

# Post-Tenure Review Schedule and Calendar

Office of the Provost  
University of South Carolina

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 (such as dean, an endowed chair or named professorship, promotion to a higher professorial rank). Sabbatical leave does not affect post-tenure review. The schedule below indicates the ordinary post-tenure review cycle, as well as extended review cycles for up to the maximum three allowed extensions. Post-tenure review will be waived, however, for any faculty member who notifies the unit chair in writing of retirement within three years of the next scheduled review.

This document is a guide only. The [Faculty Manual](#) is the final authority on post-tenure review policies and procedures; see also policy [ACAF 1.31](#): Extension of Faculty Tenure-Track Probationary Period and Scheduled Post-Tenure Review. Please contact the relevant department chair or dean for department- or college-specific post-tenure review guidelines.

## Review Schedule with Post-Tenure Review Extensions

Date of Promotion or Last Post-Tenure Review (PTR)	Original Date of Next PTR	PTR Date with One Approved Post-Tenure Review Extension	PTR Date with Two Approved Extensions	PTR Date with Three Approved Extensions
2017-2018	2023-2024	2024-2025	2025-2026	2026-2027
2018-2019	2024-2025	2025-2026	2026-2027	2027-2028
2019-2020	2025-2026	2026-2027	2027-2028	2028-2029
2020-2021	2026-2027	2027-2028	2028-2029	2029-2030
2021-2022	2027-2028	2028-2029	2029-2030	2030-2031
2022-2023	2028-2029	2029-2030	2030-2031	2031-2032
2023-2024	2029-2030	2030-2031	2031-2032	2032-2033
2024-2025	2030-2031	2031-2032	2032-2033	2033-2034
2025-2026	2031-2032	2032-2033	2033-2034	2034-2035
2026-2027	2032-2033	2033-2034	2034-2035	2035-2036

### Automatic COVID-19 Post-Tenure Review Extensions

In 2020 in response to the pandemic, the provost announced automatic post-tenure review extensions for a full six-year cycle. That is, any faculty member scheduled for a post-tenure review for academic years 2020-2021 through 2025-2026 receives an automatic post-tenure review extension. This extension will count as one of the maximum three allowed extensions as stated in the *Faculty Manual*. Any faculty member may choose to proceed with post-tenure review without the one-year extension if desired.

## Post-Tenure Review Calendar

The [Faculty Manual](#) is the final authority on post-tenure review policies and procedures. Faculty undergoing post-tenure review and those involved in faculty evaluation should familiarize themselves with the procedures described therein. This calendar is a guide only.

**BOLD DATES are firm deadlines set by the Office of the Provost.** Other dates are suggestions and may be modified to fit the needs of the unit. Units have the option to set alternative deadlines and create their own internal schedule as long as they can meet the April 10 deadline for completion of reviews.

*\* In all tenure and promotion procedures, when a deadline for taking some action falls on a weekend or university holiday, the deadline shall be the next business day.*

Deadline	Action
<b>Spring</b>	
<b>May 1</b>	Dean's office notifies all eligible faculty in writing that post-tenure review will occur during the following academic year.
<b>June 1</b>	Eligible faculty notify the dean's office in writing of their intent to go forward with post-tenure review or to retire in three years. Faculty contact the appropriate post-tenure review (PTR) committee chair for guidance in preparing file.
<b>July 15</b>	Deans <a href="#">submit online</a> to the Office of the Provost the names of all faculty members who will undergo post-tenure review in the upcoming academic year.
<b>Fall</b>	
November 1	Faculty completes the post-tenure review file and forwards the file to the chair's or dean's office for PTR committee review.
<b>Spring</b>	
January 25	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 20	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.
<b>April 10</b>	<ul style="list-style-type: none"> <li>• 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.</li> </ul>

	<ul style="list-style-type: none"> <li>• 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.</li> <li>• A post-tenure review summary including the names of all faculty reviewed and their overall performance rating (superior, satisfactory, or unsatisfactory) shall be forwarded to the provost.</li> </ul>
<p style="text-align: center;"><b>June 30</b></p>	<p>Report from the dean to the Office of the Provost in the event a faculty member receives an unsatisfactory rating is due.</p> <p><b>Report to include:</b></p> <ul style="list-style-type: none"> <li>• Unit post-tenure review report and any recommendations for a development plan.</li> <li>• Written statement of the faculty member if the faculty member appealed the unit’s assessment.</li> <li>• Any recommendation of the unit committee or subcommittee.</li> <li>• Dean’s assessment.</li> </ul>