
Post Tenure Review Policy

From the 2013 Faculty Handbook

The requirement for post-tenure review is discussed in Chapter 6 of the *Faculty Manual*.

Administrative reviews of tenured faculty members will be conducted by the appropriate administrator.

Post tenure review is required every ten years. Administrators teaching a 50% load or less will not be reviewed until they have moved back into the teaching ranks for the ten year period required for post tenure review. Should a faculty member receive promotion within ten years of being awarded tenure, the first post tenure review will occur ten years after the awarding of the promotion.

The Senior Vice Chancellor for Academic Affairs will compile a list of faculty members who must be considered for post tenure review. The dean of the faculty member under review and the faculty member will be notified of the review by the Senior Vice Chancellor for Academic Affairs during the year prior to the post tenure review.

Faculty members within three years of retirement may submit a letter petitioning the Senior Vice Chancellor for Academic Affairs to allow the faculty member to forego post tenure review. However, if the faculty member decides later to continue in position for more than the three years, he/she will be required to undergo post tenure review.

Faculty members subject to post tenure review must submit their completed files to the Chair of the Peer Review Committee by January 30. The post tenure review file will be reviewed initially by the Peer Review Committee. The Peer Review Committee must determine if the candidate is “maintaining professional performance at rank” or “not maintaining professional performance at rank.” This review must be completed by February 21.

The post tenure review file will be minimally comprised of the following:

1. A current curriculum vita.
2. Copies of each annual review completed during the period under review.
3. Files submitted for each annual review during the period under consideration.

If the review is positive, a letter is sent forward to the rating administrator, the dean, and the Senior Vice Chancellor for Academic Affairs informing them of the Committee’s decision. The administrator at each level may request a review of the candidate’s file; otherwise, upon a positive recommendation from the Peer Review Committee, the post tenure review is sent forward for signatures only. If an administrator has concerns about a positive review, the administrator may request that the Peer Review Committee reconsider the file.

If the faculty member under review is recommended as "maintaining professional performance at rank," then the appropriate dean will determine the level of merit based on the annual review.

Should the Peer Review Committee determine that the post tenure review candidate is “not maintaining professional performance at rank,” the file is moved forward for review as follows:

the rating administrator must complete the review by March 1; the dean must complete the review by March 15; and the Senior Vice Chancellor for Academic Affairs must complete the review by March 31. Files must be returned to the candidate by April 15.

Each faculty member under post tenure review has the option to respond in writing within three days of the completion of the review at each level before the files are sent forward. The response letters are placed in the candidate's file before it is sent forward to the next level.

The faculty member under review may appeal to the USC Upstate Promotion and Tenure Committee within seven working days after receipt of the final post tenure review from the Senior Vice Chancellor for Academic Affairs. The Promotion and Tenure Committee will review materials and make a recommendation to the Senior Vice Chancellor for Academic Affairs within ten working days.

In the event that the faculty member under review is assessed as "not maintaining professional performance at rank" at all levels of the post tenure review process, the appropriate dean will devise a remediation plan in consultation with the Peer Review Committee and the faculty member under review. This plan will include a reasonable timetable, normally not less than one year nor more than three, for the completion of the remediation process. "Not maintaining professional performance at rank" is defined as habitual neglect of duty under the terms of the USC Upstate Faculty Manual. A faculty member who wishes to grieve a remediation plan can file a grievance through the regular University grievance process.

When the remediation process has been judged unsuccessful by the appropriate dean and the Peer Review Committee, the case will be referred to the Senior Vice Chancellor for Academic Affairs, who can recommend termination of tenure through appropriate channels. If a decision is made to terminate the employment of a faculty member under review, the faculty member under review can file a grievance through the regular University grievance process.