **Your Role** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

## Music Achievement Summary (For Music Faculty)

| **Performances** | **Compositions / Arrangements** |
| --- | --- |
| **Year** | **Solo** | **Chamber / Ensemble** | **Concerto / Oratorio / Opera** | **Conducted / Directed** | **Performed** | **Published** | **Commissioned** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

| **Media Arts** |
| --- |
| **Year** | **Solo** | **Chamber / Ensemble** | **Concerto / Oratorio / Opera** | **Conducted / Directed** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

## Publications

### Books

#### In Print

#### Submitted

### Refereed Journal Articles

#### In Print

#### Submitted

### Refereed Conference Articles

#### In Print

#### Submitted

1.

### Non-refereed Conference Articles

#### In Print

#### Submitted

### Abstracts

#### In Print

#### Submitted

### Book Reviews

### Presentations

#### Invited Presentations at Professional Meetings

#### Contributed Presentations

#### Seminars

#### Scholarly Exhibits or Performances in the Arts

## Grants and Contracts

### Grants and Contracts Received

| **Project Title** | **Role** | **Sponsor** | **Total Amount and Share of Funding** | **Start Year** | **End Year** |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
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|  |  |  |  |  |  |

### Grant/Contract Proposals Submitted

1. Proposal 1
2. Proposal 2
3. Proposal 3

# SERVICE

## Statistical Summary of Service Activities

|  |  |  **Activity Count by Year** |
| --- | --- | --- |
| **Activity** | **2023** | **2022** | **2021** | **2020** | **2019** | **2018** | **2017** | **2016** |  |  |  |
| Greater Community |  |  |  |  |  |  |  |  |  |  |  |
| Professional Community |  |  |  |  |  |  |  |  |  |  |  |
| University |  |  |  |  |  |  |  |  |  |  |  |
| College |  |  |  |  |  |  |  |  |  |  |  |
| Department |  |  |  |  |  |  |  |  |  |  |  |

## Greater Community

|  |  |  |
| --- | --- | --- |
| **Dates** | **Duties** | **Recompense** |
|  |  |  |
|  |  |  |

## Professional Community

|  |  |  |
| --- | --- | --- |
| **Dates** | **Duties** | **Recompense** |
|  |  |  |
|  |  |  |

## University

|  |  |  |
| --- | --- | --- |
| **Dates** | **Duties** | **Recompense** |
|  |  |  |
|  |  |  |

## College

|  |  |  |
| --- | --- | --- |
| **Dates** | **Duties** | **Recompense** |
|  |  |  |
|  |  |  |

## Department

|  |  |  |
| --- | --- | --- |
| **Dates** | **Duties** | **Recompense** |
|  |  |  |
|  |  |  |

# PERSONAL STATEMENT

# List of all supporting materials submitted in Secondary File

Please organize the supporting materials into Teaching, Scholarship/Research, and Service. Provide enough information on this list so that a reviewer can easily locate each entry.

**Candidate Name**

**External Reviewers**

**Reviewers Chosen by Unit**

1. Name, School

2. Name, School

3. Name, School

4. Name, School

5. Name, School