

COLLEGE OF SOCIAL WORK

POST-TENURE REVIEW

The University of South Carolina post-tenure review policy was passed by the general faculty during 1998 and approved by the Board of Trustees. It may be found on the Provost's Home Page under *Faculty Manual*.

I. 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 review 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(*Faculty Manual*).

II. General Standards and Procedures

The Post-Tenure Review **standards and procedures** of the College of Social Work conform with and build upon those specified in the latest University of South Carolina *Faculty Manual*.

1. Each tenured faculty member, regardless of rank, 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).

A post-tenure review also will be conducted for all tenured faculty in administrative positions by the Dean of the College of Social Work in consultation with the College's Post-Tenure Review Committee. The Committee will provide a post-tenure review summary statement that will be forwarded to the Dean. 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.

2. The post-tenure review will include peer and student evaluations of classroom teaching; research/creative activities, evaluated by peers outside the unit(although not necessarily outside the University); and service. Refereed publications or other reviewed research/creative exercises will be considered as having been peer-reviewed outside the unit. The post-tenure review will include detailed information about the outcomes of any sabbatical leave awarded during the pre-review period.
3. The post-tenure review will incorporate annual performance reviews accumulated since the initial tenure review or since the last post-tenure review.
4. 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 categories of teaching, research/creative activities, and service. The review will be sufficiently detailed to aid the faculty member in professional growth and development.
5. The process will identify those faculty members whose performance is superior.

III. The Post-Tenure Review Committee

The College of Social Work Post-Tenure Review Committee(the Committee) will be composed of all tenured full professors. Tenured full professors who are in the process of post-tenure review will be excluded from Committee membership that year. The Chair of the Tenure and Promotion Committee will serve as Chair of the Committee. If the Chair of the College Tenure and Promotion Committee is being evaluated for post-tenure review, the Committee will elect a new chair for that year. If there are fewer than five College faculty members eligible to serve on the Committee, the Dean will identify and appoint additional faculty members from other academic units of the University who are eligible to bring the committee composition to the level of five voting members.

IV. Committee Procedures

1. The Chair will assume responsibility for planning and carrying out the post-tenure review meetings.
2. The committee will meet as a whole to carry out the review process, including completion of **Post-Tenure Review Performance Forms**.

The forms will be used for rating the faculty member's performance in each of three areas: teaching, scholarship, and service. Faculty performance in each area, according to University policy, will be rated superior, satisfactory, or unsatisfactory. Space will be available for committee members to provide written explanations of their ratings, including recommendations for performance improvement.

For purposes of post-tenure review, the Committee will utilize the performance indicators already incorporated in the College of Social Work Tenure and Promotion Criteria. In order to achieve a rating of "superior" for post-tenure review the faculty member must meet the criteria in two of the three performance areas and indicate superior performance in at least one area. To achieve a rating of "satisfactory", the faculty member must meet the unit's criteria in all three performance areas. If the faculty member fails to meet the criteria in one of the performance areas he/she will be rated as "unsatisfactory."

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3. Following completion of Post-Tenure Review Performance Forms, the Committee Chair and Secretary will collect and tally the ratings in each of the three performance areas, using the categories of "superior," "satisfactory," and "unsatisfactory." A majority performance rating is achieved when fifty-one percent of committee members have cast a ballot with the same rating. If a majority of committee members do not rate the performance of the faculty member the same in a given area, the Committee report will give a performance rating of "satisfactory, lacking majority opinion."
4. Following completion of performance rating forms and announcement of results to the Committee, the Secretary will forward the minutes of the meeting to the Dean. The Chair will appoint a subcommittee of 2-3 persons to draft a report of the Performance Review, to include a summary of comments to serve as a basis for the faculty member's further growth and development. Individual rating counts in each performance area will not be revealed. Written performance evaluations will be forwarded to the Dean for use in further performance evaluation.
5. If the Performance Review for each evaluation area of the faculty member is either "superior" or "satisfactory," the evaluation is concluded following distribution of the final report. If the committee determines that the performance in either teaching, scholarship, or service is unsatisfactory, the Chair of the committee, in consultation with and concurrence of the faculty member, will appoint a **Development Committee to assist the faculty member in restoring performance to a satisfactory level.**

The Development Committee's main functions will be to mentor the faculty member in establishing a **development plan and improvement timetable**. The timetable will extend to the next annual Performance Review and may be reconsidered on a yearly basis up to three years. Additionally, members of the Development Committee will consult with the faculty member around those performance areas requiring improvement. The development plan will form the basis for future evaluation of the faculty member until satisfactory performance is restored. Non-agreement by the faculty member to the development plan will be addressed by the Dean of the College of Social Work.

6. A copy of the committee's Performance Report will be forwarded to the faculty member and to the Dean of the College of Social Work for inclusion in the faculty member's personnel file. Should the Performance Review result in an unsatisfactory review, a copy of the committee report and development plan also must be sent to the Provost.
7. Prior to the next annual Performance Review meeting, the Chair of the College of Social Work Tenure and Promotion Committee will convene the faculty member's Development Committee in order to make an assessment of his/her progress toward satisfactory progress. The group evaluation will be reviewed by the Committee and it will provide in writing a summary of its concurrence or dissent, in general or in any particular, pertaining to the progress of the faculty member in achieving satisfactory performance. The summary will be forwarded to the Dean and a copy 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.
8. Failure of the faculty member to make sustained progress in meeting the performance improvement plan may result in termination proceedings.
9. A faculty member who receives an unsatisfactory Post-Tenure Review and disagrees with the evaluation or any aspect of the recommendations may appeal to the College of Social Work Tenure and Promotion Committee in general or in any particular. The findings of the Committee, together with its recommendations for action and a statement by the faculty member, will be forwarded to the dean for final determination of the evaluation.
10. A faculty member who further disagrees with his/her Performance Review, subsequent development plan, and Dean's final action, may extend an appeal to the Provost.

V. Outcomes in Post-Tenure Review

The College of Social Work adheres to the following **Outcomes in Post-Tenure Review** as specified in the University's *Faculty Manual*.

1. A Superior Review

A superior evaluation by the College of Social Work Tenure and Promotion Committee or Subcommittee will be noted in the 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.

2. A Satisfactory Review

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

3. An Unsatisfactory Review

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.**

Any College of Social Work tenure track faculty members participating in multidisciplinary programs such as a virtual college are assured that they will receive a comprehensive annual review in terms of progress toward tenure and promotion. The review process will be a collaborative effort between the faculty member's academic unit and the multidisciplinary program.

VI. Post-Tenure Review File Preparation

The College of Social Work post-tenure review process will follow the calendar determined by the Office of the Provost.

It is the responsibility of each faculty member undergoing post-tenure review to assemble and submit a post-tenure review file to the Committee according to the announced schedule. The following items must be included:

1. **Teaching:** a listing of all courses taught in the previous five years; all evaluations of teaching performance during the past five years; copies of any peer review summaries of teaching.

In addition, the faculty member will provide a **personal statement describing the full range of teaching activities engaged in since receiving tenure**. The full list of teaching activities in the College of Social Work *Criteria for Tenure and Promotion* may be used as a framework for the personal statement.

2. **Research and Scholarship:** a listing of all scholarly activities as outlined in the College of Social Work *Criteria for Tenure and Promotion* , including copies, of scholarly materials completed during the past five years.

In addition, the faculty member will provide a **personal statement describing the focus and scope of his/her scholarly agenda/plan and achievements during the past five years**.

3. **Service:** a listing of all service activities engaged in during the past years as outlined in the College of Social Work *Criteria for Tenure and Promotion*.

In addition, the faculty member will provide a **personal statement describing the focus and scope of his/her service contributions during the past five years**.

4. A copy of each annual performance evaluation conducted by the Dean during the last five since being awarded tenure.
5. A copy of each report of sabbatical activities previously forwarded to the Provost's office.
6. A current vita.

VII. Additional Post-Tenure Review Considerations

In light of various changes that have emerged in relation to faculty performance at the University of South Carolina during the past several years, additional identification of faculty work roles is particularly relevant in any consideration of Post-Tenure Review. Indeed, the Post-Tenure Review process in social work education requires recognition of the different and evolving academic career paths of faculty in a major teaching and research university. Social work faculty continue to meet a variety of role and performance expectations in more traditional areas--teaching; research, publication, and other forms of scholarship; and university, community, and professional service.

Additionally, university expectations and subsequent performance review must be extended to consider such faculty work as leadership in curriculum development and other committees; multidisciplinary and dual degree program development and administration; distance and continuing education; development of electronic technologies in social work education; faculty mentoring; grant and contract development; social agency-based evaluation research, consultation, and staff training; assistance to neighborhood, local, state, national, or international organizations; field work liaison; and various administrative and leadership roles within child, family, and gerontology centers and institutes.