

2018-2019 Post-Tenure Review Calendar

- **Underlined dates are firm deadlines set by the Office of the Provost, other dates are suggested guidelines.**
- **Units have the option to set alternative deadlines and create their own internal schedule as long as they can meet the April 8 deadline for completion of reviews.**

2018

April 30, 2018

- Dean's Office notifies all eligible faculty in writing that post-tenure review will occur during the following academic year.

JUNE 1, 2018

- 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, 2018

- Deans send the Provost a list of all faculty members who will be considered for post-tenure review in the upcoming academic year.

November 5, 2018

- Faculty completes the post-tenure review file and forwards the file to the Chair's or Dean's Office for PTR Committee review.

2019

January 21, 2019

- 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.

February 18, 2019

- 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 8, 2019

- 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 Superior, Satisfactory, or Unsatisfactory 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.

By JUNE 28, 2019

- Report from the Dean to the Office of the Provost in the event a faculty member receives an unsatisfactory rating is due.
- Report to include:
 - Unit post-tenure review report and any recommendations for a development plan.
 - Written statement of a faculty member if the faculty member appealed the unit's assessment.
 - Any recommendation of the unit tenure and promotion committee of subcommittee.
 - Dean's assessment.

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