

CHANGES IN TENURE/PROMOTION GUIDELINES
Effective in 2012-2013

Explanation of changes:

- Communication of written recommendations:
 - Candidates will receive a copy of their Dean's actual recommendation. Guidelines had required only that deans notify candidates in writing.
 - In cases that the Advisory Committee on Tenure, Promotion, and Third-Year Review hears, candidates will receive a copy of their recommendation.
 - Candidates will receive a copy of the Provost's recommendation in cases in which that recommendation is negative or reverses an earlier decision.
- Information concerning factual matters of the record necessary for a determination of a recommendation:
 - May be solicited by the Dean from the Departmental Evaluation Panel Chair or through that chair to the candidate; and
 - May be solicited by the Chair of the Advisory Committee from the Dean, the Departmental Evaluation Panel Chair, or through that chair to the candidate.
- Opportunity for correction of errors of fact:
 - If the Departmental Evaluation Panel's written recommendation contains an error of fact, it may be corrected in writing by the panel chair or the candidate.
 - If the Dean's written recommendation contains an error of fact, it may be corrected in writing by the Dean or the candidate.
 - If the Advisory Committee's recommendation contains an error of fact, it may be corrected in writing by the candidate.
 - In all cases, corrections of errors of fact must be provided within five working days of the provision of the written recommendation.
 - This policy will be reviewed after two years.
- Departments using external reviews of research must select reviewers in accordance with the guidelines outlined in the *Faculty-Administration Manual (FAM)*.
- Departmental guidelines will be reviewed by the appropriate dean and the Provost's Office.
- See details below.

EXCERPTS FROM FACULTY-ADMINISTRATION MANUAL WITH CHANGES HIGHLIGHTED:

VI. EVALUATION OF FACULTY

A. Third-year Review, Tenure and Promotion of Tenure-Track and Tenured Instructional Faculty

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1. Teaching Effectiveness

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2. Research and Professional Development

a. Standard

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b. Evidence (while in rank at the College of Charleston) should include:

- (1) Evaluatee's narrative of research and professional development activities.
- (2)
 - i. Departmental colleague letters evaluating research and professional development are required.
 - ii. Optional evaluation of research and professional development includes:

- letters from extra-departmental colleagues at the College of Charleston evaluating research and professional development and

- independent external reviews of research. Departments that choose to conduct such external reviews must follow the process outlined here.

Instructions for External Reviews of Research: Candidates should submit the names of at least three professionals from outside the College by late August.

Evaluation panel chairs, in consultation with departmental panel members, should present additional names of external reviewers in order to obtain no fewer than two independent reviews of the quality of the candidate's research and/or creative achievements. The Departmental Evaluation Panel chair may solicit names of potential additional reviewers from people named on the candidate's list. No more than half of the reviews should be secured from the

candidate's own list. The candidate is allowed to strike one name from the panel chair's list. The external reviewers chosen should be appropriately qualified to conduct an independent review of the candidate's research and/or creative achievements.

After the external reviewers have been determined, a cover letter from the panel chair should accompany the review materials sent to them, stating that the College seeks a review of the quality of a candidate's research and professional development and not merely a testimonial to the candidate's accomplishments. A copy of the candidate's academic curriculum vitae and copies of the relevant scholarly and/or creative works agreed upon by the candidate and evaluation panel chair should be sent to each of the outside reviewers. Copies of the relevant portions of the Faculty/Administration Manual about research and professional development as well as any additional departmental criteria on file in the Office of the Provost should be included. Additional supporting review materials may also be submitted by the panel chair or the candidate, provided that these materials are included in the packet.

Reviewers should be asked to identify what relationship, if any, they have with the candidate and to return their review in a timely manner for the deliberations of the departmental panel. To make it possible that reviews are available prior to those deliberations, external reviews must be solicited sufficiently in advance of panel deliberations.

The panel chair must include in the candidate's packet: (1) a description of the process by which the outside letters were obtained, (2) each reviewer's institutional and departmental affiliation, and rank or

other institutional title, a description of the academic specialization of the reviewer, and other relevant information about the reviewer, which may be useful to those unfamiliar with the field, (3) a copy of the letter of solicitation by the panel chair, and (4) the confidential outside reviews.
(Ins. April 2007)

- (3) Chair's evaluations ...
- (4) Evidence of scholarship may include but is not limited to:
 - (a) ...
 - ...

3. Professional Service to the Community

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4. Specific Criteria for Tenure and Promotion

What follow are minimum criteria for tenure and promotion. Departments and schools may develop additional criteria. Any such proposed criteria will require review and approval by the appropriate academic dean and Provost's Office to ensure consistency with college-wide guidelines and procedures. Additionally, they shall be reviewed by the originating body every five years and will require review and approval by the dean and the Provost's Office when modified.

a. Tenure and Promotion to the Rank of Associate Professor

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b. Tenure for Associate Professors

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c. Promotion to the Rank of Professor

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d. Tenure for Professors

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5. Nomination of Instructional Faculty to a Higher Rank

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B. Third-Year Review and Promotion of Instructors and Renewal of Senior Instructors

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C. Third-Year Review, Tenure and Promotion of the Library Faculty

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D. Procedures for Third-Year Evaluation, Tenure and Promotion of Instructional and Library Faculty

1. Introduction

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2. Preparation and Submission of the Faculty Member's Contribution to the Packet

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3. Standards, Criteria and Evidence. See Faculty/Administration Manual, Art. VI in Sect. A (for Tenure-Track and Tenured Instructional Faculty), Sect. B (for Instructors and Senior Instructors), and Sect. C (for Library Faculty).

4. Composition of the Departmental Evaluation Panel

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5. Departmental Evaluation Panel Chair

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6. Procedures of the Departmental Evaluation Panel

The departmental evaluation panel will base its recommendation on the following information:

- a. ...

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7. Reporting Procedures of the Departmental Evaluation Panel

After due deliberation, the panel shall take its vote by written ballot. The chair shall draft a statement for the members of the panel to sign that reports the recommendation and vote of the panel. This statement should include justification for the panel's recommendation. While maintaining the confidentiality of any meetings, the statement will summarize the discussion that took place among panel members, including positive and negative deliberations.

The chair of the panel shall meet with the faculty member being evaluated to provide the faculty member with a copy of the panel's written statement, which shall include actual vote splits and the signatures of all the panel members. The signatures of the panel members acknowledge only that the panel members participated in panel deliberation and had the opportunity to contribute to the development of the written statement. The faculty member shall sign a copy of the statement, with the signed copy to be retained by the chair of the panel for submission to the appropriate Academic Dean. The signature of the faculty member acknowledges only that a copy of the statement has been received by the faculty member. (Rev. April 2009)

If the panel's written statement provided to the candidate contains an error of fact, the panel chair may correct this error through an addendum to the original panel statement (with notice to the candidate) or the candidate may provide a written correction for inclusion in the packet for consideration at higher levels of review within five working days of the provision of the recommendation. The written correction should be forwarded to the dean with a copy to the chair of the departmental panel. The written correction should not address matters of professional judgment and cannot alter the record presented in the packet or submit new evidence.¹

The panel chair shall forward the panel's statement to the appropriate Academic Dean by the announced deadline. In the case of tenure and promotion recommendations, this deadline is typically at the end of October. In the case of third-year reappointment recommendations, this deadline is typically near mid-January. (Rev. April 2007; Rev. April 2009)

¹ This and other changes in procedure to allow for the correction of errors of fact will be analyzed for the extent and appropriateness of their use after two years (AY2012-13 and AY2013-14) by Academic Affairs in consultation with the Advisory Committee on Tenure, Promotion and Third-Year Review and the Faculty Welfare Committee. These groups will jointly report this analysis to the Faculty Senate. These changes will sunset unless ratified partially or totally by Academic Affairs by Fall 2014.

8. Dean's Role for Third-year Candidates

The appropriate Dean shall review the faculty member's packet and the departmental evaluation panel's recommendation. Information concerning factual matters of the record necessary for the determination of a recommendation may be requested by the Dean from the Departmental Evaluation Panel chair or through that chair to the candidate. Requests should be written and responses should be brief and also in writing, addressing only the requested issue, and shall become part of the packet. The Dean shall interview each candidate.

The Dean shall provide the candidate and the chair of the departmental panel a copy of his/her assessment of the merits of the case and recommendation to the Provost. The Dean shall submit his/her recommendations in writing to the Provost and forward all materials to the Provost's Office by the announced deadlines, which are typically at the end of January.

(Rev. April 2009)

9. Dean's Role for Tenure and Promotion Candidates

The appropriate Dean will review the evaluation panel recommendations and the candidate's packet. Information concerning factual matters of the record necessary for the determination of a recommendation may be requested by the Dean from the Departmental Evaluation Panel chair or through that chair to the candidate. Requests should be written and responses should be brief and also in writing, addressing only the requested issue, and shall become part of the packet. The Dean may choose to interview candidates.

The Dean will provide the candidate and the chair of the departmental panel a copy of his/her assessment of the merits of the case and recommendation to the Provost. The Dean shall provide her/her recommendations in writing to the Provost and forward all materials to a designated room for review by the Provost and the Advisory Committee on Tenure, Promotion, and Third-year Review by the announced deadlines, which are typically at the end of November.

(Rev. April 2007; Rev. April 2009)

10. Correction of errors in Dean's Recommendation

If a recommendation provided to the candidate by a dean contains an error of fact, the dean may correct this error through an addendum to his/her original letter of recommendation (with notice to the candidate and chair of the departmental panel) or the candidate may provide a written correction for inclusion in the packet for consideration at higher levels of

review within five working days of the provision of the recommendation. The written correction should be forwarded to the Associate Provost for Faculty Affairs with a copy to the dean and chair of the departmental panel. The written correction should not address matters of professional judgment and cannot alter the record presented in the packet or submit new evidence.²

11. Faculty Advisory Committee Action

The Provost shall make packets of all candidates for tenure and promotion available to the members of the Advisory Committee on Tenure, Promotion and Third-Year Review. The Faculty Advisory Committee shall provide the candidate, chair of the departmental panel, dean, and Provost a copy of their assessment of the merits of the case and recommendation to the President by the announced deadlines.

The Committee shall also review third-year candidates on all negative departmental recommendations or if requested to do so by the candidate, any member of the departmental panel, the appropriate Dean or the Provost. In cases where either the Dean's recommendation or the departmental evaluation panel vote is negative, the Dean shall refer the case to the Faculty Advisory Committee for their recommendations. The Provost and the Faculty Advisory Committee shall interview each candidate for third-year reappointment when the appropriate Academic Dean or Dean of Libraries recommendation is different from the departmental evaluation panel or the departmental evaluation panel vote is negative. The Faculty Advisory Committee's recommendations in cases where they act shall be submitted in writing to the President by the announced deadlines.

(Rev. April 2009)

Information concerning factual matters of the record necessary for the determination of a recommendation may be requested by the Chair of the Advisory Committee from the Dean, Departmental Evaluation Panel chair, or through that chair to the candidate. Requests should be written and responses should be brief and also in writing, addressing only the requested issue, and shall become part of the packet. Both the request for information and the response should also be sent, for information, to levels of review between the Advisory Committee and the responding body.

² This and other changes in procedure to allow for the correction of errors of fact will be analyzed for the extent and appropriateness of their use after two years (AY2012-13 and AY2013-14) by Academic Affairs in consultation with the Advisory Committee on Tenure, Promotion and Third-Year Review and the Faculty Welfare Committee. These groups will jointly report this analysis to the Faculty Senate. These changes will sunset unless ratified partially or totally by Academic Affairs by Fall 2014.

If a recommendation provided to the candidate by the Advisory Committee contains an error of fact, the candidate may provide a written correction for inclusion in the packet for consideration at higher levels of review within five working days of the provision of the recommendation. The written correction should be forwarded to the Associate Provost for Faculty Affairs with a copy to the chair of the Advisory Committee, the dean and the chair of the departmental panel. The written correction should not address matters of professional judgment and cannot alter the record presented in the packet or submit new evidence.³

12. Provost's Recommendation for Tenure and Promotion Candidates

After the Advisory Committee has made its written recommendation to the President, the Provost may interview the candidate as part of his/her independent evaluation of the candidate. The Provost's recommendation shall be submitted in writing to the President by the announced deadlines. (Rev. April 2009) In all cases in which the Provost's recommendation is negative or reverses an earlier decision, the Provost will provide a copy of his/her recommendation to the candidate, chair, dean, and chair of the Advisory Committee simultaneously with notice to the candidate of the President's decision.

13. President's Decision

The President shall make a final determination within 2 weeks after she/he receives recommendations from all of the following: the department evaluation panel, the appropriate Dean, the Faculty Advisory Committee, and the Provost. All such recommendations shall be submitted to the President no later than March 1 of each year.⁴ In addition to these recommendations, the President shall also have access to, and may consider, other materials used by any or all of the foregoing during the course of their respective evaluations. Once a final decision is made by the President, and within the 2 weeks after the last recommendation is received by her/him, the President shall inform the candidate, the Provost, the Dean, and the evaluation panel chair in writing, of her/his decision. (Rev. April 2009)

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³ This and other changes in procedure to allow for the correction of errors of fact will be analyzed for the extent and appropriateness of their use after two years (AY2012-13 and AY2013-14) by Academic Affairs in consultation with the Advisory Committee on Tenure, Promotion and Third-Year Review and the Faculty Welfare Committee. These groups will jointly report this analysis to the Faculty Senate. These changes will sunset unless ratified partially or totally by Academic Affairs by Fall 2014.

⁴ Deadlines for earlier stages of the review process are prior to March 1 and are announced by Academic Affairs each year.