

## 6.3

### Faculty Appointment and Evaluation

The institution publishes and implements policies regarding the appointment, employment, and regular evaluation of faculty members, regardless of contract or tenure status.

#### Judgment

Compliant  Non-Compliant  Not Applicable

#### Narrative

In support of its mission, the University of South Carolina is committed to recruiting, retaining, and promoting an outstanding faculty who demonstrate excellence in teaching, research, service, and outreach. The University believes that the presence of a high quality and diverse community of scholars is necessary to achieve such excellence.

#### Faculty Appointment

University procedures governing the appointment of faculty at the Columbia and Palmetto College campuses are outlined in [ACAF 1.00 Recruitment and Appointment of Tenured, Tenure-Track, and Non-Tenure-Track Faculty](#). ACAF 1.00 describes the following requirements for search processes on the Columbia campus and at the Palmetto Colleges:

##### *The requirement of a designated hiring authority*

The designated hiring authority acts as the individual(s) who decides which candidate to hire and who is responsible for ensuring a fair and open search for a particular faculty position in accordance with this and other University policies. The hiring authority is responsible for the issue of employment offers.

A hiring authority must be identified prior to the initiation of recruitment for a faculty position at any level and named in the official search record. On the Columbia campus, the hiring authority for faculty positions is the college/school dean unless otherwise specified by the Office of the Provost. The dean may delegate this responsibility or specific aspects of this responsibility in writing. On the Palmetto College campuses, the hiring authority for faculty positions is the chancellor for Palmetto College; the chancellor may delegate this responsibility or specific aspects of this responsibility in writing.

##### *The requirement for a documented search process*

A documented search process is required for all academic positions whether the search is internal or external. The scope and structure of the search process prior is determined by the hiring authority prior to the initiation of a search, in consultation with the next highest administrative office when appropriate.

##### *The roles and responsibilities of the campus chief academic officer*

For the Columbia campus, the campus chief academic officer is the executive vice president for academic affairs and provost. For the regional Palmetto College campuses, the campus chief academic officer is the chancellor for Palmetto College unless otherwise specified by the chancellor. The campus chief academic officer is responsible for ensuring that policies, procedures, and practices in academic units are consistent and in compliance with federal and state equal employment opportunity and educational access laws, rules and regulations. Deans, directors, department chairs, center/institute directors, academic program managers, search committees and faculty members are responsible for implementing these policies and procedures at the campus, college, school, center, institute, and academic unit level. The written approval of the campus chief academic officer before the initiation of a search for any tenure-track faculty position.

##### *Required Hiring Documentation*

Required hiring documentation include: required job reference & background check; electronic verification of employment eligibility (E-Verify); letters of reference; credential verification; and written acceptance of the offer letter. The offer of employment must be in writing and must include the name of the hiring department, track and rank, salary and effective date. Employment expectations will state the responsibilities for teaching, scholarly performance, service, and extramural funding, as well as other specific criteria or service activities appropriate to the position.

[ACAF 1.00 Recruitment and Appointment of Tenured, Tenure-Track, and Non-Tenure-Track Faculty](#) also requires all searches to adhere to the guidelines outlined in [ACAF 1.06 Academic Titles for Faculty and Unclassified Staff](#) (both tenure-track and non-tenure-track searches) and [ACAF 1.16 Non-Tenure-Track Faculty](#) (non-tenure-track searches only). In very unusual circumstances, the president, executive vice president for academic affairs and provost or chancellor may grant exceptions to ACAF 1.00 for their areas of responsibility, in consultation with the executive assistant to the president for equal opportunity programs.

[ACAF 1.06 Academic Titles for Faculty and Unclassified Staff](#) defines the academic titles authorized for faculty appointments and appointments of other academic personnel engaged in instruction, research and clinical activities for both the Columbia campus and the Palmetto Colleges. ACAF 1.06 requires the use of academic titles defined in the policy and requires that candidates meet the required criteria outlined for each title. Positions are further described in the Faculty Manuals ([Columbia](#) | [Palmetto Colleges](#)).

Examples of faculty searches, both tenure-track and non-tenure-track, are provided from the following colleges and schools, including the regional Palmetto College campuses:

#### Faculty Search Examples

| College/School                                    | Documentation  |
|---|--|
| College of Arts and Sciences                      | <a href="#">Example 1</a>   <a href="#">Example 2</a>  |
| College of Education                              | <a href="#">Example 1</a>  |
| College of Engineering and Computing              | <a href="#">Example 1</a>   <a href="#">Example 2</a><br><a href="#">Example 3</a>   <a href="#">Example 4</a> |
| College of Hospitality, Retail & Sport Management | <a href="#">Example 1</a>   <a href="#">Example 2</a>  |
| College of Information and Communications         | <a href="#">Example 1</a>   <a href="#">Example 2</a>  |
| College of Nursing                                | <a href="#">Example 1</a>   <a href="#">Example 2</a>  |
| College of Pharmacy                               | <a href="#">Example 1</a>   <a href="#">Example 2</a>  |
| College of Social Work                            | <a href="#">Example 1</a>   <a href="#">Example 2</a>  |
| Darla Moore School of Business                    | <a href="#">Example 1</a>  |
| School of Law                                     | <a href="#">Example 1</a>   <a href="#">Example 2</a>  |
| School of Medicine - Columbia                     | <a href="#">Example 1</a>   <a href="#">Example 2</a>  |
| School of Medicine - Greenville                   | <a href="#">Example 1</a>   <a href="#">Example 2</a>  |
| School of Music                                   | <a href="#">Example 1</a>   <a href="#">Example 2</a>  |
| University Libraries                              | <a href="#">Example 1</a>   <a href="#">Example 2</a>  |
| Regional Palmetto College Campuses                | <a href="#">Example 1</a>   <a href="#">Example 2</a>  |

#### Faculty Employment

The roles and responsibility of faculty are largely governed by the the faculty manuals for the [Columbia Campus](#) and the regional [Palmetto Colleges](#). The *Faculty Manuals* ([Columbia](#) | [Palmetto Colleges](#)) define the normal teaching load of full-time faculty as twelve hours or its equivalent; teaching assignments will be affected by the number of students in the class, the level of the course, research, and other factors. Unless otherwise noted in the letter of appointment, employment of the members of the faculty shall be for a period of nine months. All faculty members shall be available from August 16th through May 15th.

Several additional university-level policies exist to provide structure and guidelines for the employment of faculty:

[ACAF 1.15 Assignment of Collateral Duties](#)

[ACAF 1.15 Assignment of Collateral Duties](#) requires the department chair to provide a written description of the assigned duties including what performance is expected, what specific time commitment is required for such duties, how performance will be evaluated and what weight may be given to such duties in the determination of reappointment, salary increases, etc. whenever a faculty member is assigned duties other than those customary for an academic appointment (teaching, research, service activities). Examples of extra or collateral duties include, but are necessarily limited to such activities as: (1) serving as a program director within a school or college, (2) directing a bureau of research and publication, (3) construction of a grant proposal, (4) director of a special program.

#### [ACAF 1.31 Extension of Faculty Tenure-Track Probationary Period and Scheduled Post-Tenure Review](#)

In order to provide additional time to demonstrate fully their professional qualifications for reappointment or tenure, [ACAF 1.31 Extension of Faculty Tenure-Track Probationary Period and Scheduled Post-Tenure Review](#) allows faculty members holding a probationary term of appointment to 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.

#### [ACAF 1.60 Modified Duties for Faculty](#)

[ACAF 1.60 Modified Duties for Faculty](#) allows a faculty member to request relief from some level of academic duties in order to respond to an anticipated or unanticipated personal event or situation.

#### [ACAF 1.80 Workplace Bullying](#)

[ACAF 1.80 Workplace Bullying](#) creates a process for reporting, investigating and resolving complaints related to workplace bullying among faculty.

In academic year 2019-2020, there were 26 requests for modified duties, 14 requests for tenure-clock extensions including five with tenure progress review extensions, and seven requests for post-tenure review extensions impacting 43 faculty members; about half of these requests were approved automatically based on notification of birth or adoption of a child. In addition, the Office of the Provost processed tenure-clock extensions for all pre-tenure faculty to account for the impact of the COVID-19 pandemic.

Grievance procedures are clearly outlined in the Faculty Manuals ([Columbia | Palmetto Colleges](#)) for non-reappointment, denial of tenure or promotion, termination of tenure for cause, and other causes including violations of academic freedom. Termination procedures for the termination of tenured-faculty for cause and termination because of bona fide reduction in staff are also outlined in the *Faculty Manuals* ([Columbia | Palmetto Colleges](#)).

#### *Columbia*

Annual reports of the Columbia Faculty Grievance Committee can be found [online](#). Over the past five years, an average of 1-2 grievances have been received. The last three grievances all related to salary concerns. Two additional processes exist to address faculty concerns for the University of South Carolina Columbia. The Faculty Ombuds serves as a confidential, neutral, informal and independent resource for faculty concerns and conflicts. The faculty ombuds meets with about 50 faculty members per year; the most common concerns shared relate to evaluative relationships and career progression and development. The Faculty Civility Advocate (FCA) is charged to investigate, adjudicate and resolve complaints of faculty-on-faculty workplace bullying, as defined in [ACAF 1.80 Workplace Bullying](#) and the [Columbia Faculty Manual](#). The FCA typically investigates 8-10 allegations of workplace bullying per year.

#### *Regional Palmetto College Campuses*

Faculty grievances on the regional Palmetto College campuses are reported to the [Palmetto College Campuses Grievance Committee](#). During the last three years, the regional Palmetto College campuses have received no formal complaints during last three years.

## **Faculty Promotion and Evaluation**

Faculty members, regardless of contractual or tenured status, are evaluated according to their role in supporting the mission of the University of South Carolina. All faculty members, as defined in the *Faculty Manuals* ([Columbia | Palmetto Colleges](#)) and further described in [ACAF 1.06 Academic Titles for Faculty and Unclassified Academic Staff Positions](#), contribute to the mission and are evaluated on that contribution. Annual reviews, tenure progress reviews, promotion and tenure applications, and post-tenure reviews, as well as course evaluations and peer evaluations are all part of the faculty review process for all campuses.

[ACAF 1.16 Non-Tenure-Track-Faculty](#) requires that each college, school, or academic unit to develop a written set of policies regarding non-tenure-track faculty members that remain in compliance with this policy, the University of South Carolina Columbia Faculty Manual, all pertinent state and federal laws, and all requirements of the South Carolina Commission on Higher Education (CHE) and the Southern Association of Colleges and Schools and Commission on Colleges (SACSCOC). Policies created by colleges, schools, and academic units regarding non-tenure track faculty must be approved by the dean, and then forwarded to the Office of the Provost for final approval. The dean of the college or school may authorize separate policies and procedures for the different academic units within the college or school or may have one

policy for all academic units within the college or school. The dean is responsible for ensuring that all approved policies regarding non-tenure-track faculty are implemented within the college/school. Procedures for the development, revision, and oversight of college/school policies are the responsibility of the dean. All initial and revised policies on non-tenure-track faculty must be sent from the dean to the executive vice president for academic affairs and provost for approval.

Evaluation of each faculty member's effectiveness is dependent on his or her role in the mission of the university as well as within the unit or project in which he or she serves. The *Faculty Manuals (Columbia | Palmetto Colleges)* and [ACAF 1.06 Academic Titles for Faculty and Unclassified Academic Staff Positions](#) contain the broad qualifications and criteria for faculty members, while college/department specific criteria are published in the individual unit tenure criteria for tenure-track faculty or non-tenure-track faculty protocols for other faculty. The Office of the Provost maintains information about [individual unit tenure criteria](#), tenure clocks and review calendars, [candidate file preparation](#), [file review](#), and [file submission](#) publicly available on its website. The Office of the Provost also hosts an annual [orientation to the tenure and promotion process \(T&P Orientation\)](#).

Per [ACAF 1.30 Access to Tenure and Promotion Application Files](#), the University allows individual faculty members the fullest possible access to their tenure and promotion files consistent with maintaining the confidentiality of materials included. Unless explicitly collected with a different understanding, evaluative statements, recommendations and vote justifications from colleagues, administrators or outside references are considered confidential. Faculty members are allowed to submit updated information in the submitted application.

#### *Columbia*

On the Columbia campus, each [academic unit has criteria](#) for tenure-track faculty. Criteria can be developed at the level of the college, school, or department; criteria for each unit are housed [online](#) via the Office of the Provost's website, but see selected examples from [Anthropology Department \(College of Arts and Sciences\)](#); [Banking, Finance and Real Estate \(Darla Moore School of Business\)](#); the [Arnold School of Public Health](#); and the [College of Pharmacy](#). These criteria are developed by unit faculty, reviewed by the Office of the Provost, and approved by the [University Committee on Tenure and Promotion \(UCTP\)](#). Criteria for non-tenure-track faculty (clinical, research, and full-time instructors or lecturers) are developed at the unit level based on the work scope of the faculty member and are consistent with [ACAF 1.16 Non-Tenure-Track Faculty](#). Policies for the evaluation of non-tenure-track faculty and are approved by faculty, department chair, and dean, and are then submitted to the Office of the Provost for final approval. The unit criteria for both tenure-track faculty and non-tenure-track faculty allow for the evaluation to be tailored to the specific expectations of that type of faculty member within the unit. Examples of policies and procedures for review of non-tenure-track faculty are provided from the following:

### Non-Tenure-Track Faculty Policies

| College/School                       | Documentation  |
|--------------------------------------|--|
| College of Arts and Sciences         | <a href="#">Example 1</a>   <a href="#">Example 2</a><br><a href="#">Example 3</a>                             |
| College of Education                 | <a href="#">Example 1</a>   <a href="#">Example 2</a><br><a href="#">Example 3</a>   <a href="#">Example 4</a> |
| College of Engineering and Computing | <a href="#">Example 1</a>   <a href="#">Example 2</a>  |
| College of Nursing                   | <a href="#">Example 1</a>  |
| College of Pharmacy                  | <a href="#">Example 1</a>  |
| College of Social Work               | <a href="#">Example 1</a>   <a href="#">Example 2</a>  |
| Darla Moore School of Business       | <a href="#">Example 1</a>  |
| School of Law                        | <a href="#">Example 1</a>  |
| School of Medicine - Columbia        | <a href="#">Example 1</a>   <a href="#">Example 2</a>  |
| School of Medicine - Greenville      | <a href="#">Example 1</a>   <a href="#">Example 2</a>  |
| School of Music                      | <a href="#">Example 1</a>  |
| University Libraries                 | <a href="#">Example 1</a>  |

All faculty, regardless of track and rank, must have an annual performance review that includes a "written review that provides specific evaluative information and an administrative assessment of the faculty member's performance in the categories of teaching, research/creative activities, and service. The review should be sufficiently detailed to aid the faculty member in professional growth and development." The minimum unit standards and procedures for annual performance review of faculty are outlined in the Columbia *Faculty Manual*. This review may be completed by their unit head, their direct supervisor, or a select committee, depending on the relevant published criteria and procedures. The annual evaluations of pre-tenure faculty and tenured associate professors should address both performance for current rank and progress toward tenure and/or promotion. The annual evaluations of non-tenure track faculty determine the re-appointment of these faculty members. Copies of the annual evaluations are maintained by the unit and are considered to be a part of the faculty member's personnel file. Examples of annual reviews are provided from the following colleges and schools:

## Annual Review Examples

| College/School                                    | Documentation                                  |
|---|--|
| College of Arts and Sciences                      | Example 1   Example 2                          |
|   | Example 1   Example 2                          |
| College of Education                              | Example 3   Example 4<br>Example 5   Example 6 |
| College of Engineering and Computing              | Example 1   Example 2                          |
| College of Hospitality, Retail & Sport Management | Example 1   Example 2<br>Example 3   Example 4 |
| College of Information and Communications         | Example 1   Example 2<br>Example 3             |
| College of Nursing                                | Example 1   Example 2<br>Example 3   Example 4 |
| College of Pharmacy                               | Example 1   Example 2<br>Example 3             |
| College of Social Work                            | Example 1   Example 2<br>Example 3   Example 4 |
| Darla Moore School of Business                    | Example 1   Example 2<br>Example 3   Example 4 |
| School of Law                                     | Example 1   Example 2                          |
| School of Medicine - Columbia                     | Example 1   Example 2                          |
| School of Medicine - Greenville                   | Example 1   Example 2<br>Example 3   Example 4 |
| School of Music                                   | Example 1   Example 2<br>Example 3   Example 4 |
| University Libraries                              | Example 1   Example 2<br>Example 3   Example 4 |

In the third year after appointment, all pre-tenured faculty members must be given a written comprehensive evaluation ([tenure progress review](#)) of their progress toward tenure and promotion. This requirement is described in both the *Faculty Manual* and *ACAF 1.05 Tenure Progress Review of Faculty: Third Year Review*. 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 the faculty member gains familiarity with the process of application for tenure. It also allows the dean to decide more formally whether the faculty member is making satisfactory progress towards tenure. Examples of tenure-progress reviews are included from the following colleges and schools:

### Tenure-Progress Review Examples

| College/School                            | Documentation  |
|---|--|
| College of Education                      | <a href="#">Example 1(External)</a>   <a href="#">Example 2</a>  |
| College of Engineering and Computing      | <a href="#">Example 1</a>   <a href="#">Example 2</a>  |
| Darla Moore School of Business            | <a href="#">Example 1</a>   <a href="#">Example 2</a><br><a href="#">Example 3</a>                             |
| College of Information and Communications | <a href="#">Example 1</a>  |
| School of Law                             | <a href="#">Example 1</a>   <a href="#">Example 2</a><br><a href="#">Example 3</a>   <a href="#">Example 4</a> |
| School of Medicine - Columbia             | <a href="#">Example 1</a>  |
| School of Medicine - Greenville           | <a href="#">Example 1</a>   <a href="#">Example 2</a>  |
| University Libraries                      | <a href="#">Example 1</a>   <a href="#">Example 2</a><br><a href="#">Example 3</a>   <a href="#">Example 4</a> |

Every pre-tenure faculty member must apply for tenure prior to the end of the tenure probationary period; any assistant professor must concurrently apply for promotion to associate professor, in addition to separate applications for promotion. The application for tenure and/or promotion for tenure-track faculty requires preparation of a comprehensive portfolio of professional achievements and must include at least five letters from external referees. This portfolio is reviewed by the unit tenure and promotion committee, the department chair, dean, provost, University Committee on Tenure and Promotion, and president, who makes the final recommendation to the Board of Trustees, Depending on rank, non-tenure-track faculty may apply for promotion. A faculty member requesting a tenure-clock extension prior to the tenure-progress review may concurrently request an extension of the tenure-progress review (see [ACAF 1.31 Extension of Faculty Tenure-Track Probationary Period and Scheduled Post-Tenure Review](#)). Examples of tenure and promotion recommendations are included from the following colleges and schools:

### Tenure & Promotion Recommendation Examples

| College/School                                    | Documentation  |
|---|--|
| College of Arts and Sciences                      | <a href="#">Example 1</a>   <a href="#">Example 2</a>  |
| College of Education                              | <a href="#">Example 1</a>   <a href="#">Example 2</a><br><a href="#">Example 3</a>                             |
| College of Hospitality, Retail & Sport Management | <a href="#">Example 1</a>  |
| College of Pharmacy                               | <a href="#">Example 1</a>   <a href="#">Example 2</a><br><a href="#">Example 3</a>                             |
| Darla Moore School of Business                    | <a href="#">Example 1</a>  |
| School of Music                                   | <a href="#">Example 1</a>   <a href="#">Example 2</a><br><a href="#">Example 3</a>   <a href="#">Example 4</a> |

All tenured faculty members, regardless of rank and including those in departmental administrative positions undergo a [Post-Tenure Review](#) every six years. These procedures are published in the University of South Carolina Columbia [Faculty Manual](#); published unit [Post-Tenure Review Criteria](#) are available via the Office of the Provost's website. This requirement may be waived in cases where, during the previous six year period, the faculty member is reviewed and advanced to or retained in a higher position (e.g., dean, a chaired professorship, promotion to a higher professorial rank). Sabbatical leave does not affect post-tenure review (PTR). Examples of post-tenure reviews are included from the following colleges and schools:

### Post-Tenure Review Examples

| College/School                                    | Documentation   |
|---|---|
| College of Arts and Sciences                      | <a href="#">Example 1</a>   <a href="#">Example 2</a> |
| College of Education                              | <a href="#">Example 1</a>   <a href="#">Example 2</a> |
| College of Engineering and Computing              | <a href="#">Example 1</a>   <a href="#">Example 2</a> |
|   | <a href="#">Example 3</a>   <a href="#">Example 4</a> |
| College of Hospitality, Retail & Sport Management | <a href="#">Example 1</a>   <a href="#">Example 2</a> |
| College of Pharmacy                               | <a href="#">Example 1</a>   <a href="#">Example 2</a> |
| School of Law                                     | <a href="#">Example 1</a>   <a href="#">Example 2</a> |
| School of Medicine - Columbia                     | <a href="#">Example 1</a>                             |
| School of Music                                   | <a href="#">Example 1</a>   <a href="#">Example 2</a> |
|   | <a href="#">Example 3</a>   <a href="#">Example 4</a> |

Finally, all faculty members (contractual or tenure-track) who teach courses are evaluated consistent with policies described in the Columbia [Faculty Manual](#) and by [ACAF 1.04 Student Evaluation of Courses](#). Evaluation of teaching includes student evaluation of courses and peer evaluations. Examples of student evaluation of courses forms and peer evaluation forms, as well as peer evaluation procedures are available online. Both peer evaluations of teaching and student course evaluations are included in the comprehensive faculty evaluation process. Examples of peer evaluation of teaching are provided from the following colleges and schools:



## Peer Evaluation of Teaching Examples

| College/School                                    | Documentation  |
|---|--|
| College of Arts and Sciences                      | <a href="#">Example 1</a>   <a href="#">Example 2</a><br><a href="#">Example 3</a>   <a href="#">Example 4</a> |
| College of Education                              | <a href="#">Example 1</a>   <a href="#">Example 2</a>  |
| College of Engineering and Computing              | <a href="#">Example 1</a>   <a href="#">Example 2</a>  |
| College of Hospitality, Retail & Sport Management | <a href="#">Example 1</a>   <a href="#">Example 2</a>  |
| College of Nursing                                | <a href="#">Example 1</a>   <a href="#">Example 2</a>  |
| College of Pharmacy                               | <a href="#">Example 1</a>   <a href="#">Example 2</a><br><a href="#">Example 3</a>   <a href="#">Example 4</a> |
| College of Social Work                            | <a href="#">Example 1</a>   <a href="#">Example 2</a><br><a href="#">Example 3</a>   <a href="#">Example 4</a> |
| Darla School of Business                          | <a href="#">Example 1</a>   <a href="#">Example 2</a>  |
| School of Medicine - Columbia                     | <a href="#">Example 1</a>  |
| School of Medicine - Greenville                   | <a href="#">Example 1</a>  |

Examples of student course evaluations are provided from the following colleges and schools:

### Student Course Evaluations Examples

**College/School****Documentation**

College of Arts and Sciences

[Example 1](#) | [Example 2](#)  
[Example 3](#)

College of Education

[Example 1](#) | [Example 2](#)

College of Engineering and Computing

[Example 1](#) | [Example 2](#)College of Hospitality, Retail & Sport Management [Example 1](#) | [Example 2](#)

College of Information &amp; Communications

[Example 1](#)

College of Nursing

[Example 1](#) | [Example 2](#)

College of Pharmacy

[Example 1](#) | [Example 2](#)  
[Example 3](#) | [Example 4](#)

College of Social Work

[Example 1](#) | [Example 2](#)  
[Example 3](#) | [Example 4](#)

Darla Moore School of Business

[Example 1](#) | [Example 2](#)

School of Law

[Example 1](#) | [Example 2](#)

School of Medicine - Greenville

[Example 1](#) | [Example 2](#)

*Palmetto Colleges*

Evaluation of each faculty member's effectiveness is dependent on his or her role in the mission of the university as well as within the unit or project in which he or she serves. Published qualifications and criteria for regional Palmetto College campus faculties are found in the Palmetto College [Faculty Manual](#). Approved by the University's Board of Trustees, the following minimum standards have been established for all regional Palmetto College campuses of the University of South Carolina:

1. Each member of the faculty will receive an annual written performance prepared by the head of the faculty member's administrative unit.
2. Unit criteria for tenure and promotion will be used as a basis for the annual evaluation.
3. Each faculty member will meet with the administrative head of the unit to discuss the evaluation.
4. The faculty member will read and acknowledge the evaluation by signing it.
5. The faculty member may respond in writing to the evaluation and that response will be retained with the written evaluation.
6. The signed evaluations and any written response by the faculty member shall become a part of the faculty member's permanent personnel file.
7. A copy of the evaluation will be provided to the faculty member.
8. Academic units shall be empowered to stipulate further criteria or procedural steps in the evaluation of faculty.

Relative to the central mission of the regional Palmetto College campuses, effectiveness as a teacher and/or librarian is of primary consideration for tenure and promotion decisions. Scholarship and service are important as individual categories and increase in importance as they are considered together, especially with elements of categories used to document scholarship as defined and described in [Guidelines for Documentation of Standards for Tenure and Promotion](#) within the Faculty Manual. The unit criteria for both tenure/tenure track faculty and non-tenure-track faculty allow for the evaluation to be tailored to the specific expectations of that type of faculty member within the unit. The regional [Palmetto College Faculty Senate](#), as a faculty unit of the Palmetto College faculties, establishes the criteria for tenure and promotion, working through the elected committees of the senate, particularly the Palmetto College Campuses Tenure and Promotion Committee. The Chancellor or designee consults with the Office of the Provost before endorsing formal development by the [Tenure and Promotion Committee](#) on the introduction of changes or revisions at the [regional Palmetto College Campuses Faculty Senate](#) or eliminate level, and if approved by the senate, changes must be approved thereafter by the Office of the Provost, the President, and the Board of Trustees before taking effect.

The regional Palmetto College campuses conduct annual reviews of their faculties in accordance with the Palmetto College Campuses [Faculty Manual](#). The annual evaluation of tenured and tenure-track faculty is used by administrators (chairs and deans) to determine salary enhancements, when funding is available, and which are entirely based on merit. The annual evaluations of non-tenure track faculty determine their re-appointment and salary levels for subsequent semesters of employment. Copies of the annual evaluations are maintained by each unit/campus and are considered to be a part of the faculty member's personnel file. Every six years, tenured faculty members (of any academic rank) undergo a process of review, which includes peers outside of the faculty member's department or division. Though post tenure review is based on criteria established for tenure and promotion, the process of evaluation needs only to establish satisfactory or unsatisfactory levels of performance and not the "highly effective" record as required for promotion to higher academic ranks.

## Regional Palmetto College Campus

### Description

### Link

Annual Review

[Example 1](#)

Tenure & Promotion  
Recommendations

[Example 1](#) | [Example  
2](#)







Peer Evaluation of Teaching



[Example 1](#) | [Example  
2](#)  
[Example 3](#)

Student Course Evaluations






































[Example 1](#) | [Example  
2](#)

## Sources

-  ACAF 1.00 Recruitment and Appointment of Tenured, Tenure-Track, and Non-Tenue Track Faculty
-  ACAF 1.04 Student Evaluation of Courses
-  ACAF 1.05 Tenure Progress Review of Faculty Third-Year Review
-  ACAF 1.06 Academic Titles for Faculty and Unclassified Academic Staff Positions
-  ACAF 1.15 Assignment of Collateral Duties or Transfer to Another Department
-  ACAF 1.16 Non-Tenure Track Faculty

-  ACAF 1.30 Access to Tenure and Promotion Application Files
-  ACAF 1.31 Extension of Faculty Tenure-Track Probationary Period and Scheduled Post-Tenure Review
-  ACAF 1.60 Modified Duties Semester for Faculty
-  ACAF 1.80 Workplace Bullying Policy
-  Board of Trustees Bylaws
-  CAS Annual Reviews 1
-  CAS Annual Reviews 2
-  CAS NTT Policies 1
-  CAS NTT Policies 2
-  CAS NTT Policies 3
-  CAS Peer Reviews 1
-  CAS Peer Reviews 2
-  CAS Peer Reviews 3
-  CAS Peer Reviews 4
-  CAS Search 1
-  CAS Search 2
-  CAS Student Eval 1
-  CAS Student Eval 2
-  CAS Student Eval 3
-  CAS\_PTR\_Review 1
-  CAS\_PTR\_Review 2
-  CAS\_T&P\_Recommendation\_Faculty 1
-  CAS\_T&P\_Recommendation\_Faculty 2
-  CEC Annual Reviews 1
-  CEC Annual Reviews 2
-  CEC NTT Policies 1
-  CEC NTT Policies 2
-  CEC\_PTR\_Review 4
-  CEC Peer Reviews 1
-  CEC Peer Reviews 2
-  CEC Search 1
-  CEC Search 2
-  CEC Search 3
-  CEC Search 4
-  CEC Student Eval 1
-  CEC Student Eval 2
-  CEC TPR 1
-  CEC TPR 2
-  CEC\_PTR\_Review 1
-  CEC\_PTR\_Review 2
-  CEC\_PTR\_Review 3
-  CIC Annual Review 1
-  CIC Annual Review 2
-  CIC Annual Review 3
-  CIC Search 1
-  CIC Search 2
-  CIC Student Course Eval 1
-  CIC TPR 1

-  COE Annual Reviews 1
-  COE Annual Reviews 2
-  COE Annual Reviews 3
-  COE Annual Reviews 4
-  COE Annual Reviews 5
-  COE Annual Reviews 6
-  COE NTT Policies 1
-  COE NTT Policies 2
-  COE NTT Policies 3
-  COE NTT Policies 4
-  COE Peer Reviews 1
-  COE Peer Reviews 2
-  COE Search 1
-  COE Student Eval 1
-  COE Student Eval 2
-  COE TPR (External) 1
-  COE TPR 2
-  COE\_PTR\_Review 1
-  COE\_PTR\_Review 2
-  COE\_T&P\_Recommendation\_Faculty 1
-  COE\_T&P\_Recommendation\_Faculty 2
-  COE\_T&P\_Recommendation\_Faculty 3
-  Candidate File Preparation Guide
-  DMSB Annual Reviews 1
-  DMSB Annual Reviews 2
-  DMSB Annual Reviews 3
-  DMSB Annual Reviews 4
-  DMSB NTT Policies 1
-  DMSB Peer Reviews 1
-  DMSB Peer Reviews 2
-  DMSB Search 1
-  DMSB Student Eval 1
-  DMSB Student Eval 2
-  DMSB TPR 1
-  DMSB TPR 2
-  DMSB TPR 3
-  DMSB\_T&P Recommendation\_Faculty 1
-  Faculty\_Manual\_Columbia
-  Faculty\_Manual\_Columbia (Page 12)
-  Faculty\_Manual\_Columbia (Page 26)
-  Faculty\_Manual\_Columbia (Page 32)
-  Faculty\_Manual\_Columbia (Page 40)
-  Faculty\_Manual\_Columbia (Page 41)
-  Faculty\_Manual\_Columbia (Page 45)
-  Faculty\_Manual\_Columbia (Page 49)
-  Faculty\_Manual\_Columbia (Page 55)
-  Faculty\_Manual\_Columbia (Page 60)
-  Faculty\_Manual\_Palmetto\_College

-  Faculty\_Manual\_Palmetto\_College (Page 14)
-  Faculty\_Manual\_Palmetto\_College (Page 15)
-  Faculty\_Manual\_Palmetto\_College (Page 21)
-  Faculty\_Manual\_Palmetto\_College (Page 24)
-  Faculty\_Manual\_Palmetto\_College (Page 48)
-  Faculty\_Manual\_Palmetto\_College (Page 55)
-  Faculty\_Manual\_Palmetto\_College (Page 73)
-  Faculty\_Manual\_Palmetto\_College (Page 9)
-  File Review Process
-  File Submission
-  HRSM Annual Reviews 1
-  HRSM Annual Reviews 2
-  HRSM Annual Reviews 3
-  HRSM Annual Reviews 4
-  HRSM Peer Reviews 1
-  HRSM Peer Reviews 2
-  HRSM Search 1
-  HRSM Search 2
-  HRSM Student Eval 1
-  HRSM Student Eval 2
-  HRSM\_PTR\_Review 1
-  HRSM\_PTR\_Review 2
-  HRSM\_T&P Recommendation\_Faculty 1
-  LAW Annual Reviews 1
-  LAW Annual Reviews 2
-  LAW NTT Policies 1
-  LAW Search 1
-  LAW Search 2
-  LAW Student Eval 1
-  LAW Student Eval 2
-  LAW TPR 1
-  LAW TPR 2
-  LAW TPR 3
-  LAW TPR 4
-  LAW\_PTR\_Review 1
-  LAW\_PTR\_Review 2
-  LIBR Annual Reviews 1
-  LIBR Annual Reviews 2
-  LIBR Annual Reviews 3
-  LIBR Annual Reviews 4
-  LIBR NTT Policies 1
-  LIBR Search 1
-  LIBR Search 2
-  LIBR TPR 1
-  LIBR TPR 2
-  LIBR TPR 3
-  LIBR TPR 4
-  MUSC Annual Reviews 1

-  MUSC Annual Reviews 2
-  MUSC Annual Reviews 3
-  MUSC Annual Reviews 4
-  MUSC NTT Policies 1
-  MUSC Search 1
-  MUSC Search 2
-  MUSC Student Eval 1
-  MUSC Student Eval 2
-  MUSC Student Eval 3
-  MUSC Student Eval 4
-  MUSC\_PTR\_Review 1
-  MUSC\_PTR\_Review 2
-  MUSC\_PTR\_Review 3
-  MUSC\_PTR\_Review 4
-  MUSC\_T&P Recommendation Faculty\_1
-  MUSC\_T&P Recommendation Faculty\_2
-  MUSC\_T&P Recommendation Faculty\_3
-  MUSC\_T&P Recommendation Faculty\_4
-  NURS Annual Reviews 1
-  NURS Annual Reviews 2
-  NURS Annual Reviews 3
-  NURS Annual Reviews 4
-  NURS NTT Policies 1
-  NURS Peer Reviews 1
-  NURS Peer Reviews 2
-  NURS Search 1
-  NURS Search 2
-  NURS Student Eval 1
-  NURS Student Eval 2
-  PHARM Annual Reviews 1
-  PHARM Annual Reviews 2
-  PHARM Annual Reviews 3
-  PHARM NTT Policies 1
-  PHARM Peer Reviews 1
-  PHARM Peer Reviews 2
-  PHARM Peer Reviews 3
-  PHARM Peer Reviews 4
-  PHARM Search 1
-  PHARM Search 2
-  PHARM Student Eval 1
-  PHARM Student Eval 2
-  PHARM Student Eval 3
-  PHARM Student Eval 4
-  PHARM T&P Recommendation Letter\_1
-  PHARM T&P Recommendation Letter\_2
-  PHARM T&P Recommendation Letter\_3
-  PHARM\_PTR\_Review 1
-  PHARM\_PTR\_Review 2



-  Palmetto College Faculty Senate
-  Post Tenure Review
-  RPC Annual Review 1
-  RPC Peer Teaching 1
-  RPC Peer Teaching 2
-  RPC Peer Teaching 3
-  RPC Search 1
-  RPC Search 2
-  RPC Student Course Evaluations 1
-  RPC Student Course Evaluations 2
-  RPC T&P Recommendation Letter\_1
-  RPC T&P Recommendation Letter\_2
-  SOMC Annual Reviews 1
-  SOMC Annual Reviews 2
-  SOMC NTT Policies 1
-  SOMC NTT Policies 2
-  SOMC Peer Reviews 1
-  SOMC Search 1
-  SOMC Search 2
-  SOMC TPR 1
-  SOMC\_PTR\_Review 1
-  SOMG Annual Reviews 1
-  SOMG Annual Reviews 2
-  SOMG Annual Reviews 3
-  SOMG Annual Reviews 4
-  SOMG NTT Policies 1
-  SOMG NTT Policies 2
-  SOMG Peer Reviews 1
-  SOMG Search 1
-  SOMG Search 2
-  SOMG Student Eval 1
-  SOMG Student Eval 2
-  SOMG TPR 1
-  SOMG TPR 2
-  SOWK Annual Reviews 1
-  SOWK Annual Reviews 2
-  SOWK Annual Reviews 3
-  SOWK Annual Reviews 4
-  SOWK NTT Policies 1
-  SOWK NTT Policies 2
-  SOWK Peer Reviews 1
-  SOWK Peer Reviews 2
-  SOWK Peer Reviews 3
-  SOWK Peer Reviews 4
-  SOWK Search 1
-  SOWK Search 2
-  SOWK Student Eval 1
-  SOWK Student Eval 2

-  SOWK Student Eval 3
-  SOWK Student Eval 4
-  T&P Orientation
-  Tenure Progress Review
-  Tenure and Promotion Committee
-  USC Mission
-  USC System Mission Statement
-  Unit Criteria
-  anthropology\_2018
-  finance\_2019
-  pharmacy\_2019
-  public-health\_2019