

---

## ***Chapter 6***

---

### ***Faculty Review Procedures***

---

#### **Administrative Review & Peer Review**

---

USC Upstate maintains two procedures for the review of faculty performance: administrative review for all full-time faculty members, and peer review for tenure-track and tenured faculty. An important objective for both review processes is to provide a basis for professional improvement and development. Administrative reviews and peer reviews provide grounds for decisions on retention, promotion, and tenure.

In all academic units, the criteria for both administrative review and peer review are the promotion and tenure criteria of teaching or librarian effectiveness; scholarship, creativity, or research; and service to the profession, to the university, and to the community. Teaching effectiveness receives the major emphasis in all academic units; librarian effectiveness receives the major emphasis for the library. The contents of faculty files for administrative review are determined within each academic unit. Additional documentation may be provided by all faculty members. The contents of files for peer review for faculty reviewed for promotion and/or tenure are governed by policies on promotion and tenure; the contents of faculty files submitted for Peer Review at any other stage are determined within each academic unit.

### **Administrative Review**

---

Administrative reviews are completed by unit administrators who are tenured. Within the College of Arts and Sciences, chairs or program directors act as the unit administrator. Within the Library, George Dean Johnson, Jr. College of Business and Economics, School of Education, and Mary Black School of Nursing, unit administrators may be the dean, associate or assistant dean, or program director. For the initial six years of employment, full-time faculty members at USC Upstate are evaluated annually by their unit administration. Thereafter, tenured faculty members undergo administrative review once every three years. Faculty members may request a review during any year.

#### *Responsibilities in Administrative Review*

---

*Reviewed Faculty.* Faculty members to be reviewed are provided with a copy of the Administrative Review objectives, criteria, and any necessary forms by their unit administrator. Faculty members are responsible for compiling their review files, which consist of the documentation of their teaching, as well as scholarship and service if appropriate to the position, for their administrative review. To avoid unnecessary duplication of faculty files, academic units may allow faculty undergoing peer review to use their peer review files for administrative review. Faculty members submit their administrative review files in the office of the administrative assistant of the academic unit. Once submitted, review files are read only by the unit administrator.

*Unit Administrators.* After receiving the faculty member's file, the unit administrator completes the appropriate form and

presents the written review to the faculty member. The faculty member and unit administrator sign the review, though the faculty member's signature does not necessarily mean agreement with the review. A copy of the signed administrative review is provided to the faculty member. For faculty members completing their first year of service, the administrative review and required interview must be completed by March 1. For all other faculty, the review and the optional interview must be completed by March 31. Either the faculty member or the unit administrator may request an interview.

Faculty members may, within 5 days of receiving their administrative review, respond to the unit administrator. That response is included with the faculty member's administrative review. Administrative reviews are submitted to appropriate dean of the school or college and then to the Senior Vice Chancellor of Academic Affairs.

#### *Appeal of Administrative Review Evaluation*

---

Appeal of an administrative review must be completed in accordance with the USC Upstate *Faculty Handbook*.

---

### **Peer Review**

---

Faculty members undergo peer review in their second and fourth years, in promotion and/or tenure, and in post-tenure review. All tenure-track faculty members teaching more than six credit hours each semester are reviewed by their respective peer review committee at least once every 6 years. Faculty members may request a peer review during other years as well.

*Membership of the Peer Review Committee*

---

A peer review committee consists of five tenured faculty members elected from within each academic unit. Not eligible to serve on a peer review committee are the following: faculty members in their first three years of employment at USC Upstate; faculty undergoing peer review for promotion and/or tenure; faculty undergoing post-tenure review; faculty serving on the Promotion and Tenure Committee; and faculty who conduct administrative reviews (*See page 29*).

If an academic unit has an insufficient number of eligible faculty members available for service on the committee, the unit faculty members elect eligible faculty members from other academic units. Peer review committee members for an academic year are elected prior to the end of the previous spring term

*Responsibilities in Peer Review*

---

*Peer Review Committee Chair.* The peer review committee chair informs all faculty members seeking peer review of committee deadlines at least 30 days prior to the deadline for submitting peer review files. Prior to peer review, the peer review committee chair distributes to the committee members the names of faculty to be reviewed, the calendar of deadlines for peer review, the procedures pertaining to peer review, and any appropriate forms. Only the chair of the peer review committee acting on behalf of the committee may request additional documentation from the faculty members evaluated.

*Reviewed Faculty.* Faculty submitting files to their unit's peer review committee as part of the application for promotion and/or tenure must follow the required procedures of file preparation required for promotion and tenure. Faculty mem-

bers submitting their files at any other stage of peer review should compile their files in accordance with their respective academic unit. The peer review committee chair in each academic unit provides faculty of that unit with guidelines for preparing peer review files. Faculty members submit their peer review files in the office of the administrative assistant of the academic unit. Once submitted, peer review files are read by the peer review committee in a private area of the academic unit.

*Peer Review Committee.* Every member of the peer review committee examines each review file and completes an evaluation form for each faculty member submitting a file (*see* page 17) Committee members are required to provide written comments on each section of the review to support their evaluation. The separate reviews are not signed. Specific responsibilities of the peer review committee in evaluating candidates for promotion and tenure are established in the *Faculty Manual* section on *Promotion and Tenure*. Each peer review committee member is responsible for keeping confidential the contents of the candidate files.

The peer review committee chair, in conjunction with the committee, writes a summary review for each faculty member undergoing peer review. A tally of the rankings is recorded on the final summary review. The peer review committee chair is responsible for ensuring that the summary review is signed and dated by each member of the peer review committee, thus indicating that each member has seen the summarized comments. If disagreement arises over the summarized comments, then the chair is responsible for rewriting the summary review until agreement is reached and all signatures are in place. If agreement proves impossible, the chair includes each review-

## FACULTY REVIEW

---

er's confidential written comments in the summary statement signed by all members of the committee.

For faculty seeking promotion and/or tenure, the peer review committee chair is responsible for including the signed summary review within the candidate's file, as well as providing a copy to the candidate. For faculty seeking promotion and/or tenure or undergoing post-tenure review, the individual review sheets remain confidential and are sent to the Senior Vice Chancellor of Academic Affairs. For all other faculty undergoing peer review, the signed summary statement is submitted by the peer review committee chair to the faculty member's chair (in the case of faculty within the College of Arts and Sciences), dean, and the Senior Vice Chancellor of Academic Affairs, as well as providing a copy to the reviewed faculty member. Individual review sheets for all faculty members not undergoing peer review for promotion and/or tenure or post-tenure review are destroyed.

### *Response to Peer Review*

---

Faculty members may write a response to the summary review within 5 working days after receiving the summary statement. The faculty member's response must be signed by the peer review committee chair to acknowledge receipt and be distributed by the chair to all members of the peer review committee.