

COLLEGE of  
CHARLESTON  
Post-Tenure Review Calendar

<b>May 15</b>	Provost provides written notification to Academic Deans, Dean of Libraries, and Department Chairs of faculty in the respective Departments who have served five years since their last institutional level review.
<b>September</b>	Department panel formation initiated by Academic Department Chair, if the Chair is up for post-tenure review.
<b>September 26</b>	Deadline for submission of requests for post-tenure review deferments to the Post-Tenure Review Committee. <sup>1</sup>
<b>October 1</b>	Chairs confirm post-tenure review list to Academic Dean or Dean of Libraries and Provost and simultaneously indicate faculty requesting consideration for superior rating.
<b>For candidates seeking a superior rating:</b>	
<b>November 1</b>	Deadline for online submission of post-tenure review packets by candidates.
<b>November 15</b>	Department Chair or Panel Chair assures that all evaluation data have been collected.
<b>December 18</b>	Department Chair or Panel Chair informs the candidate of the departmental-level recommendation. Chair (or Panel Chair) notifies Dean via a letter justifying the chair (or panel) concurrence or failure to concur with the candidate's self-evaluation, provides copy of the letter to the candidate, and ensures that the Dean has access to candidate's online packet.
<b>January 10</b>	Deans forward recommendations to the Post-Tenure Review Committee and ensure that Committee has access to candidate online packet.
<b>No later than Feb.25</b>	Post-Tenure Review Committee forwards its recommendations to the Provost.
<b>March 4</b>	The Provost may make a recommendation and will forward all recommendations to the President.
<b>March 15*</b>	By this date or within two weeks of receipt of all recommendations from the Provost, the President informs each candidate of the final presidential decision.

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<sup>1</sup> Extended to October 7, 2014 for 2014-2015 only, due to delay in updating form for deferral requests.

**For candidates not seeking a superior rating:**

**By March 15\***

For candidates who have received one or more unsatisfactory ratings in teaching on prior annual evaluation(s) during the post-tenure review period, Department Chair completes current annual evaluation in accordance with annual evaluation guidelines and calendar.

Department Chair (or Panel Chair) meets with faculty member to review his or her performance evaluations for the past six years, including any evaluation completed for the sixth year.

Department Chair (or Panel Chair) meets with Dean and provides a statement that the candidate meets the criteria for a satisfactory post-tenure review rating or a brief written summary of the ratings received on annual performance evaluations in teaching and a statement that the candidate receives an unsatisfactory post-tenure review rating. A copy of this letter is provided to the candidate, Provost, and the Post-Tenure Review Committee by **March 15\***.

**Within 20 working days of any determination of an unsatisfactory post-tenure review rating\***

Departmental Panel is convened and submits a remediation plan, approved by the Dean, to the Post-Tenure Review Committee.

Within 15 working days of receipt of any remediation plan\*, the Post-Tenure Review Committee will approve, with or without modifications, the plan.

**Early April**

For faculty seeking a satisfactory rating who have not received any unsatisfactory ratings in teaching on prior annual evaluations during the post-tenure review period, Department Chair (or Panel Chair) meets with faculty member to review his or her performance evaluations for the past six years, including any evaluation completed for the sixth year.

Following discussion with the faculty member, Chair will discuss his or her overall summary of candidate's annual performance evaluations with the Dean and will provide a written statement that candidate meets the criteria for a satisfactory post-tenure review rating.

*\* Dates marked with an asterisk are required deadlines as delineated in the Faculty/Administration Manual. When any date falls on the weekend, the deadline will be the next business day after that date.*