

Serial 4/99

POST-TENURE REVIEW PROCEDURES
DEPARTMENT OF ELECTRICAL AND COMPUTER ENGINEERING
UNIVERSITY OF SOUTH CAROLINA

I. General Procedures and Calendar

The procedures given below are meant to be in compliance with the regulations on post-tenure review established in the University *Faculty Manual*. If any conflict should arise between the procedures given in this document and the regulations given in the University *Faculty Manual*, the University *Faculty Manual* will take precedence.

The departmental post-tenure review calendar will follow the calendar established for this purpose by the Office of the Provost.

II. Faculty Eligibility for Post-Tenure Review

Each tenured faculty member, regardless of rank and including those in administrative positions, will be reviewed every six years unless, during the previous six year period, the faculty member is reviewed and advanced to or retained in a higher position (e.g., Dean or a chaired professorship). However, post-tenure review will be waived for any faculty member who notifies the unit chair in writing of retirement within three years of the next scheduled review.

III. Post-Tenure Review Committee

A Departmental Post-Tenure Review Committee (referred to hereafter as the Departmental Committee) will be formed for the faculty member being reviewed and will consist of all other tenured faculty members of equal or higher rank. If there are fewer than five tenured eligible faculty members, the Chair of the Department in consultation with the other tenured faculty member of the same or higher rank as the faculty member being reviewed will select a sufficient number of faculty members from outside the department to have a committee of at least five members. The Chair of the Departmental Committee will be elected by the members of the Departmental Committee. A Departmental Committee member on sabbatical leave may participate in the review process if written notification is provided to the Dean prior to the review.

IV. File Documentation

The faculty member who is being reviewed must submit a post-tenure review file. The faculty member will include at least the following material in the file:

A. Teaching

1. A listing of all courses taught in the previous six years.
2. Student course evaluations for each of the courses listed.
3. Peer evaluation of teaching.

B. Scholarship

A listing and copies of all scholarly activities and information about funding for research received during the previous six years. Scholarly activities will be evaluated by peers outside the unit (although not necessarily outside the University). Refereed publications or other reviewed research may be considered as having been peer-reviewed outside the unit.

C. Service

A listing of all service activities conducted during the previous six years.

D. Annual Evaluations

A summary of all annual performance reviews accumulated since the initial tenure review or since the last post-tenure review.

E. Sabbatical Reports

A copy of the faculty member's official sabbatical leave activities report and detailed information about the outcomes of any sabbatical leave awarded during the previous six years.

F. Current Vita

V. Departmental Committee Procedures

A. The Chair of the Departmental Committee will ensure that the meetings of the Departmental Committee are held in a timely manner sufficient to meet the post-tenure review calendar set by the Provost.

B. Each member of the Departmental Committee will perform a review of the faculty member's file and complete a written evaluation of the faculty member's overall performance. This evaluation will rate the faculty member's performance as either superior, satisfactory, or unsatisfactory.

C. The above performance rating terms are defined as follows:

1. Superior performance means performance at the very highest level.
2. Satisfactory performance means performance that meets the expectations of the unit.
3. Unsatisfactory performance means performance, taken as a whole, which fails to meet current unit standards.

D. The Chair of the Departmental Committee will collect and tally the performance evaluations from the Departmental Committee members.

- E. The Chair of the Departmental Committee will prepare a report of the post-tenure review which will include the Departmental Committee's assessment of the faculty member's performance and suggestions to aid the faculty member in professional growth and development. A finding of "superior" or "unsatisfactory" in the report must be supported by at least two-thirds of the committee; otherwise the finding is "satisfactory."
- F. A copy of the Departmental Committee report will be given to the faculty member and will be retained permanently by the Chair of the Department and the Dean of the College of Engineering. In the event of an unsatisfactory review, a copy of the Departmental Committee report and development plan will also be sent to the Provost.
- G. If the performance rating of the faculty member is either superior or satisfactory, the evaluation of the faculty member will be concluded with the distribution of the report. If the Departmental Committee determines that the faculty member's overall performance is unsatisfactory, the faculty member in consultation with the Departmental Committee must produce a development plan for restoring performance to a satisfactory level.
- H. An Unsatisfactory Review
1. An unsatisfactory review will be noted in the faculty member's personnel file and forwarded through the Chair of the Department to the dean, together with recommendations for restoring performance to the satisfactory level. The time for restoring satisfactory performance will normally be between one and three years.
 2. A faculty member who receives an unsatisfactory review and disagrees with the evaluation of any aspect of the recommendations may appeal to the Departmental Committee in general or in any particular. The findings of the Departmental Committee, together with its recommendations for action and a statement by the faculty member will be forwarded through the Chair of the Department to the dean for final determination of the evaluation.
 3. The faculty member will establish a developmental plan in consultation with and with the concurrence of the Departmental Committee and the Chair of the Department. If a development plan cannot be established, the faculty member may appeal to the Dean of the College of Engineering. The development plan will form the basis for evaluation of the faculty member.
 4. At the next annual review, the Chair of the Departmental Committee will prepare a written assessment of the progress of the faculty member. This evaluation will be forwarded to the Chair of the Department who will review the Departmental Committee's written assessment and state in writing concurrence or dissent, in general or in particular. The Chair of the Department's written review and the Departmental Committee's

written assessment will be forwarded to the dean and copies will be 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.

Revised April 26, 1999