

Proposed Revisions to the *Palmetto College Campuses Faculty Manual*  
 Palmetto College Campuses Faculty Senate  
 University of South Carolina

Brief Title of Proposed Change	External Review date change, plus clarifications
Committee Proposing Revision	Executive Committee
Date of Presentation to Senate	11/10/2017
Senate Approval Date	2/16/2018

**Rationale for Proposed Revisions**

- Currently, external reviewers are chosen and initially contacted in early June. Many university faculty are difficult to contact during the summer months.
- There’s been some ambiguity in whether faculty members are required to submit an entire file or whether only the research component is required.
- It’s stated that faculty should have no contact with reviewers ‘during the tenure process’. This time period is also more vague than it needs to be.

**Summary of Proposed Revisions**

- We propose moving the selection of potential reviewers and initial contact up by two months to April rather than June. (Moving T&P deadlines up shouldn’t be done lightly, but this being only a list of five names shouldn’t present a major burden.)
- We state that only the research section of the file is required. (And that only the Personal statement and research sections of the file are required to include.)
- We clarify that candidates should have no contact with external reviewers after the reviewer has been contacted about serving, and that this expires when the candidate has received their letter from the President at the end of the tenure process.

**Section and page numbers of the current *Manual* for proposed revisions**

<p>Current (page 23)</p> <p>By June 1 (October 1 for second-semester appointments), the candidate working with his/her immediate supervisor (usually the chair) will compile a list of at least five potential reviewers with whom the candidate and chair are mutually satisfied. The list must include names of reviewers, titles, and complete contact information. Two of the five reviewers will be selected by the candidate and one reviewer will be selected by the immediate supervisor (on behalf of the institution).</p>	<p>Proposed (page 23)</p> <p>By <b>April 1</b> (October 1 for second-semester appointments), the candidate working with his/her immediate supervisor (usually the chair) will compile a list of at least five potential reviewers with whom the candidate and chair are mutually satisfied. The list must include names of reviewers, titles, and complete contact information. Two of the five reviewers will be selected by the candidate and one reviewer will be selected by the immediate supervisor (on behalf of the institution).</p>
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Current (page 24)

2.

By June 15 (October 1 for second-semester appointments), the immediate supervisor will make initial contact with the potential reviewers to assure that they are willing to participate and then forward the final list of potential reviewers to the Office of the Palmetto College Chancellor.

3.

All further contact with the reviewers will be through the Office of the Palmetto College Chancellor. The candidate should have no contact with external reviewers regarding the file during the tenure process. The anonymity of the external reviewers must be upheld and shall not be compromised.

4.

By July 1 (November 15 for second-semester appointments), the candidate will submit the tenure and promotion file and primary supporting documentation for external review to the Office of the Palmetto College Chancellor. The file should include sections PCCTP-1 through PCCTP-11. The candidate will submit the file and primary documentation in electronic (.pdf) format. If the candidate also wishes to submit selected print items in the primary documentation, the candidate must submit four copies of the print items.

5.

It is recommended that the tenure and promotion file be complete and final at the point of submission for external review. However, the candidate may continue to

Proposed

2.

By **April 15** (October 1 for second-semester appointments), the immediate supervisor will make initial contact with the potential reviewers to assure that they are willing to participate and then forward the final list of potential reviewers to the Office of the Palmetto College Chancellor.

3.

All further contact with the reviewers will be through the Office of the Palmetto College Chancellor. The candidate should have no contact with external reviewers regarding the file **after this initial contact by the immediate supervisor until the candidate has received the President's letter at the end of the tenure process.** The anonymity of the external reviewers must be upheld and shall not be compromised.

4.

By July 1 (November 15 for second-semester appointments), the candidate will submit the tenure and promotion file and primary supporting documentation for external review to the Office of the Palmetto College Chancellor. The file **must** include sections **PCCTP-5 and PCCTP-7, but may include any other sections as well.** The candidate will submit the file and primary documentation in electronic (.pdf) format. If the candidate also wishes to submit selected print items in the primary documentation, the candidate must submit four copies of the print items.

5.

**The portions of the tenure file regarding scholarship should** be complete and final at the point of submission for external review,

revise the file after submission until the deadline set for individual campus review but no later than November 1 (March 31 for second-semester appointments).

**although the candidate may include information regarding teaching and service as well. Further,** the candidate may continue to revise the file after submission until the deadline set for individual campus review but no later than November 1 (March 31 for second-semester appointments).