

UNIVERSITY OF SOUTH CAROLINA
College of Nursing

Guidelines for Tenure Track Faculty Performance Review

Tenured Faculty

The performance of all tenured faculty is reviewed annually in the spring by both the Tenure and Promotion Committee and by the Chair of the Faculty, using the procedures specified below.

Untenured Faculty

All untenured faculty are reviewed for performance and reappointment, as specified in the attached chart and in accordance with the University calendar for notification of non-appointment. Recommendations about reappointment are submitted to the Dean with the performance review.

In the third year of the faculty member's appointment, a cumulative file is submitted. The faculty member should consult with the T&P Chair and follow the guidelines for submission of a file for tenure and promotion, with the exception of the use of external referees and letters of support. External referees and letters of support are not included in the third year review. At the time of the third year review, the T&P Committee evaluates the faculty member in terms of whether progress toward tenure and promotion warrants continuing reappointment.

Materials to Submit for Annual and Reappointment Review

The faculty should retain copies for their personal files of all materials submitted.

1. Curriculum Vitae. Submit a complete C.V., using the T&P format for faculty vitae. Highlight all activity for the current year. Do not append documentary materials.
2. Faculty Self Review. Using the current Tenure and Promotion Criteria, state as concisely as possible, achievements for the current academic year and goals for the next academic year. Depending upon the length of time at the present rank, faculty goals should reflect progression toward the criteria for the next rank. Indicate plans to attain the next year's goals. If proposed goals or plans require administrative support, the faculty member may wish to confer with the Chair of the Faculty.
3. Teaching History Chart. Complete the teaching history for courses taught during the summer and fall of the previous year and during the current semester. Courses should be those for which you have primary responsibility, not guest lectures. If you are co-teaching, indicate this; if you are teaching a portion of the class (as a clinical section) numbers of students, courses, credits, etc. should reflect this.

4. Student Evaluations. All faculty are expected to use the TEQ for student evaluations. TEQ data should be obtained for all courses each time the faculty member teaches the course. Guidelines and procedures for administration of the computerized Teacher Evaluation Questionnaire (TEQ) are located in the Office of Research. The Office of Research administers the TEQs on line during the last four weeks of the semester ending with final exams. Approximately six to eight weeks after the last day of classes, the faculty member will receive a computer printout reporting summary results of the TEQ administration.

Summary of Teaching Evaluations and DEIS Evaluations, Form B. For each course with TEQ data, attach a completed Summary of Teaching Evaluations and DEIS Evaluations, Form B. Attach computer print out.

5. Teaching Observation: Classroom/Clinical. Peer evaluation of classroom teaching is expected of all tenure-track faculty. All faculty obtain a minimum of one peer evaluation of classroom teaching per academic year. A member of the T&P Committee evaluates assistant professors. A peer of equal or higher rank evaluates faculty at the rank of Associate or Professor.
6. All faculty are required to complete the Outside Activities Report. College of Nursing Faculty's reports are summarized and sent to the Office of Vice President for Research.
7. Three copies of the entire performance review packet are submitted to the Human Resources Coordinator in the Dean's Office. Faculty retains a copy of the annual review packet for their personal file. In addition, faculty should retain computer printouts of course TEQ responses and comments received from the Office of Research for future use.
8. T&P Review Panel Response to Faculty Self-Review. Faculty self-review materials will be evaluated by a T&P panel of five or more members. Reviewers will present their assessments of assigned faculty self-review materials for panel discussion, interpretations, and recommendations. The reviewers will have access to previous self-reviews and T&P responses for their assigned faculty. The reviewers will complete a draft of the current T&P Response Form, which is revised and signed by the panel members. The original will be attached to the faculty member's self-review materials and filed in the T&P Committee file. Copies of the response form will be forwarded to the faculty member and to the Chair of the Faculty. Faculty needing clarification of any comments in their T&P Response should contact the T&P Committee Chair. Further concerns should be addressed to the T&P Chair. T&P Chair responses to individual faculty concerns should be in writing. The T&P Chair summarizes these in a report of the annual review process to be reported to the T&P Committee in the first fall semester meeting. Faculty responses and the T&P Chair response to the faculty member, if any, will be attached to the T&P Response Form and forwarded as indicated to the Chair of the Faculty and/or Dean.

9. Evaluation Conducted by the Chair of the Faculty. Faculty submit copies of all self-review materials to the Chair of the Faculty at the time these materials are submitted to the T&P Committee. In addition, the Chair of the Faculty receives copies of the T&P Response Form that is returned to the faculty. The Chair holds an evaluation conference with each faculty member to discuss the evaluation of the faculty member, the faculty member's self-review, and the recommendations from the T&P Response Form. A copy of the Chair of the Faculty's evaluation is given to the faculty member.

The faculty member will sign the evaluation indicating that the document has been read. This act does not imply agreement with the evaluation on the part of the faculty member. The faculty member may respond in writing to the evaluation and that response will be retained with the written evaluation. The written evaluation and any written response submitted will be forwarded to the Dean along with a copy of the faculty member's self-review materials and T&P Response. These evaluation materials become a permanent part of the faculty member's file.

Revised and Approved February 15, 2002
Revised and Approved _____

UNIVERSITY OF SOUTH CAROLINA
College of Nursing
Faculty Self-Assessment
Academic Year 2003-2004

Form 2

NAME: _____ PRESENT RANK: _____

DATE APPOINTED AT PRESENT RANK: _____

CHAIR OF THE FACULTY: SARA FULLER

DATE FIRST APPOINTED AT USC: _____

MANDATORY DATE FOR TENURE DECISION: _____

Directions: Using the current Tenure and Promotions Criteria to define the areas of teaching, scholarship, and service for your rank, state as concisely as possible your achievements for the current academic year and your goals for the next academic year. Depending upon the length of time at your present rank, your goals should reflect progression toward the criteria for the next rank. Indicate particular plans you have to attain next year's goals.

NOTE: Faculty Self-Assessment and Teaching History are for current academic year (e.g. Summer 03, Fall 03, Spring 04). Teaching evaluations are for calendar year (e.g. Spring 03, Summer, 03, Fall 03).

I. TEACHING

Achievement of Current Academic Year Goals

Goals for Next Academic Year

Plans to Attain Goals

II. SCHOLARSHIP

Achievement of Current Academic Year Goals

Goals for Next Academic Year

Plans to Attain Goals

III. SERVICE

Achievement of Current Academic Year Goals

Goals for Next Academic Year

Plans to Attain Goals

SIGNATURE: _____

DATE: _____

Updated by T&P Committee 2/ 1/2002

TEACHING HISTORY
Courses Taught and Enrollment by Semester*

Summer 2003 - Spring 2004

				Enrollment by Semester		
Course Number	Credit Hours	Contact Hrs/Wk	Course Title	Summer Enrollment	Fall Enrollment	Spring Enrollment

*List each course only once with enrollments under the appropriate semester.

Adopted from USC T&P Form.

UNIVERSITY OF SOUTH CAROLINA
College of Nursing
Academic Year 2003-2004
Teaching Observation: Classroom/Clinical

Faculty Member Observed: _____ Rank: _____

Observer: _____ Rank: _____

Course Number: _____ Date of Observation: _____

Course Title: _____ Time of Arrival: _____

Class Topic: _____ Time of Departure: _____

Type of Course:

Didactic Classroom ___ Didactic TV ___ Seminar ___ Clinical ___

Other ___ (Explain) _____

Number of Students: _____

Type of Student Group: BSN ___ BSN Completion ___ MSN ___ ND ___ PhD ___

If Clinical Course:

Week of Clinical Experience: _____

Clinical Setting: _____

Any Special Conditions: _____

Observer was:

1. Selected by Faculty Member Being Observed
2. Assigned by T&P Committee
3. Arranged by Chair of Faculty

Observation was:

1. Arranged with Faculty Member
2. Unannounced

Teaching History with this Course:

1. New course not previously offered.
2. Continuing course, first time taught by this faculty member.
3. Continuing course, taught at least once previously by this faculty member.
4. Other (explain) _____

A. Circle the number which most accurately reflects the observer's opinion for each of the following statements.

- 5 = strongly agree
- 4 = agree
- 3 = both agree and disagree
- 2 = disagree
- 1 = strongly disagree
- 0 = not observed

- | | | | | | | |
|-----|--|---|---|---|---|---|
| 1. | Class/Clinical content reflected course objectives. | 5 | 4 | 3 | 2 | 1 |
| 2. | Material was presented clearly. | 5 | 4 | 3 | 2 | 1 |
| 3. | Instructional methods were appropriate to the situation. | 5 | 4 | 3 | 2 | 1 |
| 4. | Encouraged relevant student participation. | 5 | 4 | 3 | 2 | 1 |
| 5. | Class/clinical time used effectively. | 5 | 4 | 3 | 2 | 1 |
| 6. | Demonstrated enthusiasm for the subject. | 5 | 4 | 3 | 2 | 1 |
| 7. | Explained important ideas clearly and at student's level of understanding. | 5 | 4 | 3 | 2 | 1 |
| 8. | Demonstrated command of the subject matter. | 5 | 4 | 3 | 2 | 1 |
| 9. | Demonstrated clinical expertise directly or indirectly. | 5 | 4 | 3 | 2 | 1 |
| 10. | Communicated clearly. | 5 | 4 | 3 | 2 | 1 |
| 11. | Encouraged critical thinking and analysis. | 5 | 4 | 3 | 2 | 1 |
| 12. | Created an environment which was conducive to learning. | 5 | 4 | 3 | 2 | 1 |
| 13. | Responded appropriately to students' questions and concerns. | 5 | 4 | 3 | 2 | 1 |

B. Comments and suggestions:

C. Overall rating of teacher performance on the day observed is:
Satisfactory _____ Unsatisfactory _____
(This rating requires detailed documentation and completion of sections B and C.)

D. Observer's Signature: _____ Date: _____

E. Faculty Members Signature: _____ Date: _____

F. Faculty Member's Comments (optional):

COLLEGE OF NURSING
POLICY ON OUTSIDE PROFESSIONAL ACTIVITIES

- I. Policy: Faculty of the College of Nursing will seek prior administrative approval of outside Professional activities and will report these activities annually.
- II. Procedure:
- A. Preamble
Faculty will avoid activities which compromise either the mission of the University or the professional and ethical conduct of its faculty. These are activities which give the appearance of a) conflicts of interest* or b) conflicts of commitment*. Special attention will be given to compensated services.
- B. Clarification
The following provides clarifying information to above University policy as it applies to the College of Nursing Faculty:
1. The professional practice activity of the faculty of the College Nursing is covered by the Clinical Faculty Practice Plan of the School of Medicine. This activity is an integral part of the College and is not reportable under the Outside Professional Activities for Faculty guidelines.
 2. Certain consulting activities are considered a part of the regular professional duties of the faculty. Consultation and cooperation with granting agencies, professional societies, and other educational institutions on matters of mutual interest and/or public benefit are not normally reportable under the Outside Professional Activities for Faculty guidelines. If the activity (e.g., president of a professional society) is expected to consume considerable time and/or involve significant remuneration, the faculty member should seek advice from his/her supervisor concerning reportability.
- C. Reporting Format/Procedures
1. All Faculty members will complete the Outside Professional Activities for Faculty Report prior to their annual review with the department head.
 2. At the time of the annual review, faculty will report on Outside Professional Activities over the previous year and anticipated activities for the coming year.
 3. In the case of perceived appearance of impropriety, the Department head will advise the Dean to prohibit the faculty member from engaging in the activity or modify the proposed activity.
 4. The University Policy and Procedures on Outside Professional Activities for Faculty shall apply in the case of disagreements or conflicts at the department or college level.

**COLLEGE OF NURSING
FACULTY OUTSIDE ACTIVITIES REPORT
FISCAL YEAR _____ - _____**

Name: _____ Campus: _____

% Appointment: _____ Title and Rank: _____

University Contract Period: _____ Academic Year: ___ 12 month ___ Summer ___ Other

I Non-university Non-income Producing Activities

Check one: Reported Below _____ None to Report _____

(List all activities performed/proposed during university contract period. Attach additional sheets if necessary)

Nature of Activity	For whom (Company/ Organization)	_____ - _____ (Retrospective days spent during previous reporting period)	_____ - _____ (Prospective estimated days to be spent in current reporting period)

II. Non-University Income Producing Activities

(List all activities performed/proposed during university contract period. Attach additional sheets if necessary.)

Check one: Reported below _____ None to Report _____ (Proceed to Sec. III)

List all activities performed/proposed during university contract period. (Do not include amounts of compensation) Attach additional sheets if necessary.

Nature of Activity	For whom (Company/ Organization)	_____ - _____ (Retrospective days spent during previous reporting period)	_____ - _____ (Prospective estimated days to be spent in current reporting period)

III. Potential Conflict

- A. I have a managerial role or a financial interest in (check all that apply)
1. a company that does business with the University _____
 2. a company in my field of research _____
 3. a sponsor of my research _____
 4. none of the above _____

(If you checked any 1-3, describe in an attached statement)

- B. I do ___/do not ___ have any other relationships, commitments, activities (including uncompensated activities), or financial or fiduciary interest that present potential conflicts of interest. Remember to include interest of your immediate family in your considerations in answering this question.
(If you checked "do", please describe in an attached statement)
- C. I do ___/do not ___ have non university professional or income producing activities involving other University of South Carolina students, staff, or faculty.
(If you checked "do", please describe in an attached statement)

IV. Affirmation

In submitting this form, I affirm that the above is true to the best of my knowledge and that I have read both the university's and the College of Nursing Policies on Outside Professional Activities, regarding conflicts of interest and conflicts of commitment.

Signature _____

Date _____