

Arnold School of Public Health
Third Year Review Policies and Procedures
October 2010

University policy ACAF 1.05 (<http://www.sc.edu/policies/facman>) states that tenure-track faculty of all ranks who are in their probationary period must undergo a formal, comprehensive review, typically in the third year of their appointment. The purpose of the third-year review is (a) to provide specific recommendations for guiding the faculty member in meeting the standards of the Arnold School of Public Health for tenure and promotion, (b) to provide feedback midway through the process of tenure and promotion about professional growth and development, and (c) to provide support, where appropriate, in fulfilling such recommendations. Preparing the third-year review file also provides an opportunity to become familiar with the process of application for tenure. The review also allows the dean to decide more formally whether the faculty member is making satisfactory progress towards tenure.

PROCEDURES FOR THE THIRD-YEAR REVIEW PROCESS

1. Faculty are notified by the Office of Faculty Affairs and Curriculum in August of their third year that they will undergo the third-year review during that academic year, and that their completed file is due in the Office of Faculty Affairs and Curriculum by a specified date (typically early February). This third year review will replace the TPC annual review normally due at this time.
2. Members of the Arnold School of Public Health (SPH) Tenure & Promotion Committee (TPC) are notified when the files have been completed and are available for review.
3. Members of the SPH TPC generally have a minimum of two weeks to review all files.
4. Review panels are established for each third-year review candidate jointly by the chair of the SPH TPC and the associate dean for faculty affairs and curriculum; review panels consist of a minimum of three (3) members of the SPH TPC. Of the review panel members, an associate or full professor is selected jointly by the chair of the SPH TPC and the associate dean for faculty affairs and curriculum to present individual file for discussion by the full committee; each selected SPH TPC member presents one file using guidelines provided by the chair of the SPH TPC.
5. At a date set by the chair of the SPH TPC, the entire SPH TPC meets to review each third-year review candidate. This occurs at the time other annual review files are reviewed.
6. The presenter of the file provides a written summary evaluation of the file to the chair of the SPH TPC using the summary form for tenure and promotion review.
7. The presenter also prepares an accompanying letter identifying points of commendation and/or outlining steps to be taken for improvement by the faculty member being reviewed. This draft letter is presented to the committee.

8. The SPH TPC receives the summary of the file and the follow-up recommendations; a consensus is reached. Letters are approved by the entire SPH TPC; final editing of the letters is the responsibility of the chair of the SPH TPC.
9. A copy of the third-year review letter and the file is forwarded to the dean and the department chair with a recommendation from the committee as to whether or not the untenured faculty member should be retained.
10. The dean appends a statement of concurrence or dissent to the third-year review letter and both are forwarded to the faculty member. A copy is also sent to the department chair and a copy is retained in the faculty member's academic personnel file located in the Office of Faculty Affairs and Curriculum

Additional Policies

1. The faculty member must 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.
2. Neither the faculty member's unit nor the faculty member should solicit outside reviewers' statements or letters of support.
3. The file and supporting materials are not forwarded past the dean.
4. 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 or the *Faculty Manual* (Section 2: Regulations and Policies, under heading Probationary Period and Reappointment Procedures), the tenure progress review timeline outlined in this policy is extended for the same period of time. For example, if the faculty member receives a one-year extension during the first three years of the probationary period, then his/her tenure progress review should occur during the fourth year, rather than the third year.
5. With respect to the TPC committee, the third year review replaces the annual review. In the departmental annual review, the department chair should focus on the prior calendar year, not the cumulative time at USC.