

Table of Contents

ANNUAL PERFORMANCE REVIEW, THIRD-YEAR REVIEW AND POST-TENURE REVIEW	31
PURPOSE	31
DEFINITIONS	31
OBLIGATIONS OF EACH TENURING UNIT FOR POLICIES ON ANNUAL PERFORMANCE REVIEW, THIRD-YEAR REVIEW AND POST-TENURE REVIEW	31
MINIMUM UNIT STANDARDS AND PROCEDURES ANNUAL PERFORMANCE REVIEWS OF FACULTY	32
THIRD-YEAR REVIEW	32
POST-TENURE REVIEW	33
OUTCOMES IN ANNUAL PERFORMANCE REVIEW AND POST-TENURE REVIEW	35

REVIEW AND RETENTION (page 15)

Consistent with the University of South Carolina’s mission as a major research university committed to high quality graduate instruction, the university reviews scholarly and graduate teaching performance on a periodic basis to assure that each member of the graduate faculty continues to satisfy the unit’s criteria for graduate faculty membership. Units shall establish procedures and criteria for review and retention of membership on the graduate faculty. Such procedures and criteria must be approved by the dean of the Graduate School in consultation with the Graduate Council. Retention reviews shall coincide with ~~third-year~~ reviews, tenure and promotion reviews, and post-tenure reviews. Review of chaired professorships, department chairs, and deans for retention on the graduate faculty shall coincide with their normal periodic reviews.

Table of Contents

ANNUAL PERFORMANCE REVIEW, <u>TENURE</u> <u>PROGRESS</u> REVIEW AND POST-TENURE REVIEW	31
PURPOSE	31
DEFINITIONS	31
OBLIGATIONS OF EACH TENURING UNIT FOR POLICIES ON ANNUAL PERFORMANCE REVIEW, <u>TENURE PROGRESS</u> REVIEW AND POST-TENURE REVIEW	31
MINIMUM UNIT STANDARDS AND PROCEDURES ANNUAL PERFORMANCE REVIEWS OF FACULTY	32
<u>TENURE PROGRESS</u> REVIEW	32
POST-TENURE REVIEW	33
OUTCOMES IN ANNUAL PERFORMANCE REVIEW AND POST-TENURE REVIEW	35

REVIEW AND RETENTION (page 15)

Consistent with the University of South Carolina’s mission as a major research university committed to high quality graduate instruction, the university reviews scholarly and graduate teaching performance on a periodic basis to assure that each member of the graduate faculty continues to satisfy the unit’s criteria for graduate faculty membership. Units shall establish procedures and criteria for review and retention of membership on the graduate faculty. Such procedures and criteria must be approved by the dean of the Graduate School in consultation with the Graduate Council. Retention reviews shall coincide with tenure progress reviews, tenure and promotion reviews, and post-tenure reviews. Review of chaired professorships, department chairs, and deans for retention on the graduate faculty shall coincide with their normal periodic reviews.

UNIT TENURE AND PROMOTION COMMITTEE

The tenured faculty of each academic unit shall serve as that unit's tenure and promotions committee. By April 15 of each year, each unit tenure and promotions committee shall elect a chair for the upcoming year and report the chair's name to the provost and Faculty Senate office.

The unit tenure and promotions committee may create subcommittees to assist the full committee in the performance of its work. Where possible, on matters other than consideration of a full professor for tenure or consideration of an associate professor for promotion to full professor, a subcommittee shall include both professors and associate professors.

In the event this contingency is not addressed in the unit's tenure and promotion procedures, a department or unit with fewer than five tenured members is required to submit to the UCTP a policy for constituting the unit tenure and promotions committee so that the committee has at least five tenured members with appropriate rank.

UNIT TENURE AND PROMOTION COMMITTEE

The tenured faculty of each academic unit shall serve as that unit's tenure and promotions committee. By April 15 of each year, each unit tenure and promotions committee shall elect a chair for the upcoming year and report the chair's name to the provost and Faculty Senate office.

The unit tenure and promotions committee may create subcommittees to assist the full committee in the performance of its work. Where possible, on matters other than consideration of a full professor for tenure or consideration of an associate professor for promotion to full professor, a subcommittee shall include both professors and associate professors.

In the event this contingency is not addressed in the unit's tenure and promotion procedures, a department or unit with fewer than five tenured members is required to submit to the UCTP a policy for constituting the unit tenure and promotions committee so that the committee has at least five tenured members with appropriate rank.

[The unit tenure and promotion committee must provide unit faculty a calendar of deadlines for any unit-specific steps of tenure and promotion process. Units are encouraged to regularly review processes and timelines for tenure and promotion as well as annual and tenure progress reviews.](#)

CRITERIA AND PROCEDURES FOR PROMOTION AND TENURE (page 23)

The university is committed to achievement in research (including scholarship, creative activity in visual and performing arts), teaching, and service. This commitment extends to interdisciplinary research, teaching, and service. Collectively, the faculty profile of the university and of any academic unit should reflect performance consistent with that of major research universities.

Formulating Unit Criteria and Procedures. The tenured faculty of each academic unit shall formulate specific written criteria and procedures for tenure and promotion that are consistent with achievement of the above goals. The criteria and procedures shall clearly communicate to faculty members the unit's expectations concerning scholarly productivity, including the nature and quality of scholarly activities necessary to attain tenure and promotion. These criteria and procedures must be consistent with the Faculty Manual and the guidelines established by the University Committee on Tenure and Promotions (UCTP). In the event of inconsistency between UCTP guidelines and the Faculty Manual, the Faculty Manual is to be considered the final authority.

General Standards for Assessment of Faculty. Unit criteria for tenure and for promotion shall provide clear standards for the assessment of past achievements of the faculty member. If unit criteria use adjectival standards to rate candidates' performance, the following terminology shall be used: outstanding, excellent, good, fair, and unacceptable. Definitions of these terms may be varied to meet the needs of the individual unit, but should be generally consistent with the following:

CRITERIA AND PROCEDURES FOR PROMOTION AND TENURE (page 23)

The university is committed to achievement in research (including scholarship, creative activity in visual and performing arts), teaching, and service. This commitment extends to interdisciplinary research, teaching, and service. Collectively, the faculty profile of the university and of any academic unit should reflect performance consistent with that of major research universities.

Formulating Unit Criteria and Procedures. The tenured faculty of each academic unit shall formulate specific written criteria and procedures for tenure and promotion that are consistent with achievement of the above goals. The criteria and procedures shall clearly communicate to faculty members the unit's expectations concerning scholarly productivity, including the nature and quality of scholarly activities necessary to attain tenure and promotion. These criteria and procedures must be consistent with the Faculty Manual and the guidelines established by the University Committee on Tenure and Promotions (UCTP). In the event of inconsistency between UCTP guidelines and the Faculty Manual, the Faculty Manual is to be considered the final authority.

General Standards for Assessment of Faculty. Unit criteria for tenure and for promotion shall provide clear standards for the assessment of past achievements of the faculty member. If unit criteria use adjectival standards to rate candidates' performance, the following terminology shall be used: outstanding, excellent, good, fair, and unacceptable. Definitions of these terms may be varied to meet the needs of the individual unit, but should be generally consistent with the following:

**ANNUAL PERFORMANCE REVIEW, ~~THIRD-YEAR~~
REVIEW AND POST-TENURE REVIEW (page 31)**

PURPOSE

The University of South Carolina's mission as a major teaching and research institution is founded on the teaching, research (including creative activities), and service efforts of a strong and dedicated faculty. Affirming its commitment to tenure as essential to its mission, the university supports faculty in reaching their maximum professional development and assuring their full contribution to the academic life of the institution.

To further these goals, the university adopts annual performance, ~~third-year~~, and post-tenure review policies to recognize and reward faculty for superior achievement, and to assure that each faculty member's contribution to the university through teaching, research/creative activities, and service is at a satisfactory level of performance.

**ANNUAL PERFORMANCE REVIEW, TENURE
PROGRESS REVIEW AND POST-TENURE REVIEW
(page 31)**

PURPOSE

The University of South Carolina's mission as a major teaching and research institution is founded on the teaching, research (including creative activities), and service efforts of a strong and dedicated faculty. Affirming its commitment to tenure as essential to its mission, the university supports faculty in reaching their maximum professional development and assuring their full contribution to the academic life of the institution.

To further these goals, the university adopts annual performance, tenure progress, and post-tenure review policies to recognize and reward faculty for superior achievement, and to assure that each faculty member's contribution to the university through teaching, research/creative activities, and service is at a satisfactory level of performance.

**OBLIGATIONS OF EACH TENURING UNIT
FOR POLICIES ON ANNUAL PERFORMANCE
REVIEW, ~~THIRD-YEAR~~ REVIEW AND POST-
TENURE REVIEW**

Each tenuring unit must adopt procedures ~~and standards~~ for:

1. An annual written performance review for all tenure track faculty.
2. A ~~third-year~~ review for all untenured faculty, regardless of rank.
3. A post-tenure review for all tenured faculty, regardless of rank. A post-tenure review for all tenured faculty in administrative positions by their immediate supervisors. Unit chairs will be evaluated by their immediate supervisors in consultation with their units. Written copies of all annual performance reviews, ~~third-year~~ reviews, post-tenure reviews and development plans (see Section 5 of "Outcomes in Annual Performance Review and Post-Tenure Review") will be given to the faculty member who is reviewed and will be permanently retained by the office of the department chair and the office of the dean. Copies of unsatisfactory post-tenure reviews and the associated development plans will also be sent to the provost.

**OBLIGATIONS OF EACH TENURING UNIT
FOR POLICIES ON ANNUAL PERFORMANCE
REVIEW, TENURE PROGRESS REVIEW AND
POST-TENURE REVIEW**

Each tenuring unit must adopt standards and procedures, including a published calendar of unit deadlines, for:

1. An annual written performance review for all tenure track faculty.
2. A tenure progress review for all untenured faculty, regardless of rank.
3. A post-tenure review for all tenured faculty, regardless of rank. A post-tenure review for all tenured faculty in administrative positions by their immediate supervisors. Unit chairs will be evaluated by their immediate supervisors in consultation with their units. Written copies of all annual performance reviews, tenure progress reviews, post-tenure reviews and development plans (see Section 5 of "Outcomes in Annual Performance Review and Post-Tenure Review") will be given to the faculty member who is reviewed and will be permanently retained by the office of the department chair and the office of the dean. Copies of unsatisfactory post-tenure reviews and the associated development plans will also be sent to the provost.

THIRD-YEAR-REVIEW

1. In the third year after appointment, all untenured tenure-track faculty members must be given a written comprehensive evaluation of their progress toward tenure and promotion.
2. This evaluation may be performed by the unit tenure and promotions committee or as otherwise provided by unit procedures. If not performed by the unit tenure and promotions committee, the evaluation will be reviewed by the unit tenure and promotion committee. The tenure and promotion committee will recommend to the next level of file review (i.e., unit chair or dean) whether or not the untenured faculty member should be retained.

See also University Policy [ACAF 1.05 Tenure Progress Review of Faculty: Third Year Review](#)

TENURE PROGRESS REVIEW

1. In the third year after appointment, all untenured tenure-track faculty members must be given a written comprehensive evaluation of their progress toward tenure and promotion. If the faculty member's maximum probationary period is extended in accordance with policy [ACAF 1.31 Extension of Faculty Tenure-Track Probationary Period and Scheduled Post Tenure-Review](#) at any time prior to submission of the tenure progress file, the tenure progress review is extended for the same period of time.
2. This evaluation may be performed by the unit tenure and promotions committee or as otherwise provided by unit procedures. If not performed by the unit tenure and promotions committee, the evaluation will be reviewed by the unit tenure and promotion committee. The tenure and promotion committee will recommend to the next level of file review (i.e., unit chair or dean) whether or not the untenured faculty member should be retained.

See also University Policy [ACAF 1.05 Tenure Progress Review of Faculty: Third Year Review](#)