

From: "Office of the Provost" <noreply@mailbox.sc.edu>
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Subject: Faculty Evaluation Process



Dear Colleagues:

Allow us to say again how grateful we are for your tremendous effort over the past two weeks to transition instruction to online delivery and adapt to campus closure while maintaining your other responsibilities, all in the context of concurrently dealing with personal and community concerns for health and safety, school closures, and many other disruptions. Our first priority was addressing student health and safety and continuity of instruction to facilitate student progression and we are so thankful and impressed by the efforts of our outstanding faculty.

We are now turning our attention to other equally important faculty affairs matters.

Processes for faculty evaluation at the university level are addressed in both the [Faculty Manual \[pdf\]](#), several academic affairs policies (e.g., [ACAF 1.05 Tenure Progress Review of Faculty \[pdf\]](#) and [ACAF 1.31 Extension of Faculty Tenure-track Probationary Period and Scheduled Post-Tenure Review \[pdf\]](#)) and guidance provided by the University Committee on Tenure and Promotion (see the provost's [Tenure and Promotion website](#)).

In particular, ACAF 1.31 authorizes the provost to approve extensions of the probationary period and a scheduled post-tenure review:

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.

To minimize the impact of the current campus disruption on faculty productivity, the Office of the Provost is implementing the following steps:

Pre-Tenure Faculty

- All pre-tenure faculty will automatically receive a one-year extension of the tenure probationary period. This includes those who are preparing files for review in Fall 2020. Over the next few months, the Office of the Provost will work with the individual academic units to prepare formal notifications, accounting for variable tenure-start dates and previously approved extensions.
- This extension also applies to any pre-tenure faculty who has not yet submitted their tenure progress review file (typically during third year of employment). See ACAF 1.31 for more details on how extensions are applied for pre-tenure faculty who have not yet submitted their tenure progress review file.
- As articulated in ACAF 1.31 and other policy, no faculty member is required to wait until their decision year, even including this extension, to apply for tenure.

Tenured Faculty

- Any faculty member scheduled for post-tenure review in academic year 2020-2021 will automatically receive a one-year extension for submitting the post-tenure-review. Notifications will be sent within the next few months.
- Any tenured faculty member undergoing post-tenure review before 2026-27 may request an extension if needed for the individual circumstances during their current post-tenure review period. Justifications for an extension must be related to the disruption from the COVID-19 pandemic.
- Any tenured faculty member currently preparing or completing a development plan related to an unsatisfactory post-tenure review will have a one-year extension to prepare and/or complete that development plan.

Course Evaluations for Spring 2020

Student course evaluations are required by state law and will be conducted electronically for all courses that have 5 or more students in them. For annual performance review, tenure progress, and post-tenure review purposes, instructors may choose to not include the Spring 2020 evaluations at part of their evaluation portfolio for the academic year 2019-2020.

Academic units that use some form of aggregated course evaluation scores for comparisons in the tenure and promotion process are encouraged to not include data from Spring 2020 in the aggregate comparison scores. Faculty members of these units being evaluated may request that their own Spring 2020 data be included in aggregate comparison scores or that it not be included.

Peer evaluations are not required by state law but may be required by policy of the academic unit. Spring 2020 peer evaluations after Spring Break may only be done via remote technology. Academic units should consider waiving the requirement of peer evaluation in Spring 2020. Faculty members of these units being evaluated may

request that peer evaluations of their own Spring 2020 that have been conducted be included in their annual performance review or that they not be included.

Course Evaluations for Tenure and Promotion

University Committee on Tenure and Promotion (UCTP) will honor (a) individual faculty decisions to not include the Spring 2020 student course evaluations and peer teaching evaluations as part of their tenure and promotion file and (b) unit and/or individual faculty decisions to not include Spring 2020 student course evaluations in their aggregate data in the tenure and promotion teaching summaries.

Pass/fail grading

Grading policy is set by the Faculty Senate, not the administration. This will be discussed and voted on at the April 1 Faculty Senate meeting.

In conclusion, please care for your health and safety, and that of your loved ones. Know that your efforts to carry on with educating and serving students in this time of outbreak are powerfully visible and keenly appreciated. In good conscience, we encourage you to pace yourselves with respect to research and service. The time will come to rededicate your commitments in these areas when the current crisis resolves.

With gratitude for all that you do,



**Tayloe Harding, Executive Vice-President for Academic Affairs and Provost,
Interim**



Bob Caslen, President