

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

Brief Title of Proposed Change	Clarifying Administrative Evaluation Control
Committee Proposing Revision	Executive Committee
Date of Presentation to Senate	November 18, 2022
Senate Approval Date	

Rationale for Proposed Revisions

- In item 4 of page 15 when discussing administrative evaluations, there’s an “each” whose scope is unclear. We specify that it’s describing each campus separately, rather than all campuses as a whole.

Summary of Proposed Revisions

- We reword the final sentence of item 4 to make it more explicit that the campuses aren’t required to use the same format for administrative evaluation, as is the meaning suggested by the first sentence of the paragraph.

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

Current	Proposed
<p>(From page 15 of the PCCFM)</p> <p>In the implementation of faculty evaluation, the following points should be observed on each campus.</p> <ol style="list-style-type: none"> 1. All campuses must send to the Office of the Palmetto College Chancellor a copy of the calendar which they are following in the matter of faculty evaluation. 2. Where peer evaluation is required, it is suggested that faculty on the tenure track (other than those in their first year) be evaluated in the fall semester at the time of tenure and promotion consideration. 3. Although notice of reappointment is not necessarily tied to performance, evaluation should be completed prior to the date by which notices of non- 	<p>(From page 15 of the PCCFM)</p> <p>In the implementation of faculty evaluation, the following points should be observed on each campus.</p> <ol style="list-style-type: none"> 1. All campuses must send to the Office of the Palmetto College Chancellor a copy of the calendar which they are following in the matter of faculty evaluation. 2. Where peer evaluation is required, it is suggested that faculty on the tenure track (other than those in their first year) be evaluated in the fall semester at the time of tenure and promotion consideration. 3. Although notice of reappointment is not necessarily tied to performance, evaluation should be completed prior to the date by which notices of non-

reappointment must be sent. Thus, faculty appointed on August 16 and in their first year should receive their initial evaluation prior to **March 1** (see Guidelines for Documentation of Standards for Tenure and Promotion below).

4. Although there is no specific University-wide format, faculty evaluation should clearly measure performance against stated criteria and against any other expectations which have been stated in writing to the faculty member. Each campus should follow a consistent format and time frame for evaluations.
5. Any faculty member who receives a “superior” evaluation may receive a permanent merit increase to base pay in addition to any annual raise.
6. Recommendations for increases in salary for Palmetto College Campuses faculty are reviewed by the Palmetto College Chancellor. Major items considered when making such recommendations include budget forecasts, sufficient state and University allocations, tenure and promotion decisions, and performance review results (including post-tenure review).

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