

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

Brief Title of Proposed Change	Revision of Mid-Year Timeline
Committee Proposing Revision	Rights and Responsibilities
Date of Presentation to Senate	April 7, 2017
Senate Approval Date	

Rationale for Proposed Revisions

- Since the Board of Trustees meetings can change on a yearly basis, it has been recommended to us by Human Resources that there be no specific date for informing the candidate of the Board of Trustees decision.

Summary of Proposed Revisions

- Replace specific November (11/15) and December (12/22) dates with just the months “Nov” and “Dec”

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

Current	Proposed
11/15	Nov
12/22	Dec

Tenure and Promotion Process Timeline for Mid-Year Faculty Hires
University of South Carolina Palmetto College Campuses

In all tenure and promotion and grievance procedures, when a deadline for taking an action falls on a weekend or a University holiday, the deadline shall be the next business day following the weekend or holiday.

Date	Candidate Deadline*	Administrative Deadline
4/15		Campus Faculty Organization provides campus description to Office of the Palmetto College Chancellor (OPCC).
8/15		Palmetto College Campus Dean (PCCD) or designee notifies candidates for tenure or promotion of need to file written notice of intent to apply for tenure and/or promotion.
9/1	Candidate provides PCCD with written notification of intent to apply for tenure and/or promotion.	
10/1	Candidate and immediate supervisor assemble a list of at least five potential external reviewers (see PCCFM, "External Review Procedures").	Supervisor may begin making initial contact with potential external reviewers to determine willingness to participate.
10/1		Compiler provides candidate and campus administration with a cumulative numerical report of candidate's teaching evaluations (see PCCFM, "Summary of Teaching Evaluations").
10/31		Supervisor forwards list of potential external reviewers to OPCC.
11/15	Candidate submits an electronic (.PDF) version of the tenure and promotion (T&P) file and primary documentation for external review to OPCC (see PCCFM, "External Review Procedures").	
11/15		OPCC sends potential external reviewers a letter requesting participation in external review process with a deadline of 2/1, along with file, documentation, criteria, and campus description.
2/1	Candidate provides Summary of Teaching Evaluations writer copies of required documents (see PCCFM, "Summary of Teaching Evaluations").	
2/2		If any external reviewer has not submitted a review, OPCC will contact the reviewer(s) requesting delivery of review by 2/9 or the first business day after.

2/12		If any external review has not been received, OPCC will contact additional reviewers from the original list of five as needed, with a deadline of 3/31.
3/31	Candidate submits final file to OPCC. (see PCCFM, "Procedures on the Local Campus Level").	Summary of Teaching Evaluations writer submits Summary of Teaching Evaluations to OPCC for inclusion in candidate's Palmetto College Campuses Tenure and Promotion File (PCCTP).
4/1		OPCC attaches Summary of Teaching Evaluations (PCCTP-13), all External Reviews (PCCTP-14), and reviewer's curriculum vitae to candidate's file; candidate's local T&P Committee may begin reviewing file.
5/15		Local T&P Committee notifies candidate in writing of Committee's recommendation and attaches the letter and all ballots to candidate's file (PCCTP-15C) and forwards to PCCD.
8/1		PCCD attaches his or her recommendation to candidate's file (PCCTP-15D) and forwards file to OPCC for review by Palmetto College Campuses T&P Committee.
9/15		Palmetto College Campuses T&P Committee provides candidate written notification of Committee's recommendation, attaches the letter to candidate's file (PCCTP-15E), and forwards file to Executive Vice Chancellor, Palmetto College Chancellor, and Provost, all of whom will attach letters of recommendation in sections PCCTP-15F, PCCTP-15G, and PCCTP-15H, respectively.
Nov		President has reviewed candidate's file and forwards his or her recommendation to Board of Trustees. Candidate is informed in writing of President's recommendation.
Dec		Candidate is notified in writing of Board of Trustees' final decision on tenure and/or promotion.