

## USCL Post-Tenure Review Process

### Purpose

1. Post-Tenure Review is required by state law (see Section 59-103-30), which makes the Commission on Higher Education responsible for tracking a number of “critical success factors and performance indicators,” one of which is “post-tenure review for tenured faculty”
2. Because review procedures already in place provide detailed annual evaluation of faculty performance, the post-tenure review process at USCL serves primarily as a way to satisfy the requirements of Section 59-103-30 by periodically assessing tenured faculty’s work within the context of preexisting evaluation.

### Procedures (from the Palmetto College Faculty Manual)

1. Once every six years, tenured faculty members (of any academic rank) shall undergo a process of review of the previous six years of work: the criteria for tenure and promotion will be used as a basis for this review. The file will be submitted to and reviewed by the local tenure and promotion committee. The file is not subject to external review and the faculty member is not required to include the compiler’s summary of teaching evaluations. The “highly effective” record as listed in the Palmetto College Campuses Faculty Manual on pages 8 - 11 is not required for this review. The results of this review will be provided to the faculty member and forwarded to the local campus dean.
2. When a post-tenure review receives an overall rating of unsatisfactory, the faculty member will be referred to a local campus committee which will work with the faculty member to develop a plan and timetable for correcting deficiencies. Within budgetary constraints, the local campus will provide reasonable fiscal support for the implementation of such plans.
3. The procedure which governs “termination for cause” of any tenured faculty appointment is clearly articulated in the Palmetto College Campuses Faculty Manual and no process of outcome associated with post tenure review shall supersede the guidelines established by these provisions.

### File Composition

Post-Tenure Review Files must include (a compilation of the FIFs from the period under review could satisfy a-d):

- a. A list of all courses taught during the period under review or for librarians, a list of all applicable duties during the period under review
- b. Data from of the student course evaluations for courses taught during the previous three years (this can be a summary or the raw evaluations) (not applicable for librarians)
- c. A list of scholarly activities conducted during the period under review.
- d. A list of service activities conducted during the period under review
- e. Copies of annual performance evaluations (peer and Administrative) for the review period
- f. A copy of the official report of sabbatical activities (if applicable)

### Submission, Criteria and Notification<sup>1</sup>

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<sup>1</sup> For full-time administrators with tenure and faculty rank and who report directly to the Palmetto College campus dean or directly to the chancellor of Palmetto College, participation in the post-tenure review process is suspended throughout the duration of their administrative appointment. Upon return to full-time faculty responsibilities, the post-tenure review

1. Post Tenure Review Files are due to the USCL Tenure and Promotion Committee on January 31
  - a. For a faculty member's first post-tenure review, this will be due five years (and a couple months) after the tenure file was submitted and will cover the five and a half academic years following the period covered by the tenure file. Faculty who apply for promotion before their post-tenure review is due, will restart their post-tenure review clocks at that point<sup>2</sup>. (For second-semester appointments who submit a tenure file on March 31, the post-tenure review will cover the five calendar years following the period covered by the tenure file.) Post-tenure reviews after the first will be submitted every five years and will cover the preceding five calendar years.
  - b. The Associate Dean's office will maintain the post-tenure review calendar. Extensions to the post-tenure review clock are available via the Associate Dean in line with the Provost policies on extensions (ACAF 1.31)
2. For purposes of post-tenure review, an effective rating (as described in the manual) in teaching, scholarship and service will result in an overall satisfactory post-tenure review and a rating that scores one or more of the areas ineffective will result in an overall unsatisfactory post-tenure review
  - a. Satisfactory Review
    - i. If the overall post-tenure review is "satisfactory," the evaluation of the faculty member is concluded with a report from the committee.
      1. The report might be a simple paragraph, such as: "On behalf of the USC Lancaster Tenure and Promotion Committee, I am pleased to inform you that the committee has met and completed our review of your post tenure file. I am also very pleased to inform you that we were unanimous in our decision of **satisfactory** upon review of your file. Congratulations on successfully completing the post tenure review process."
    - ii. A copy of the post-tenure report will be sent to the Associate Dean.
  - b. Unsatisfactory Review
    - i. If the overall PTR Committee evaluation of the faculty member is **unsatisfactory**, the local Tenure and Promotion Committee shall establish a development plan designed to restore the faculty member's overall performance to a satisfactory level. The plan shall include the appointment of a unit development committee (if necessary) to assist the faculty member in improving performance. The development plan will form the timeline and basis for evaluations of the faculty member until satisfactory performance is restored.
    - ii. A copy of the development plan will be sent to the Associate Dean.

Approved by USCL FO: 12/6/24

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policy for these individuals will be in effect.

<sup>2</sup> Successful promotion to full is not required for the promotion application to serve as post-tenure review