McCausland College of Arts and Sciences
UNIVERSITY OF SOUTH CAROLINA

# Post-Tenure Review (PTR) Schedule and Calendar 2026-2027

The ***Faculty Manual*** is the final authority on post-tenure review policies and procedures; see also policy **ACAF 1.31: Extension of Faculty Tenure-Track Probationary Period and Scheduled Post-Tenure Review [pdf]**. Faculty undergoing post-tenure review, and those involved in faculty evaluations, should familiarize themselves with the procedures described therein.

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| Green denotes | Dean's Office action |
| Red denotes | Department Chair/School Director action |
| Black denotes | Candidate / Faculty Committee action |

***2026***

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| May 1 | As the Dean's Office designee, the Department Chairs/School Directors notify all eligible faculty in writing that post-tenure reviews will take place during the upcoming academic year (2026-2027). |
| June 3 | Eligible faculty notify the Dean's office (via latashar@mailbox.sc.edu) in writing of their intent to go forward with review or retire in three years. Faculty should contact the appropriate PTR Committee Chair for guidance in preparing file. |
| June 10 | Department Chairs/School Directors will submit the names of all faculty who will be considered for PTR via the online portal or via the link to the form that was included in the email with this calendar. |
| July 15 | Dean's Office will submit online to the Office of the Provost the names of all faculty members who will undergo PTR in the upcoming academic year. |
| November 11 | Faculty complete the PTR file and forward it to the Department Chairs/School Directors Office for PTR Committee review. |

***2027***

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| January 29 | The PTR committee's report is forwarded to the faculty member, Department Chair/School Director, Associate Dean, and HR and Faculty Affairs Director via email. The PTR committee must include recommendations in its report that will assist in restoring the faculty member's performance to a "satisfactory" level in any area found unsatisfactory. The subject of the email should be the faculty's last name_first name – Post-Tenure Review Committee Report 2026-2027 (e.g. Potter_Harry – Post-Tenure Review Committee Report 2026-2027). |
| February 17 | To facilitate Dean level review, PTR files and the candidate's CV should be submitted to the Dean's Office electronically via email to the Dean, appropriate Associate Dean, and the HR and Faculty Affairs Director. All PTR letters from the Chair must specifically address how the candidate exceeds/meets/does not meet unit PTR criteria. The subject of the email should be the faculty's last name_first name – Post-Tenure Review 2026-2027 (e.g. Potter_Harry – Post-Tenure Review 2026-2027).<br><br>In the event that the faculty member's overall performance evaluation is determined by the PTR committee to be "unsatisfactory," a development committee (which may be the PTR committee or a separate committee depending on the unit criteria) will prepare a development plan and a timetable for improvement following unit criteria. The development plan must be prepared in consultation with and receive the concurrence of the faculty member. |

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| **April 12** | **If a review was judged as unsatisfactory, completed development plan for those judged unsatisfactory and timetable must be approved by the PTR committee and forwarded to the Chair/Director and to the dean. Copies of the development plan and the relevant PTR committee's report must also be sent to the provost office via email to PROVACAF@mailbox.sc.edu, copying the Dean, appropriate Associate Dean, and the HR and Faculty Affairs Director for the College.**<br><br>**Disagreements between the faculty member and the development committee or between the development committee and the PTR committee concerning the development plan or timetable will be resolved by the dean.**<br><br>**A PTR summary including the names of all faculty reviewed and their overall performance rating (superior, satisfactory, or unsatisfactory) shall be forwarded to the provost.** |
| **May 17** | **Dean's letter to candidate and Department Chair/School Director will be sent by this date.** |
| **June 30** | **Report from the dean to the Office of the Provost in the event a faculty member receives an unsatisfactory rating is due.**<br><br>**Report to include:**<br>▪ **Unit PTR report and any recommendations for a development plan.**<br>▪ **Written statement of the faculty member if the faculty member appealed the unit's assessment. Any recommendation of the unit committee or subcommittee.**<br>▪ **Dean's assessment.** |