UNIVERSITY OF SOUTH CAROLINA

OFFICE OF THE DEAN
COLLEGE OF CRIMINAL JUSTICE

COLLEGE OF CRIMINAL JUSTICE
POST-TENURE REVIEW PROCEDURES

APPROVED BY COLLEGE AND
SUBMITTED TO OFFICE OF PROVOST
FOR REVIEW AND APPROVAL

Martha P. Apen
Chair, College Tenure, Promotion and Retention Committee

March 4, 1999
Date

Cole Bleare Graham Jr.
Dean

March 4, 1999
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COLLEGE OF CRIMINAL JUSTICE
POST-TENURE REVIEW PROCEDURES
1999

1. GENERAL PROCEDURES AND CALENDAR

The procedures given below comply with the regulations on post-tenure review established in the Faculty Manual of the University of South Carolina. The Faculty Manual of the University of South Carolina will govern should any question arise concerning the compatibility of the procedures in this document and the procedures contained in the Faculty Manual of the University of South Carolina.

The College of Criminal Justice (the College) post-tenure review calendar will follow the calendar established for this purpose by the Office of the Provost.

II. FACULTY ELIGIBILITY FOR POST-TENURE REVIEW

Each college faculty member tenured by the University, regardless of rank and including those in administrative positions other than the dean, 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, for example, dean or chaired professorship. However, post-tenure review by the College will be waived for: (1) any faculty member who notifies the College dean in writing of retirement within three years of the faculty member's next scheduled review; and (2) any faculty member who has been successfully promoted to the rank of professor or associate professor within the previous five years. Beginning in 1999-2000, two faculty members will be reviewed annually until a regular six (6) year cycle is achieved.

III. THE POST-TENURE REVIEW COMMITTEE

The College Post-Tenure Review Committee (the Committee) will consist of three (3) members, two (2) chosen by the College Committee on Tenure, Promotion, and Retention and one (1) chosen from the eligible members of the College Committee on Tenure, Promotion, and Retention by the faculty member undergoing post-tenure review. Eligible members are all tenured faculty members at the same rank or higher. The faculty member being reviewed will not be eligible to serve on the Committee. The Committee will elect a chair. The dean is not eligible to vote in the Committee and is not eligible to serve on the Committee.

IV. FILE DOCUMENTATION

The faculty member who is being reviewed will submit a post-tenure review file to the Committee. The faculty member being reviewed may include documentation deemed pertinent by the faculty member but must include at least the following:

A. TEACHING

1. A listing of all courses taught in the previous five (5) years;

2. Student evaluations as well as a numerical and descriptive summary of the student course evaluations for each of the courses listed as prepared under the direction of the dean's office;

3. A copy of a peer teaching review conducted in accordance with the College's policy on peer teaching review [See College's Procedures and Criteria for Tenure and Promotion (April, 1998) IV. C. 1.]

B. RESEARCH AND SCHOLARSHIP

1. A listing of all research and scholarly activities undertaken in the past five (5) years accompanied by copies of publications. Scholarly activities are defined in the College's Procedures and Criteria for Tenure and Promotion (April, 1998) IV. C. 2. "Research and Scholarship".

C. SERVICE

1. A listing of all service activities undertaken during the past five (5) years with copies of appropriate documentation. Service activities are defined in the College's Procedures and Criteria for Tenure and Promotion (April, 1998) IV. C. 3. "Public, College and University Service".

D. ANNUAL EVALUATIONS

1. A copy of all annual performance evaluations conducted by the College dean and or the College Tenure, Promotion, and Retention Committee accumulated since the initial tenure review or since the last post-tenure review. Any written comments filed by the faculty member as part of the annual evaluation process are included in the copy of the annual performance evaluations.

E. SABBATICAL REPORTS

1. A copy of the official report of any sabbatical activities during the post-tenure review period.

F. CURRENT VITA

V. COMMITTEE PROCEDURES

A. The chair of the Committee will insure that peer review reports from within the College of the faculty member's teaching and peer review reports from outside the College of research and scholarly activities are conducted in a timely manner. The publication of academically refereed scholarship by a journal or a university press may at the discretion of the Committee fulfill the peer review of research and scholarly activities requirement for purposes of post-tenure review. The Committee is encouraged to meet with the faculty members undergoing post-tenure review to consult about the process and the review of the file.

B. 1. After review of the faculty member's file, each member of the Committee will complete a written evaluation form for the faculty member. The form will rate the faculty member's performance in four areas: (1) teaching; (2) research and scholarship; (3) public, college, and university service; and (4) overall performance.

2. In each of the four areas, the Committee member will rate the faculty member's performance: (1) superior; (2) satisfactory; or (3) unsatisfactory. The Committee will justify each vote with written comments that relate the vote to the information in Section IV. "File Documentation" above.

C. For purposes of post-tenure review, the following performance rating terms are defined and used in relation to the College's Procedures and Criteria for Tenure and Promotion (April, 1998) for rating the four (4) areas listed in Section V. B above:

1. SUPERIOR PERFORMANCE means performance at the very highest level. Superior performance meets the definition of "Outstanding" or "Excellent" for any of the areas of evaluation in the College's Procedures and Criteria for Tenure and Promotion (April, 1998), Section IV. C.

2. SATISFACTORY PERFORMANCE means performance that meets the definition of "Satisfactory" for any of the areas of evaluation in the College's Procedures and Criteria for Tenure and Promotion (April, 1998), Section IV. C.

3. UNSATISFACTORY PERFORMANCE means performance that meet the definition of "Unsatisfactory" for any of the areas of evaluation in the College's Procedures and Criteria for Tenure and Promotion (April, 1998), Section IV. C.

D. In the meeting of the Committee, the Chair will collect the performance evaluation forms from the Committee members and tally the ratings in each evaluation as defined in Section V. B above. A majority evaluative rating is achieved when fifty-one (51) percent of all eligible Committee members have cast a ballot with the same rating. In the event that a majority of the Committee members do not rate the performance of a faculty member the same in one of the four (4) performance evaluation areas, the Committee report will give a performance rating of "Satisfactory, Lacking Majority Opinion" for that area.

A Committee member on leave may vote only upon written notification to the dean of a desire to do so before the beginning of the leave.

E. After the performance evaluation forms have been tallied and the result announced to the Committee, the chair of the Committee will draft a report of the post-tenure review which will include the Committee's rating of the faculty member's performance in each of the four evaluation areas defined in Section V. B. above and sufficient comments for the faculty member to interpret the ratings as an aid to professional growth and

development. Individual vote counts in each evaluation area will not be disclosed. Individual written evaluations will be destroyed by the Committee chair after the report is approved by the Committee. Individual vote counts and individual written evaluations will not be disclosed and will be maintained confidentially in the faculty member's personnel file.

F. A copy of the Committee report will be sent to the individual faculty member and to the dean of the College. The dean's copy will be maintained in the faculty member's personnel file. In the event of an unsatisfactory review, a copy of the Committee report and the faculty member's development plan will also be sent to the Provost.

G. If the performance rating for each evaluation area defined in Section V. B. above is either "Superior" or "Satisfactory", the evaluation of the faculty member is concluded with the distribution of the report. If the Committee determines that the faculty member's overall performance is "Superior" or "Satisfactory", but that the performance in either teaching; research and scholarship; or public, college, and university service is "Unsatisfactory", the Committee may include recommendations in its report that will assist in restoring the faculty member's performance to a "Satisfactory" level in that specific area. A review that results in an overall performance rating of "Superior" or "Satisfactory", but includes an "Unsatisfactory" rating in one of the other areas does not require an individual development plan.

VI. AN UNSATISFACTORY REVIEW

A. If the Committee determines that the overall performance evaluation rating of the faculty member is "Unsatisfactory", the Committee may include recommendations in the report that will assist in developing the faculty member's performance to a "Satisfactory" level.

B. The Committee will also act as the faculty member's Development Committee. The Committee may recommend the inclusion of additional members to the Development Committee from outside the College with a particular expertise that will assist the faculty member in defining individual development objectives.

C. The faculty member will consult with the Committee and the dean of the College and, within a defined time limit, will produce a development plan including specific and general objectives as well as a specific timetable. The timetable will be determined by the Committee. In no case will the development plan be less than one, nor more than three years in length. The beginning of the year will be defined by the calendar established for this purpose by the Office of the Provost.

VII. APPEAL PROCEDURES FOR THE DEVELOPMENT PLAN

A. A faculty member who receives an "Unsatisfactory" review and disputes the evaluation or any aspect of the recommendations in the development plan as developed by the Development Committee and the dean may appeal to the College's Committee on Tenure, Promotion, and Retention. The findings of the College's Committee on Tenure, Promotion, and Retention accompanied by its recommendations for action and a statement by the faculty member will be forwarded to the dean of the College for final determination of the development plan.

B. If the faculty member disputes the development plan produced by the College, the faculty member may appeal specific aspects of the development plan in writing to the Office of the Provost. The Office of the Provost will make the final determination of the objectives in an appealed development plan by written response to the dean of the College who will provide a copy to the faculty member and, after discussion, place it in the faculty member's personnel file.

VIII. IMPLEMENTATION OF THE DEVELOPMENT PLAN

A. At times specified in the timetable established in the faculty member's development plan, the Development Committee will review the faculty member's updated file and will submit an evaluation of progress to the College's Tenure, Promotion, and Retention Committee. When fully implemented, the College Post-Tenure Review Committee (the Committee, Section III above) will report in writing to the dean of the College if the specific and overall objectives of the development plan have been met.

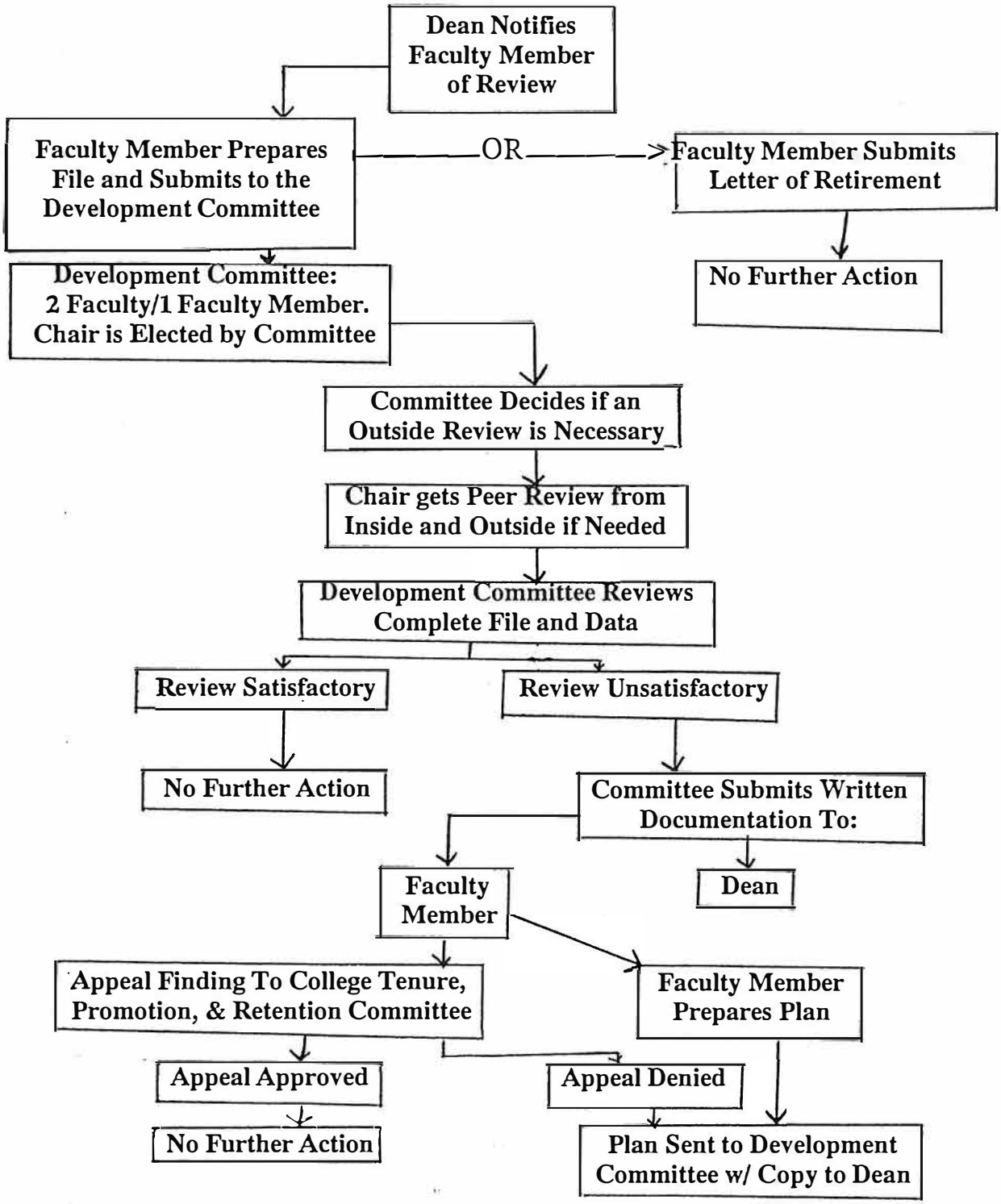
B. Should the faculty member's final, overall performance with respect to the development objectives as documented in the updated file defined in VIII. A. above be rated "Unsatisfactory" by a majority vote (51%) of the College's Post-Tenure Review Committee (the Committee, Section III above), it may recommend to the dean that tenure be revoked for the faculty member.

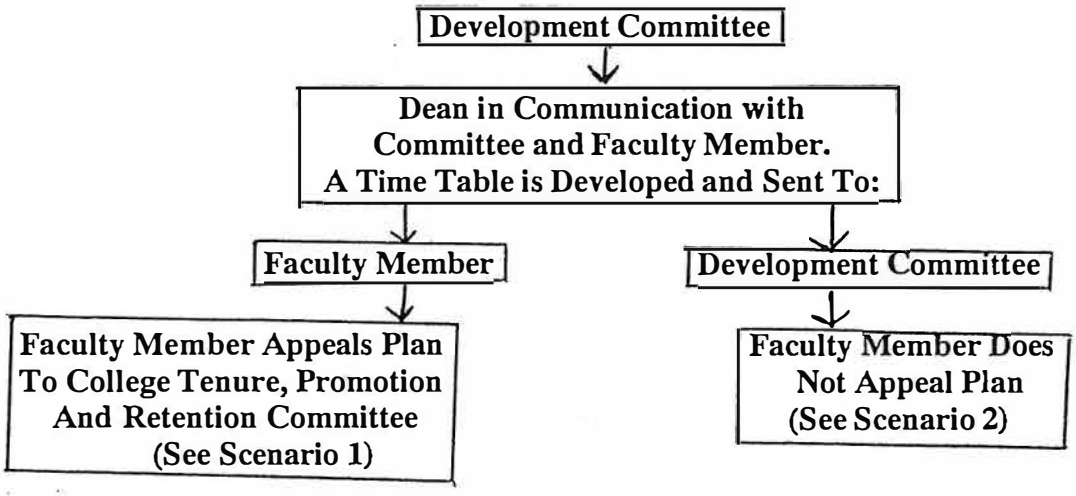
C. The dean of the College will make the final determination on the accomplishments of the faculty member in meeting the objectives of the development plan. The dean will adhere to the timetable established in the development plan and will file periodic progress reports with the Provost, including supplementary recommendations, as well as a final report. These reports will be discussed with the faculty member and included in the faculty member's personnel file.

D. All actions in this document should be accompanied by written notification and written justification for the actions or requirements.

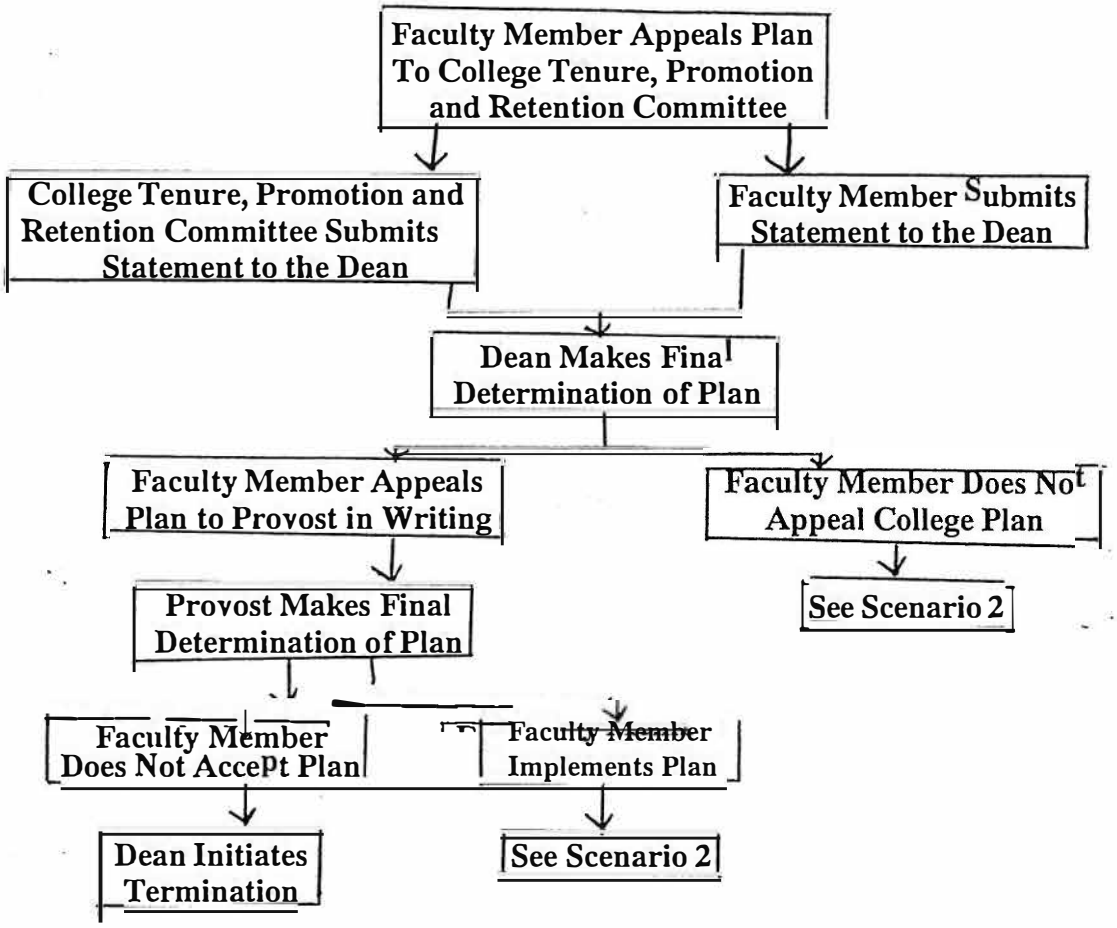
Decision Tree For
Post-Tenure Review Procedures

Please Note: This is a schematic diagram of the procedures that are written above. It is intended as a guide. Please refer to the written text for clarification.

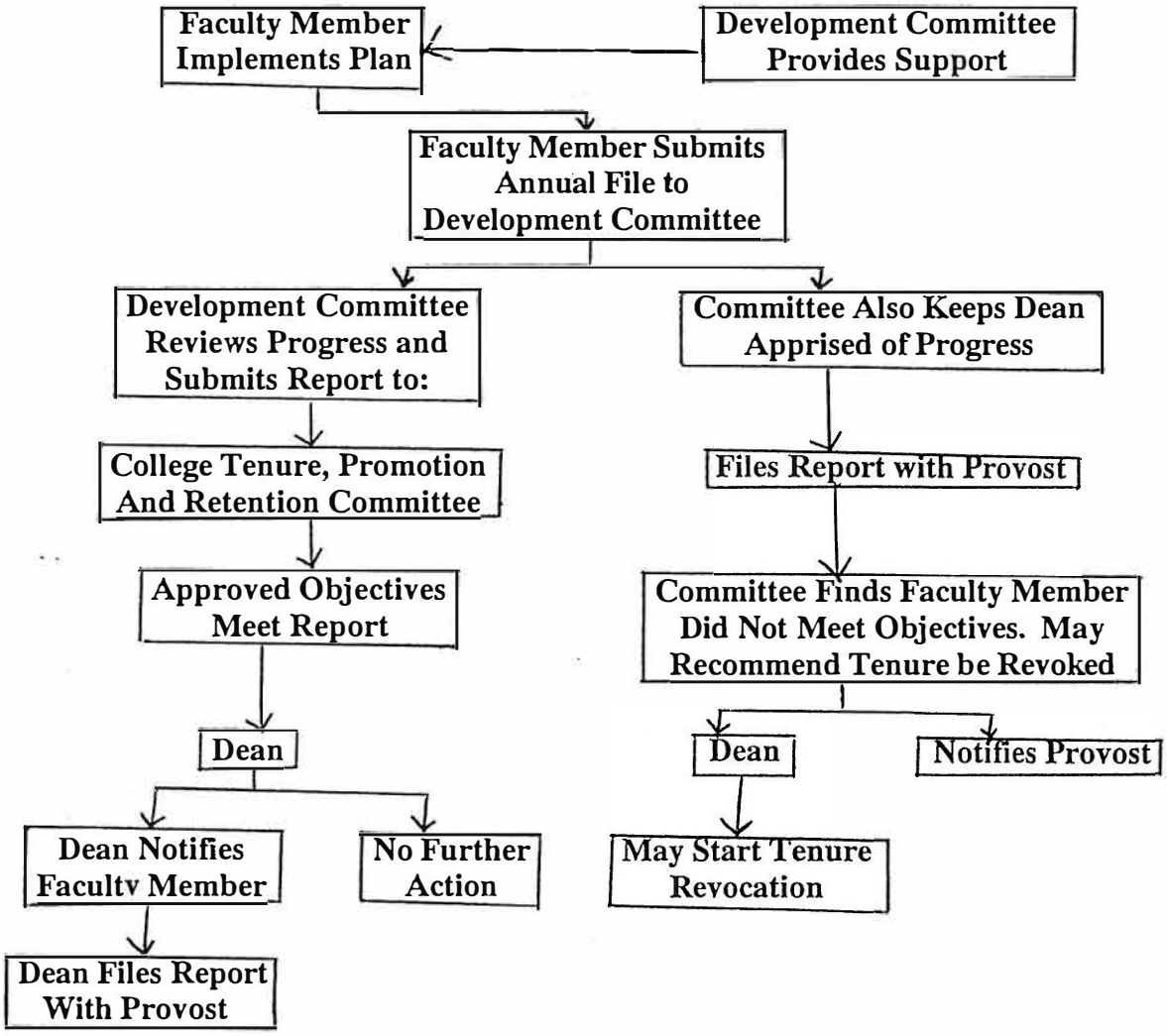



Development Committee
Dean in Communication with Committee and Faculty Member. A Time Table is Developed and Sent To:
Faculty Member
Development Committee
Faculty Member Appeals Plan To College Tenure, Promotion And Retention Committee (See Scenario 1)
Faculty Member Does Not Appeal Plan (See Scenario 2)

Scenario 1


Faculty Member Appeals Plan To College Tenure, Promotion and Retention Committee
College Tenure, Promotion and Retention Committee Submits Statement to the Dean
Faculty Member Submits Statement to the Dean
Dean Makes Final Determination of Plan
Faculty Member Appeals Plan to Provost in Writing
Faculty Member Does Not Appeal College Plan
See Scenario 2
Provost Makes Final Determination of Plan
Faculty Member Does Not Accept Plan
Faculty Member Implements Plan
Dean Initiates Termination
See Scenario 2

Scenario 2


Faculty Member Implements Plan
Development Committee Provides Support
Faculty Member Submits Annual File to Development Committee
Development Committee Reviews Progress and Submits Report to:
College Tenure, Promotion And Retention Committee
Approved Objectives Meet Report
Dean
Dean Notifies Faculty Member
No Further Action
Dean Files Report With Provost
Committee Also Keeps Dean Apprised of Progress
Files Report with Provost
Committee Finds Faculty Member Did Not Meet Objectives. May Recommend Tenure be Revoked
Dean
Notifies Provost
May Start Tenure Revocation

POST-TENURE REVIEW EVALUATION FORM

DATE:_____ FACULTY MEMBER:_____

DEFINITIONS: For any of the areas of evaluation in the College's Procedures and Criteria for Tenure and Promotion (April, 1998), Section IV. C.:

1. SUPERIOR PERFORMANCE means "Outstanding" or "Excellent"
2. SATISFACTORY PERFORMANCE means "Satisfactory"
3. UNSATISFACTORY PERFORMANCE means "Unsatisfactory"

A. TEACHING: RATING:_____
Comments:

B. RESEARCH AND SCHOLARSHIP: RATING:_____
Comments:

C. PUBLIC, COLLEGE, AND UNIVERSITY SERVICE: RATING:_____
Comments:

D. OVERALL: RATING:_____
Comments:

_____
FACULTY MEMBER

_____
DATE