

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

Brief Title of Proposed Change	Mid-Year Hire Timeline Updates to PCC Faculty Manual
Committee Proposing Revision	Rights & Responsibilities
Date of Presentation to Senate	February 10, 2017
Senate Approval Date	February 10, 2017

**Rationale for Proposed Revisions**

- On November 11, 2016, the PCC Faculty Senate approved a Tenure & Promotion timeline for Mid-Year (second semester) hires. The proposed revisions will include these new dates in the manual.

**The Motion**

- The Rights and Responsibilities Committee moves that the Senate approve the insertion of the following dates approved at the November 11, 2016 meeting.

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

Current	Proposed
<p><b>Page 18</b></p> <p>Notification of Intent to Apply for Promotion and/or Tenure</p> <p>By <b>April 1</b>, the Dean or the Dean’s designated academic administrator shall notify each faculty member eligible for promotion or tenure that he or she should file written intent of application for promotion and/or tenure.</p> <p>By <b>May 1</b>, candidates must respond to the Dean’s notice by filing notice of intent to apply for promotion and/or tenure in writing.</p> <p><b>Pages 21-22</b></p> <ul style="list-style-type: none"> <li>Apart from material added by the</li> </ul>	<p><b>Page 18</b></p> <p>Notification of Intent to Apply for Promotion and/or Tenure</p> <p>By <b>April 1 (August 15 for second-semester appointments)</b>, the Dean or the Dean’s designated academic administrator shall notify each faculty member eligible for promotion or tenure that he or she should file written intent of application for promotion and/or tenure.</p> <p>By <b>May 1 (September 1 for second-semester appointments)</b>, candidates must respond to the Dean’s notice by filing notice of intent to apply for promotion and/or tenure in writing.</p> <p><b>Pages 21-22</b></p> <ul style="list-style-type: none"> <li>Apart from material added by the</li> </ul>

candidate, only materials from division chairs, associate deans for academic affairs, campus tenure and promotion committees, campus deans, the Executive Vice Chancellor and Vice Provost, the Palmetto College Chancellor, and the Palmetto College Campuses Tenure and Promotion Committee may be added to the file. All such items are to be placed in section 11, Addenda, in the appropriate subsection at the end of the candidate's file. Except for those items specified in Item c) at the end of this section, the file must be complete by **November 1 and before the campus tenure and promotion committee begins to review it.**

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- By **June 1**, 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).

**Pages 24-25**

2. By **June 15**, 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

candidate, only materials from division chairs, associate deans for academic affairs, campus tenure and promotion committees, campus deans, the Executive Vice Chancellor and Vice Provost, the Palmetto College Chancellor, and the Palmetto College Campuses Tenure and Promotion Committee may be added to the file. All such items are to be placed in section 11, Addenda, in the appropriate subsection at the end of the candidate's file. Except for those items specified in Item c) at the end of this section, the file must be complete by **November 1 (March 31 for second-semester appointments) and before the campus tenure and promotion committee begins to review it.**

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4. 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).

**Pages 24-25**

2. By **June 15 (October 1 for second-semester appointments)**, the immediate supervisor will make initial contact with the potential reviewers to

<p>reviewers to the Office of the Palmetto College Chancellor.</p> <ol style="list-style-type: none"> <li>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.</li> <li>4. By <b>July 1</b>, 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.</li> <li>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 revise the file after submission until the deadline set for individual campus review but no later than November 1.</li> <li>6. By <b>July 15</b>, the Office of the Palmetto College Chancellor will send each reviewer a letter requesting an evaluation of the candidate's scholarly work, research and/or creative achievements. This letter should include a requested deadline of <b>August 30</b> for receipt of the review, which should be based on the</li> </ol>	<p>assure that they are willing to participate and then forward the final list of potential reviewers to the Office of the Palmetto College Chancellor.</p> <ol style="list-style-type: none"> <li>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.</li> <li>4. By <b>July 1 (November 15 for second-semester appointments)</b>, 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.</li> <li>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 revise the file after submission until the deadline set for individual campus review but no later than November 1 (<b>March 31 for second-semester appointments</b>).</li> <li>6. By <b>July 15 (November 15 for second-semester appointments)</b>, the Office of the Palmetto College Chancellor will send each reviewer a letter requesting an evaluation of the</li> </ol>
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following enclosures:

- a. the campus description from the local Faculty Organization (see #1 above)
  - b. the criteria for promotion and tenure
  - c. the candidate's promotion and/or tenure file
  - d. a copy of any primary supporting documentation, e.g. reprints of publications
  - e. validation that the review is confidential to the extent allowed by South Carolina law.
7. If any external reviewer has not submitted a review by **August 30**, the Office of the Palmetto College Chancellor will contact the reviewer(s) and request delivery of the review within a week. If after that week, the review has not been received, the Office of the Palmetto College Chancellor will contact another reviewer(s) from the original list of five potential reviewers. The deadline for such requests will be no later than **October 15**.

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By June 1, the compiler will provide a

candidate's scholarly work, research and/or creative achievements. This letter should include a requested deadline of **August 30 (February 1 for second-semester appointments)** for receipt of the review, which should be based on the following enclosures:

- f. the campus description from the local Faculty Organization (see #1 above)
  - g. the criteria for promotion and tenure
  - h. the candidate's promotion and/or tenure file
  - i. a copy of any primary supporting documentation, e.g. reprints of publications
  - j. validation that the review is confidential to the extent allowed by South Carolina law.
7. If any external reviewer has not submitted a review by **August 30 (February 1 for second-semester appointments)**, the Office of the Palmetto College Chancellor will contact the reviewer(s) and request delivery of the review within a week. If after that week, the review has not been received, the Office of the Palmetto College Chancellor will contact another reviewer(s) from the original list of five potential reviewers. The deadline for such requests will be no later than **October 15 (March 31 for second-semester appointments)**.

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By June 1 (**October 1 for second-**

cumulative report of the numerical data (such as a table or chart) to the candidate and campus administration for use in the T&P file.

3. By September 1, the candidate should provide the following material to the summary writer:
  - a copy of the candidate's Teaching Responsibilities chart and PCCTP-6
  - the cumulative report of the candidate's numerical evaluation data along with all available written comments on the student evaluations
  - copies of other instruments or mechanisms authorized by the local campus for evaluating a candidate's teaching, such as peer evaluations
- The writer will submit the narrative summary of teaching evaluations to the Office of the Palmetto College Chancellor, who will be responsible for placing it, accompanied by a copy of the cumulative report of numerical data and the student evaluation instrument, in the candidate's file (PCCTP-13) by November 1 or before the initial campus review.

#### Procedures on the Local Campus Level

- Except for those items specified for inclusion in the Addendum, the file must be complete by **November 1 and before the campus tenure and promotion committee begins to review it**. All files will be presented electronically (.pdf) with bookmarks designating the sections of the file, to the Office of the Palmetto College

**semester appointments**), the compiler will provide a cumulative report of the numerical data (such as a table or chart) to the candidate and campus administration for use in the T&P file.

3. By September 1 (**February 1 for second-semester appointments**), the candidate should provide the following material to the summary writer:
  - a copy of the candidate's Teaching Responsibilities chart and PCCTP-6
  - the cumulative report of the candidate's numerical evaluation data along with all available written comments on the student evaluations
  - copies of other instruments or mechanisms authorized by the local campus for evaluating a candidate's teaching, such as peer evaluations
5. The writer will submit the narrative summary of teaching evaluations to the Office of the Palmetto College Chancellor, who will be responsible for placing it, accompanied by a copy of the cumulative report of numerical data and the student evaluation instrument, in the candidate's file (PCCTP-13) by November 1 (**March 31 for second-semester appointments**) or before the initial campus review.

#### Procedures on the Local Campus Level

- Except for those items specified for inclusion in the Addendum, the file must be complete by **November 1 (March 31 for second-semester appointments) and before the campus tenure and promotion**

Chancellor.

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By **December 1**, the chair of the campus committee shall write a letter informing the candidate of the committee's recommendation.

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Procedures at the Palmetto College Campuses Level

- By **January 5**, the Palmetto College Campus Dean will forward the files and any recommendations to the Office of the Palmetto College Chancellor for review by the Palmetto College Campuses Tenure and Promotion Committee.

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Palmetto College Campuses Tenure and Promotion Committee Procedures

Each letter shall be signed by the Chair of the Committee. Each candidate shall be notified of the Committee's decision by **March 1**.

**committee begins to review it.** All files will be presented electronically (.pdf) with bookmarks designating the sections of the file, to the Office of the Palmetto College Chancellor.

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By **December 1 (May 15 for second-semester appointments)**, the chair of the campus committee shall write a letter informing the candidate of the committee's recommendation.

**Page 28**

Procedures at the Palmetto College Campuses Level

- By **January 5 (August 1 for second-semester appointments)**, the Palmetto College Campus Dean will forward the files and any recommendations to the Office of the Palmetto College Chancellor for review by the Palmetto College Campuses Tenure and Promotion Committee.

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Palmetto College Campuses Tenure and Promotion Committee Procedures

Each letter shall be signed by the Chair of the Committee. Each candidate shall be notified of the Committee's decision by **March 1 (September 15 for second-semester appointments)**.