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**DEPARTMENT OF EDUCATIONAL PSYCHOLOGY  
UNIVERSITY OF SOUTH CAROLINA  
STANDARDS AND PROCEDURES FOR POST-TENURE REVIEW**

**INTRODUCTION**

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 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.

As a general policy of the University, all departmental post-tenure review standards and procedures are forwarded to the appropriate Dean and the Provost for approval. Any disagreements between the Dean and the department over the content of the post-tenure review standards or procedures are resolved by the Provost. Any disagreement between the Provost and the department over the content of the post-tenure review standards or procedures are referred to the Tenure Review Board for final resolution.

**GENERAL POLICY**

The Department of Educational Psychology's annual performance review (APR) process, summarized below, forms the basis for post-tenure review. (The complete APR document is available in the department office.) As indicated below, the APR includes peer and student evaluations of teaching, research activities (scholarship) evaluated by peers outside the department (although not necessarily outside the University), and service. Refereed publications or other reviewed research activities are considered as having been peer-reviewed outside the department. The APR includes detailed information about the outcomes of any sabbatical leave awarded during the review period.

The annual performance review includes a numerical rating on a scale from 1 to 10 for each of the areas of teaching, scholarship, and service. The ratings that have been accumulated since the last PTR (or another appropriate date described below) form the basis of post-tenure review.

### **Annual Performance Review**

The department's Annual Performance Review (APR) Committee conducts the annual performance review of all departmental (tenured and non-tenured) faculty members. Committee members are elected by the departmental faculty and serve for a two-year term. The Chair of the committee, who serves a one-year term, must hold the rank of tenured full professor and must have served as a committee member at least one year.

The calendar year (January 1 to December 31) is the basis for the annual performance review. Each faculty member submits a complete vita with the current year's activities highlighted, a personal statement summarizing his or her activities, copies of publications, and summaries of student and peer evaluations of teaching. Files are submitted no later than February 15 for the preceding calendar year.

The APR Committee reviews the files of departmental faculty members and completes the APR evaluation form according to departmental policy. (A copy of the two-page evaluation form is attached to this document.) Evaluations of annual performance are based on the department's criteria for tenure and promotion. As indicated on the APR evaluation form, separate evaluations on a scale from 1 to 10 are obtained for teaching, scholarship, and service. Question 5 (page 2) of the evaluation (reasonable progress toward tenure and/or promotion) is completed for assistant professors and associate professors.

Appropriate APR members are assigned to review and rate each faculty member on teaching, scholarship, and service. Associate professors are evaluated only by the APR subcommittee of full professors. Full professors and assistant professors are evaluated by the full APR Committee. The APR Committee reviews and summarizes the individual evaluations completed by the assigned committee members.

The evaluation received by the faculty member consists of the following.

- (1) Individual ratings (on a scale from 1 to 10) in each of the areas of teaching, scholarship, and service.
- (2) Median of the ratings in each area.
- (3) Summary of committee comments.

(4) Responses to Question 5 on reasonable progress toward tenure and/or promotion.

Full professors are also evaluated on leadership as described in the Department of Educational Psychology APR document.

### **Post-Tenure Review**

The tenured faculty of the Department of Educational Psychology (Committee of the Whole) elect to function through the Annual Performance Review (APR) Committee on PTR matters. The PTR Committee is comprised of members of the APR Committee for the year. The PTR Committee is chaired by the PTR Chair who is elected for this purpose by the Committee of the Whole. The PTR Chair, who serves a one-year term, must hold the rank of tenured full professor and must have served as an APR committee member at least one year. The primary task of the PTR Committee is to summarize the performance of tenured faculty members under review.

To determine the priority for faculty to undergo post-tenure review, the department uses the criterion of seniority according to date of tenure (i. e., those faculty who have been tenured the longest) unless the faculty member has been promoted during the previous six years. One-sixth of the department tenured faculty will engage in post-tenure review beginning fall 1999.

The post-tenure review (PTR) incorporates annual performance reviews accumulated since the initial tenure review or since the last post-tenure review.

In any matter not specifically covered in this document, the Department of Educational Psychology adheres to rules and policies included in the Faculty Manual of the University of South Carolina.

### **STANDARDS**

As indicated earlier, the Annual Performance Review (APR) forms the basis for the Post-Tenure Review (PTR) process. *PTR evaluation is based on the annual median APR ratings that have been accumulated since the last PTR review or since another applicable date described in the General Policy section of this document.* The following standards apply to each of the areas of teaching, scholarship, and service.

## PART I

The following criteria are used to automatically classify the faculty member's performance as "**superior**," "**satisfactory**," or "**unsatisfactory**" in each of the areas of teaching, scholarship, and service.

- A. **Superior performance** is defined as having four or more annual medians in the 8 to 10 range for the six years preceding the PTR review.
- B. **Satisfactory performance** is defined as having one annual median in the 4 to 7 range and three annual medians in the 4-10 range for the six years preceding the PTR review.
- C. **Unsatisfactory performance** is defined as having four or more annual medians in the 1 to 3 range for the six years preceding the PTR review.

## PART II

A faculty member who has received three annual medians in the 1-3 range and three annual medians in the 4-10 range will not be classified automatically as satisfactory or unsatisfactory in the area under consideration. Given the gravity of an unsatisfactory rating for this borderline case, the full PTR Committee will meet and consider the possibility of any extenuating circumstances (such as serious illness and family problems) that might account for the lower ratings. A vote will be taken at the end of the discussion. For a tenured associate professor, the PTR subcommittee of tenured full professors will vote (Yes or No) on assigning the satisfactory rating. For tenured full professors, the full PTR Committee will vote on this matter. A satisfactory rating is assigned if the faculty member receives more than 50% "Yes" votes. Abstentions do not count in the computation of percentages. Absentee ballots are not permitted.

## OVERALL PERFORMANCE

The purpose of the post-tenure review is 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.

To accomplish the above purpose, the overall performance (in the combined areas of teaching, research/creative activities, and service) of each faculty member will be judged as superior, satisfactory, and unsatisfactory.

The following definitions are adopted for the categories of "**superior**," "**satisfactory**," and "**unsatisfactory**" overall performance.

- A. **Superior overall performance** is defined as achieving a superior rating in either scholarship or teaching, and a satisfactory rating in the remaining two areas.
- B. **Satisfactory overall performance** is defined as achieving a satisfactory rating in scholarship, teaching, and service.
- C. **Unsatisfactory overall performance** is defined as being rated as unsatisfactory in any one of the following categories: scholarship, teaching or service.

## PROCEDURES

At the departmental level, the PTR review process consists of the following steps.

1. The Dean will notify all faculty members who are to engage in the PTR process.
2. The Department Chair will provide the PTR Committee with the annual medians for the last six years in the areas of teaching, scholarship, and service for all tenured faculty members under review.
3. Each tenured faculty member, regardless of rank and including those in departmental 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.). Post-tenure review will be waived for any faculty member who notifies the Department Chair in writing of retirement within three years of the next scheduled review. Furthermore, confirmation of retirement must be provided, indicating formal agreement between the faculty member and the University administration.

The Department Chair will be evaluated by the Dean of the college in consultation with the faculty of the department. The department's Faculty Affairs Committee is charged with conducting the annual review of the Department Chair.

4. Using the data from the Department Chair, the PTR Committee will first apply the standards listed under Part I to classify each faculty member as superior, satisfactory, or unsatisfactory.

5. For a faculty member for whom Part II of the section on Standards is applicable, the PTR Committee will request a statement from the faculty member detailing the extenuating circumstances that might account for the lower ratings. The PTR Committee will consider the letter along with the ratings of the last six years to make a decision on a rating.
6. Upon completion of post-tenure review, the faculty member will receive a written statement that provides specific evaluative information of the faculty member's performance in the areas of teaching, research, and service. The review will be sufficiently detailed to aid the faculty member in professional growth and development.

## OUTCOMES

### A. **Superior Overall Performance**

A superior evaluation will be noted in a faculty member's personnel file. Any faculty member who receives a superior evaluation in a post-tenure review may receive a permanent merit increase to base pay as determined by the Provost, in addition to any annual raise.

### B. **Satisfactory Overall Performance**

A satisfactory evaluation will be noted in the faculty member's personnel file.

### C. **Unsatisfactory Overall Performance**

1. 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.
2. A faculty member who receives an unsatisfactory review and disagrees with the evaluation or any aspect of the recommendations may appeal to the departmental Post-Tenure Review Committee, in general or in any particular. The findings of the PTR Committee, together with its recommendations for action and a statement by the faculty member will be forwarded to the Department Chair and Dean for final determination of the evaluation.
3. According to the procedures of the department, the department, in consultation with and concurrence of the faculty member, will establish a development plan. The plan will include the appointment of a Development Committee to assist the

faculty member in improving performance. The development plan will form the basis for evaluations of the faculty member until satisfactory performance is restored. The departmental procedures will provide for the contingency of non-agreement to a development plan.

4. At the next annual review, the Department Chair and the Development Committee, if any, will make an assessment of the progress of the faculty member. The evaluation will be forwarded to the department PTR Committee. The committee will review the Department Chair's assessment and state in writing its concurrence or dissent, in general or in any particular. The Department Chair's assessment and the department PTR Committee's responses 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.

## **RESPONSIBILITIES**

### **Department Chair**

1. Serve as ex-officio member of the PTR Committee.
2. Serve as PTR liaison with the Dean.
3. Ensure that all tenured faculty are notified in writing of their term for post-tenure review.
4. Maintain faculty files.
5. Ensure that each faculty member's file is complete.
6. Receive appeals from faculty receiving an unsatisfactory post-tenure review.
7. Write evaluative letters and forward all applicable PTR files to the Dean.

### **Post Tenure Review Chair**

1. Chair meetings of the PTR Committee.
2. Call meetings as necessary.
3. Appoint a secretary and maintain a file for all non-confidential business.
4. Prepare a calendar of departmental PTR activities and distribute a copy to appropriate faculty.
5. Forward all PTR files to the Department Chair including the PTR Committee's summary of the faculty member's conformity to the PTR standards.

### **CALENDAR**

March 1999 Faculty to engage in post-tenure review during 1999-2000 are notified in writing by the dean of the department's procedures, standards, and calendar for the review.