NUMBER: ACAF 1.05

SECTION: Academic Affairs

SUBJECT: Tenure Progress Review of Faculty: Third Year Review

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Policy for: All Campuses
Procedure for: Columbia Campus
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I. Policy

In most cases, tenure-track faculty members in their probationary period are formally reviewed during their third academic year at the University. A tenure progress review of a tenure-track faculty member ensures that the faculty member, the academic unit and the college or school are aware of the progress of the faculty member relative to the unit's criteria for awarding tenure. This review allows the faculty member to take corrective action before the tenure decision year, and ensures that he/she gains familiarity with the process of application for tenure. It also allows the dean to more formally decide whether the faculty member is making satisfactory progress towards tenure.

II. Procedure

A. Columbia Campus

1. Review Process

a. During the second semester of the faculty member's second academic year at the University, the dean/department chair must inform the faculty member that in the following year he/she must submit a tenure progress file to the unit tenure and promotion committee. The faculty member must also be explicitly informed that the review process does not positively or negatively affect the institution's ultimate decision in connection with the faculty member's future application for tenure.

b. The faculty member must follow the usual tenure and promotion file format, process, and calendar for submission of the tenure progress file, with the following exceptions:

i. Neither the faculty member's unit nor the faculty member should solicit outside reviewers' statements or letters of support;

ii. Individual ballots may be used during the unit committee's deliberations, but are not included in the file; and

iii. The file and supporting materials are not forwarded past the dean.

c. The chair of the unit tenure and promotion committee must draft an evaluation letter of the faculty member's progress toward meeting the criteria for tenure. The letter must specifically address the candidate's progress in each of the unit's tenure criteria. In addition, the unit tenure and promotion committee may also choose to include written evaluations from individual committee members. The letter(s) should be addressed to the next level of file review (i.e., chair or dean) and copies should be placed in the file and sent to the faculty member.

d. Each further review step up to and including the dean must review the faculty member's tenure progress file and write a detailed evaluation of the faculty member's progress in terms of the unit criteria for tenure. The written evaluation must be sent to the faculty member and a copy placed in the file.

e. When the dean has completed the review of the faculty member, the dean should have a conference with the faculty member to discuss the results of the evaluation. The faculty member must receive a copy of the dean's written evaluation prior to the meeting. The tenure progress file must be returned to the faculty member after the conference with the dean, but a copy of all evaluation letters must be retained in the faculty member's personnel file in the dean's office.

2. Timing of Tenure Progress Review

If a faculty member’s maximum probationary period is extended during the first three years of the faculty member’s probationary period in accordance with University Policy ACAF 1.31 Extension of Faculty Tenure-Track Probationary Period and Scheduled Post-Tenure Review or the *Faculty Manual*, the tenure progress review timeline outlined in this policy is extended for the same period of time.
If a faculty member is granted a tenure clock extension before the end of the second semester of the third year, the timeline of the tenure progress review (third year review) is extended for the same period of time.

Alternatively, the department or unit chair and the dean can approve requests from the faculty member to be reviewed earlier in their probationary period, such as during the second year rather than the third year.

B. Comprehensive and Palmetto College Campuses

Each Comprehensive and Palmetto College campus should develop individual campus-based procedures to implement this policy.

III. Related Policies

See also:

University Policy ACAF 1.31 Extension of Faculty Tenure-Track Probationary Period
University Policy ACAF 1.60 Modified Duties Semester for Faculty
USC Columbia *Faculty Manual*, Section 2: Regulations and Policies, under heading Annual Performance Review, Third-Year Review, and Post-Tenure Review
USC Palmetto College Campuses *Faculty Manual*, under heading Tenure and Promotion Regulations and Policies, Annual Evaluation, Third Year Review, and Post-Tenure Review

IV. Reason for Revision

This revision updates the procedure to accommodate the Family Friendly policies.