

Subject: Annual Review for Tenure Track Faculty

Policy Number: A1.05

Date: 4/18/86

Revised: 4/15/16

POLICY

Tenure and Promotion Committee members will review all faculty members annually.

Note that The Faculty Manual of the University of South Carolina Columbia and the UCTP Guidelines take precedence over SLIS Policy A1.05

PROCEDURE

A. Annual Review of untenured faculty

a. Members of the SLIS Tenure and Promotion Committee will by each April review a summary of research, teaching, and service activities as “Tenure and promotion decisions require a record of accomplishment indicative of continuing development of the faculty member in research, teaching, and service, and appropriate progress toward development of a national or international reputation in a field”

(http://www.sc.edu/about/offices_and_divisions/provost/faculty/tenure/candidatefileprep.php).

b. The faculty member who is being reviewed will submit materials using the Provost Office’s Primary File template.

c. The Committee will forward a written evaluation of the file to the Director for use by the Director in preparing the Director’s annual review of the faculty member. Note that there will not be a separate annual review of a faculty member during the year of a tenure and promotion action.

d. The written evaluation will address the unit criteria for promotion and tenure, which are contained in the SLIS Tenure and Promotion Criteria and Procedures. Note that it is within the scope of responsibility of the Tenure and Promotion Committee to make recommendations with regard to, for example, advancing a tenure and promotion file.

e. The annual review correspondence of the SLIS Tenure and Promotion Committee and the SLIS Director will be incorporated into Third Year and Tenure and Promotion Packages.

f. Copies of the annual review correspondence will be provided to the person being reviewed and incorporated into that person’s personnel file.

B. Annual Review of tenured faculty at the Associate Professor Rank

a. Members of the SLIS Tenure and Promotion Committee who are at the professor rank will each April review a summary of research, teaching, and service activities of faculty members at the associate professor rank. In the event that there are less than four SLIS faculty at the professor rank, persons holding the rank of professor in another unit of the university, who have a general understanding of the information field

and the particular area of contribution of the faculty member being evaluated, will be invited to contribute to the annual review.

b. The faculty member who is being reviewed will submit materials using The Provost Office's Primary File template.

c. The reviewers will forward a written evaluation of the file to the Director for use by the Director in preparing the Director's annual review of the faculty member. Note that there will not be a separate annual review of a faculty member during the year of a promotion action.

d. The written evaluation will address the unit criteria for promotion and tenure, which are contained in the SLIS Tenure and Promotion Criteria and Procedures. Note that it is within the scope of responsibility of the reviewers to make recommendations with regard to, for example, advancing a promotion file.

e. The annual review correspondence of the reviewers and the SLIS Director will be incorporated into future Promotion Packages.

f. Copies of the annual review correspondence will be provided to the person being reviewed and incorporated into that person's personnel file.

g. A faculty member who is within three years of retirement may ask for a waiver from the annual review process.

C. Annual Review of Tenured Faculty at Professor Rank

As faculty at the Professor rank have high achievement in research, teaching, and /or service as well as national and international reputation, and as the faculty member will be subject to university's post tenure review requirement, an annual review will be waived unless such is requested by either the Director or the faculty member.