

**UNIVERSITY OF SOUTH CAROLINA
COLLEGE OF EDUCATION
DEPARTMENT OF INSTRUCTION AND TEACHER EDUCATION**

POST-TENURE REVIEW POLICIES AND PROCEDURES

I. INTENT

The intent of post-tenure review in the Department of Instruction and Teacher Education is to facilitate departmental planning so as to fulfill the twin goals of fostering faculty development and improving student learning. The review process will be implemented in a constructive, consistent, and fair fashion that enhances overall instructional quality, assists faculty in their efforts to develop professionally, respects individual faculty members' academic freedom, and furthers the Department's mission.

II. EXPECTATIONS OF FACULTY MEMBERS

All members of the Department of Instruction and Teacher Education are expected throughout their careers to maintain the standards of excellence in teaching, scholarship, and service that are set forth in the Department's tenure, promotion, and annual performance review policies, taking into account changing expectations at different stages of faculty careers.

III. SCHEDULE FOR REVIEWS

- A. The number of faculty members to be reviewed in any given year will be approximately one-sixth of the number of tenured faculty members in the Department. All tenured members of the faculty will be reviewed during a six year period beginning with the 1999-2000 academic year.
- B. Each tenured faculty member, regardless of rank and including those in Departmental, College, or University administrative positions, will be reviewed every six years unless, during the previous six year period, the faculty member has been promoted in rank or academically reviewed and appointed to or retained in a higher position including Department Chair, Assistant/Associate Dean, Dean, or a Chaired Professorship. However, post-tenure review will be waived for any faculty member who notifies the Department Chair in writing of an intent to retire within three years of the next scheduled review.
- C. The Department Chair will develop an initial schedule for post-tenure review that assures that all members of the faculty having tenure will be reviewed during a six year period beginning with the 1999-2000 academic year. Ordinarily, faculty members to be reviewed first will be those with the longest accrued time since the last formal evaluation for conferral of tenure or for consideration for promotion.
- D. A tenured faculty member may request post-tenure review at any time.

IV. PROCESS

- A. Faculty members who will undergo post-tenure review in any given year will be advised by the Department Chair as early as possible, but no later than April preceding the academic year in which the review is to take place. The time line established by the Provost's Office for the Post-Tenure Review process each year will be followed.

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B. The Review Committee for each faculty member under review will consist of a minimum of three tenured faculty members from the Department of Instruction and Teacher Education. The Department Chair will appoint two full professors and each faculty member to be reviewed will select one member who is at or above his/her academic rank. All members selected by the faculty under review in a given year will serve on the Review Committee for that year and will participate in the review process of all faculty being reviewed. However, voting members in each case will consist of the two full professors appointed by the Department Chair and the additional member selected by the particular faculty member under review.

C. Preparation of Materials

The review will involve an examination of qualitative and quantitative evidence of all relevant aspects of a faculty member's professional performance over the previous six years in relation to the mission of the Department, College, and University. Each faculty member being reviewed should provide information/documentation on the following:

- * List of all courses taught during the last six years
- * Peer and student evaluations of teaching from the past six years
- * Research/creative activities that have been evaluated by peers outside the Department. [Refereed publications or research/creative activities such as grant proposals will be considered to have been peer reviewed outside the Department.]
- * Service activities during the last six years
- * Annual Performance Reviews for the past six calendar years
- * Current faculty vitae
- * Detailed information about the outcomes of any Sabbatical Leave awarded during the pre-review period
- * A written statement of plans for the future as related to teaching, research, and service
- * Any additional materials the faculty member considers appropriate.

D. Review and Report

After the Review Committee has completed its review of the faculty member, it will prepare a report summarizing its findings and any recommendations it has formulated. Using all the information provided to it by the faculty member under review, the Review Committee will evaluate the faculty member's performance in each of the three areas of teaching, research, and service. Using criteria and standards from the Department's Annual Performance Review Policies, the faculty member's performance over the review period will be rated as Superior, Substantive, Satisfactory, Fair, or Unsatisfactory in each of the three areas. The Review Committee will be mindful of the differences between rating a faculty member for promotion and tenure versus rating for continuing performance.

The following procedure will be used to determine a final, overall performance rating of **SUPERIOR**, **SATISFACTORY**, or **UNSATISFACTORY** as required by the CHE Guidelines for Post-Tenure Review.

1. Within each of the areas of teaching, research, and service:
a rating of Superior OR Substantive will translate to **SUPERIOR**,
a rating of Satisfactory OR Fair will translate to **SATISFACTORY**, and
a rating of Unsatisfactory will translate to **UNSATISFACTORY**.

2. a. Faculty members receiving a rating of **SUPERIOR** in all three areas **OR SUPERIOR** in two areas and **SATISFACTORY** in the third area will receive an overall rating of **SUPERIOR**.
- b. Faculty members receiving a rating of **UNSATISFACTORY** in all three areas **OR UNSATISFACTORY** in two areas and **SATISFACTORY** in the third will receive an overall rating of **UNSATISFACTORY**.
- c. Faculty members receiving any other rating combination will receive an overall rating of **SATISFACTORY**.

The report is submitted to the Department Chair for review before he/she sends it to the faculty member under review. When the Department Chair or Assistant/Associate Deans are reviewed, the report is submitted to the Dean. The Department Chair, or Dean, may add his/her comments to the report of the Review Committee before forwarding it to the faculty member under review.

E. Faculty Member's Response

The faculty member being reviewed will be afforded the opportunity to review the report and provide a written response to the Department Chair within two weeks. Such written comments shall be included in the faculty member's confidential personnel file, along with the final report. When the Department Chair is being reviewed, the Dean of the College of Education will assume the functions of the unit head in the review process.

F. Unsatisfactory Performance

1. In the event that the Review Committee concludes that the faculty member being reviewed has a record of overall performance that reflects substantial deficiencies [Unsatisfactory Performance], the Department Chair, in consultation with the appropriate committees and the faculty member under review, will establish a Professional Development Plan for the faculty member judged to be performing Unsatisfactory. The Department Chair will meet with the faculty member to discuss the Professional Development Plan designed to assist the faculty member in addressing the deficiencies. The Professional Development Plan will include the appointment of faculty mentors, approved by the faculty member under review, to assist the faculty member in improving performance. The Professional Development Plan will form the basis for future evaluations of the faculty member until Satisfactory performance is restored.
2. A faculty member who receives an Unsatisfactory review and disagrees with the evaluation or any aspect of the recommendations may appeal to the Department of Instruction and Teacher Education Tenure and Promotion Committee. The findings of this Committee together with its recommendations for action, and a statement by the faculty member under review, will be forwarded to the Department Chair for final determination of the evaluation.
3. An Unsatisfactory review will be noted in the faculty member's personnel file and forwarded to the Dean, together with recommendations for restoring performance to the Satisfactory level. Appropriate resources will be made available to the faculty member to carry out the Professional Development Plan.

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4. In the next academic year during the Annual Performance Review, the Department Chair and the faculty mentors will make an assessment of the progress of the faculty member. The evaluation will be forwarded to the Department of Instruction and Teacher Education Tenure and Promotion Committee. This Committee will review the assessment and state in writing its concurrence or dissent, in general or in any particular area. The Department Chair's assessment and the Department of Instruction and Teacher Education Tenure and Promotion Committee's response will be forwarded to the Dean and copies provided to the faculty member. The Dean will make the final determination on progress or the lack thereof, and whether or not further measures may be necessary.

V. APPEALS AND REPORTS

Faculty members found to have deficiencies in performance may appeal such findings and related provisions of Professional Development Plans within 30 days of receiving a final letter from the Department Chair which outlines the deficiencies and the plans for improvement. Appeal rights are as provided for in the University's policy of post-tenure review.

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VI. CONFIDENTIALITY

All matters relating to post-tenure review will be regarded as confidential. All members of the Review Committees will take seriously their obligation to observe this arrangement. The Department Chair will file annual reports with the Dean of the College of Education, who in turn will forward them to the Office of the Provost, specifying the names of faculty members reviewed during the previous year, the names of faculty members for whom a Professional Development Plan was recommended and established.

VII. PERIODIC ASSESSMENT OF POST-TENURE REVIEW PROCESS

The Department Chair, members of the post-tenure review committees, and faculty members who have been reviewed will assess the Department's experience with the post-tenure review process in the first year. The Department Chair will report to the faculty no later than September, 2000, and in subsequent years as the need arises, regarding any areas in which the process might be improved.

VIII. APPROVAL OF DEPARTMENT'S POST-TENURE REVIEW POLICIES AND PROCEDURES

The Department of Instruction and Teacher Education's Post-Tenure Review Policies and Procedures must be forwarded to the Dean and Provost for approval. Any disagreements between the Dean and the Department over the content of the post-tenure review policies and procedures will be resolved by the Provost. Any subsequent changes in the Department's policies and procedures for post-tenure review must also be approved by the Dean and Provost.