

**USC UPSTATE**  
**Post Tenure Review Policy**  
**Approved at the USCS General Faculty Meeting**  
**August 28, 1998**

1. The Vice Chancellor for Academic Affairs will compile a list of faculty members that must be considered for post tenure review. The Dean of the faculty member under review and the faculty member under review will be notified of the review by the Vice Chancellor for Academic Affairs during the year prior to the post tenure review.
2. Annual reviews of tenured faculty will continue to be conducted by Division Chairs and Deans as outlined in the faculty manual.
3. Each tenured faculty member will receive post tenure review after the completion of six years of service since the last review for promotion or tenure or post tenure review. During the initial six years in which post tenure review is implemented the number of faculty members reviewed in any particular year may be adjusted for the purpose of equalizing the number of faculty members being reviewed each year.
4. The post tenure review file will consist of no more than a one-inch three-ring binder with additional binders for student opinion polls for teaching faculty and other supporting material for library faculty appropriate to their assignment. The following items are pertinent to post tenure review and may be included in the post tenure review file. All materials intended for submission must be included in the post tenure review file prior to submission to peer review.

A curriculum vita

Lists of scholarly and creative activities, professional service, service to the university and service to the community completed during the period under review

Copies of each annual review completed during the period under review

A detailed outline of sabbatical projects completed during the period under review

A statement of teaching which includes new course development and/or innovations in teaching for teaching faculty, or a statement of librarianship which includes innovations in librarianship for library faculty.

Future goals and plans relating to teaching or librarianship improvement, service and scholarly and creative activities

A letter from the faculty member's Dean which evaluates the contributions of the faculty member during the period under review

Student opinion polls and the corresponding written comments for all courses evaluated during the period under review for teaching faculty, or evaluation/assessment information on effectiveness as a librarian for library faculty.

5. The post tenure review file will be reviewed by the Peer Review Committee, which will contain one member external to the unit (school or college), the Division Chair, the Dean and the Vice Chancellor for Academic Affairs, after the sixth year. In the event that the Division Chair is due for post tenure review, the Dean will assume the responsibility for assessing the file of the Division Chair and will exercise the same responsibilities that the Division Chair would assume in assessing other files of faculty members under review. Those faculty persons holding administrative positions will not be reviewed until after they have moved back into the teaching ranks for the required six year period required for post tenure review.
6. Each faculty member under review has the option to respond to the recommendation made at each level of the review before the recommendation passes to the next level.
7. The post tenure review file will be reviewed at the following levels and in the following sequence:
  - Peer Review Committee
  - Division Chair
  - Dean
  - Vice Chancellor for Academic Affairs

Each reviewing entity will assess the file under review as either "maintaining professional performance at rank" or "not maintaining professional performance at rank."

8. The faculty member under review may appeal to the USCS Promotion and Tenure Committee within seven working days after receipt of the final post tenure review recommendation. The Promotion and Tenure Committee will review materials and make a recommendation to the Vice Chancellor for Academic Affairs within ten working days.
9. If the faculty member under review is recommended as "maintaining professional performance at rank," then the appropriate Dean will determine the level of merit based on the annual review. In the event that the faculty member under review is assessed as "not maintaining professional performance at rank" at all levels of the post tenure review process, the appropriate Dean will devise a remediation plan in consultation with the Peer Review Committee and the faculty member under review. This plan will include a reasonable timetable for the completion of the remediation process. "Not maintaining professional performance at rank" is defined as habitual neglect of duty under the terms of the USCS faculty manual. A faculty member who wishes to grieve a remediation plan can file a grievance through the regular university grievance process.
11. In any post tenure review consideration in which the remediation process has been judged unsuccessful by the appropriate Dean and the Peer Review Committee, the case will be referred to the Vice Chancellor for Academic Affairs who can recommend termination of tenure through appropriate channels.
12. If a decision is made to terminate the employment of a faculty member under review, the faculty member under review can file a grievance through the regular university grievance process.