

NUMBER: ACAF 1.31

SECTION: Academic Affairs

SUBJECT: Extension of Faculty Tenure-Track Probationary Period and Scheduled Post-Tenure Review

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Policy for: All Campuses

Procedure for: Columbia and Regional Campuses

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Issued by: Provost's Office

I. Policy

In order to provide additional time to demonstrate fully their professional qualifications for reappointment or tenure, faculty members holding a probationary term of appointment may be granted an extension of the maximum probationary period with no resulting change in employment obligations. Additionally, a similar extension may be granted to faculty prior to undergoing a scheduled post-tenure review, upon request.

The maximum probationary period may not be extended more than three times. Additionally, a faculty member's probationary term of appointment may not exceed ten years.

A scheduled post-tenure review may not be extended more than three times.

Campus, academic unit, and school/college leaders and administrators are encouraged to identify situations when use of this policy is appropriate.

A. Types of Extensions

1. Automatic Extension

A one-year extension of the maximum probationary period will be granted automatically for the following reasons:

- a. the birth or adoption of a child; or
- b. the death of the faculty member's spouse/partner or child.

The extension is automatic in the above cases, but notification is required through the submission of the Tenure Clock Extension form and accompanying documentation. If the academic unit head has not been notified in this manner, the probationary period remains unchanged.

A faculty member who is granted an automatic extension of the tenure clock has the right to request to be considered for tenure and promotion prior to the penultimate year, in accordance with the tenure and promotion guidelines for his/her campus.

2. Requested Extension

- a. A one-year extension of the maximum probationary period may be requested by a faculty member for the following reasons:
 - i. a serious illness of the faculty member and/or the faculty member's spouse/partner, child, or parent; or
 - ii. the death of the faculty member's parent; or
 - iii. the placement of a foster child; or
 - iv. other relevant circumstances, as approved by the academic unit head and those involved in the review and approval process.
- b. A one-year extension of a scheduled post-tenure review may be requested by a faculty member for the following reasons:
 - i. the birth or adoption of a child; or
 - ii. the placement of a foster child; or
 - iii. the death of the faculty member's spouse/partner, child or parent; or
 - iv. a serious illness of the faculty member and/or the faculty member's spouse/partner, child, or parent; or
 - v. other relevant circumstances, as approved by the academic unit head and those involved in the review and approval process.

3. Provost/Chancellor-Approved Extension

A one-year to three-year extension of the maximum probationary period or of a scheduled post-tenure review may be granted by the Provost for Columbia and

Regional campuses or by the Chancellor for Senior campuses in very unusual circumstances as deemed appropriate and necessary.

B. Review and Approval Process

All notifications and requests for an extension of a faculty member's probationary period or of a scheduled post-tenure review must be submitted on the Tenure Clock/Post-Tenure Review Extension form and forwarded through the appropriate chain of approval for each campus as outlined below.

1. Columbia Campus

On the Columbia campus, the forms must be reviewed and/or approved by the faculty member's department or unit chair (in departmentalized units), the college/school dean, and the senior vice provost.

2. Senior Campuses

On the Senior campuses, the forms must be reviewed and/or approved by the faculty member's academic unit head and the executive/senior vice chancellor for academic affairs.

3. Regional Campuses

On the Regional campuses, the forms must be reviewed and/or approved by the faculty member's academic unit head, the campus dean, and the vice provost for system affairs.

C. Timing

The Tenure Clock/Post-Tenure Review Extension form must be submitted within twelve months of the related event.

In the case of tenure review, the form will normally be submitted prior to the beginning of the decision year. The form must be submitted prior to submission of the faculty member's tenure and promotion file, except in extraordinary cases as approved by the senior vice provost, the executive/senior vice chancellor for academic affairs, or the vice provost for system affairs as appropriate by campus.

In the case of post-tenure review, the form will normally be submitted prior to the beginning of the year when the post-tenure review is scheduled.

D. Notification and Records

As appropriate by campus, the offices of the senior vice provost, the executive/senior vice chancellor for academic affairs or the vice provost for system affairs will be

responsible for communicating the decision or result to the faculty member, the academic unit head and all others in the chain of approval. These offices will also keep a record of all extensions of the probationary period and scheduled post-tenure review and forward copies of the signed forms to the USC Division of Human Resources in Columbia for the official personnel file.

On the Columbia and Regional campuses, the office of the school/college dean or campus dean will be responsible for maintaining the official record of any changes to a faculty member's probationary period, tenure timeline or scheduled post-tenure review. On the Senior campuses, these changes will be monitored by the office of the executive/senior vice chancellor for academic affairs.

The faculty member will be responsible for placing a copy of the completed form and any accompanying documentation in his/her tenure and promotion or post-tenure review file.

E. Denials and Appeals

All Tenure Clock/Post-Tenure Review Extension forms should be submitted and forwarded through each level of the appropriate campus-based chain of approval. If the faculty member's request for an extension is denied at any point in the process, the reasons for denial must be outlined in an attachment to the Tenure Clock/Post-Tenure Review Extension form.

If the request is ultimately denied, the faculty member may submit a written letter of appeal to the Provost for Columbia and Regional campuses or to the Chancellor for Senior campuses for review and final decision. The written appeal must be submitted within 20 working days of the date of denial. After receipt of the appeal, the Provost or Chancellor must reply within 20 working days. The decision of the Provost or Chancellor shall be the final decision of the University.

F. Tenure Progress Review

An extension of the probationary period approved under this policy before the end of the second semester of the faculty member's third year will also extend the timeline for the tenure progress review (third year review) for the same period of time. For example, if a faculty member receives a one-year extension of his/her probationary period under this policy, the tenure progress review timeline is also extended for one year and the progress review should occur during the fourth year, rather than the third.

G. Tenure Review

In cases where faculty members have been in probationary status for more than seven years due to extension of the probationary period for any of the above reasons, they shall be evaluated as if they had been in probationary status for the normal probationary period, not longer.

H. Reappointment

Faculty members within the probationary period who have received a notice of non-reappointment for the following year are not eligible to extend the probationary period under this policy.

II. Procedure

A. Procedure for Senior Campuses

Each Senior campus should develop individual campus-based procedures to implement this policy.

B. Procedure for Columbia and Regional Campuses

The following procedure should be followed on the Columbia and Regional Campuses.

1. Required Form and Documentation

A tenure-track faculty member who is eligible for an automatic extension of his/her probationary period for tenure or who would like to request an extension of his/her probationary period for tenure or a scheduled post-tenure review should notify the academic unit head by completing the Tenure Clock/Post-Tenure Review Extension form and submitting the appropriate certification of the relevant event or circumstances. In the case of a requested extension, the faculty member must also submit a letter of request in addition to the form and accompanying documentation.

In accordance with federal law, please note that letters of request and certification documents should not include any specific information regarding medical history of faculty member or family member, including specific manifestation of diseases or disorders.

a. Tenure Clock/Post-Tenure Review Extension Form

In all cases, a Tenure Clock/Post-Tenure Review Extension form should be completed by the faculty member and signed by the faculty member's academic unit head followed by the appropriate individuals delineated in the review and approval process for that campus (see Section C). The form is available on the Provost Office website at www.sc.edu/provost/forms.

b. Documentation

In addition to the form, in all cases the faculty member must submit documentation or certification of the relevant event or circumstances. As outlined above, documentation or certification should not include specific information regarding medical history. Examples of documentation include:

- i. a copy of the birth certificate, adoption papers, or letter from the attorney or agency handling an adoption or foster placement;
- ii. a copy of the death certificate;
- iii. certification from the health care provider in the case of a serious health condition of the faculty member or family member; or
- iv. documentation of other situations as appropriate.

c. Letter of Request

In the case of a requested extension, the faculty member should also attach a letter addressed to the academic unit head outlining the reasons for the request. As outlined above, the letter of request should not include any specific information regarding medical history.

III. Related Policies

See also:

University Policy ACAF 1.05 Tenure Progress Review of Faculty: Third Year Review

USC Columbia Faculty Manual, Section 2: Regulations and Policies, under heading Probationary Period and Reappointment Procedures

USC Regional Campuses & Continuing Education Faculty Manual, Section C-1: Regulations and Policies

IV. Reason for Revision

Revised to reflect requirements of Title II of the Genetic Information Nondiscrimination Act of 2008. Also revised to allow a requested extension of a scheduled post-tenure review.