

2009-2010 Post-Tenure Review Calendar

The asterisked dates are firm and must be observed.

Units have the option to set alternative deadlines for the other three events as long as they can meet the April 1 deadline.

2009

- * **May 1:** Dean's Office notifies all eligible faculty in writing that post-tenure review will occur during the following academic year.
- * **June 2:** Eligible faculty notifies the Dean's Office in writing of his/her intent to go forward with post-tenure review or to retire in three years. Faculty contacts the appropriate Post-Tenure Review (PTR) Committee Chair for guidance in preparing file.
- * **July 15:** Deans send the Provost a list of all faculty members who will be considered for post-tenure review in the upcoming academic year.
- Nov 2:** Faculty completes the post-tenure review file and forwards the file to the Chair's or Dean's Office for PTR Committee review.

2010

- Jan 15:** The PTR Committee's report is forwarded to the faculty member, Department Chair, and Dean. The PTR Committee must include recommendations in its report that will assist in restoring the faculty member's performance to a "satisfactory" level in any area found unsatisfactory.
- Feb 9:** In the event that the faculty member's overall performance evaluation is determined by the PTR Committee to be "unsatisfactory," a Development Committee which may be the PTR Committee or a separate committee depending on the unit criteria, will prepare a Development Plan and a timetable for improvement following unit criteria. The Development Plan must be prepared in consultation with and receive the concurrence of the faculty member.
- * **April 1:** Completed Development Plan for those judged unsatisfactory and timetable must be approved by the Committee and forwarded to the Chair and to the Dean. **Copies of the Development Plan and the relevant PTR Committee's Report must also be sent to the Provost. Names of faculty described as Unsatisfactory, Satisfactory, or Superior are forwarded to the Provost.**

Disagreements between the faculty member and the Development Committee or between the Development Committee and the PTR Committee concerning the Development Plan or timetable will be resolved by the Dean.

**Post-Tenure Policy http://www.sc.edu/policies/facman/Faculty_Manual_Columbia.pdf
"Annual Performance Review, Third-Year Review, and Post-Tenure Review"**

Revised 3/2009
Office of the Provost