Criteria and Procedures for Post Tenure Review

April 8, 1999

Economics Area
The Darla Moore School of Business
University of South Carolina

Post Tenure review in the economics area will be conducted in accordance with provisions of the faculty manual and the criteria and procedures defined in this document. In the event of a conflict, the faculty manual will govern. The post tenure review will be based on a tenured faculty member's performance in the areas of research, teaching, and service. The specific criteria in the areas of research, teaching, and service are specified in greater detail in the remainder of this document.

CRITERIA

For the purposes of post tenure review, performance will be rated by the Post Tenure Review Committee as either superior, satisfactory, or unsatisfactory in each of the performance categories of teaching, research, and service. Each individual will also receive a rating of superior, satisfactory, or unsatisfactory for overall performance. These terms are defined in the following sections.

Research Definitions and Specifications

Economic research assumes a variety of forms and consists of contributions in theoretical, methodological, and applied domains. Both quality and quantity of a faculty member's research are important. Performance evaluations for research are to be determined on the following basis:

- Superior – research output far exceeds what is typical for an individual at this rank at comparable academic institutions.
- Unsatisfactory – there is little or no evidence of productive research activity.
- Satisfactory – performance is neither superior nor unsatisfactory.

Evidence of an individual's research performance includes, but is not limited to, the following:

- Refereed journal articles
- Scholarly books
- Non-refereed journal articles
- Contributed papers to edited volumes
- Participation in academic conferences
- Publications in conference proceedings
- Participation in the activities of professional societies
- Monographs
- Acquisition of grant funds for research

Teaching Definitions and Specifications

Teaching is a multifaceted activity that is composed of classroom teaching, working with students outside the formal classroom setting, advising students, and developing courses, curricula, and teaching materials. Performance evaluations for teaching are to be determined on the following basis:

- Superior – teaching performance far exceeds what is typical for an individual at this rank at the University of South Carolina or comparable academic institutions.

- Unsatisfactory – the individual fails to effectively facilitate student learning in assigned teaching activities.

- Satisfactory – performance which is neither superior nor unsatisfactory.

Evidence of a faculty member's teaching performance includes, but is not limited to, the following:

- Evaluations of a faculty member's teaching performance by students
- Evaluations of a faculty member's teaching performance by peers
- Honors and awards for teaching
- Amount of teaching as reflected by course load (number of courses taught per year), course level (undergraduate, masters, or doctoral), number of students (class size), and number of different courses taught
- Development of instructional material and methods including, but not limited to, textbooks, work books, cases and exercises, visual media, and computer software that are directly related to the faculty member's teaching
- Chairing of dissertation and thesis committees
- Service on dissertation and thesis committees
- Involvement with students in non-dissertation research projects

- Publications and presentations that deal with pedagogy, curricula, or similar educational issues
- Student counseling and advisement
- Developing new courses and curricula
- Participation in student organizations
- Reviewing text books

Service Definitions and Specifications

Service includes contributions to the university, profession, state, nation, or other nations that are not included under the categories of teaching and research. Performance evaluations for service are to be determined on the following basis:

- Superior – service performance far exceeds what is typical for an individual at this rank at the University of South Carolina or comparable academic institutions.

- Unsatisfactory – the individual clearly fails to carry out assigned service responsibilities in an effective manner.

- Satisfactory – performance is neither superior nor unsatisfactory.

Evidence of a faculty member's contribution to service includes, but is not limited to the following:

For the University of South Carolina

- Performance on committees at the University, School, and Area level
- Participation in continuing education programs
- Administrative activities

For the Profession:

- Leadership roles in the administration of professional organizations
- Editorial review board memberships
- Reviews of papers for journals and academic organizations
- Service as an external reviewer for promotion and tenure decisions at other colleges and universities
- Pro bono consulting work
- Book reviews
- Presentations to business and professional groups
- Consultation with media outlets

For the State, Nation, or Other Nations:

- Special projects for the agencies of the state or nation
- Service on government committees or task forces

PROCEDURES

Faculty Participating in Post Tenure Review

Each tenured faculty member, regardless of rank and including those in departmental administrative positions, will be reviewed every six years unless, during the previous six year period, the faculty member has been reviewed and advanced to or retained in a higher position (e.g., dean, associate dean, or chaired professorship). However, the post-tenure review will be waived for any faculty member who notifies the unit chair in writing of planned retirement within three years of the next scheduled review. This three-year period begins at the end of the fiscal year in which the post tenure review would have taken place. Faculty members who have returned to full time teaching serving in administrative positions will be reviewed three years after leaving the administrative position. In lieu of the review described in the remainder of this document, the Economics Area program director will be reviewed by the Dean of the School of Business in consultation with the unit.

The post tenure review process will be initiated annually by a notice from the Economics Area Program Director to the faculty members scheduled for review. This notice will be given no later than September 1 of the year in which the reviews are to take place. Subsequent steps in the review process will follow the calendar provided by the Provost.

The Post Tenure Review Committee

The Post Tenure Review Committee will consist of all tenured economics area faculty members including the Economics Area Program Director. Faculty on sabbatical or leave are eligible to serve on the economics area Post Tenure Review Committee. Tenured faculty members scheduled for post tenure review will not participate in their own review but will participate in concurrent reviews of other faculty. Post tenure reviews of associate professors will be conducted by all tenured economics faculty at the rank of professor or associate professor. Post tenure reviews of professors will be conducted by all tenured economics faculty at the rank of professor.

The Economics Area Program Director will annually schedule and announce the first meeting of the Post Tenure Review Committee. At the beginning of the meeting, the Committee will elect its Chair. A member of the committee cannot serve as Chairman for his own review; in that case the Post Tenure Review Committee must elect an alternate Chairman. In the event that there are fewer than three economics area faculty members eligible to serve on the Committee, the Chair of the Economics area Post Tenure Review Committee will solicit a sufficient number of tenured faculty of the appropriate rank from other program areas in the Darla Moore School of Business to serve on the Committee.

Evidence of Performance to be Considered By the Post Tenure Review Committee

Evidence of performance to be considered in the post tenure review will include all available annual administrative reviews and peer reviews since the faculty member's last review (e.g., post-tenure review, promotion review). Additionally, the faculty member who is being reviewed will submit a file to the Post Tenure Review Committee. While the faculty member being reviewed may include any documentation he/she believes to be pertinent, the faculty member must include the following in the submitted file:

- A current vita.
- Lists of all classes taught and class sizes during the review period.
- Student course evaluations and peer evaluations.
- A listing of research and scholarship activities during the review period. Research must be peer-reviewed outside the unit (although not necessarily outside the University). Refereed publications may be considered as having been peer-reviewed outside the unit.
- A listing of service activities during the review period.
- Sabbatical report (if relevant).

Evaluation Procedures and Outcomes

The Post Tenure Review Committee will meet to discuss the performance of each faculty member being reviewed. Following this meeting, each member of the Committee will complete a written ballot/evaluation form. The form will rate the faculty member's performance in the areas of teaching, research, and service, and will also provide an overall evaluation. In each area, Committee members will rate the faculty member's performance as superior, satisfactory, or unsatisfactory, according to the criteria described earlier in this document. Each Committee member must also provide a written justification for his/her evaluations in each performance category and for the overall evaluation. There may be various combinations and degrees of excellence in the three performance categories that result in a given overall evaluation; qualifications should be viewed in total with due consideration given to overall contribution.

The Chair will collect the performance evaluation forms from the Post Tenure Review Committee members and tally the ratings in each evaluation area. The performance evaluation forms will be retained by the Chair and made a part of the Post Tenure Review Committee report on the reviewed faculty member.

A determination by the Post Tenure Review Committee that overall performance is superior or unsatisfactory must be reached by an affirmative vote of a two-thirds majority of the Committee. Failing a two-thirds majority vote for a finding of either superior or unsatisfactory, the finding will be that overall performance is satisfactory. At the conclusion of its review, the Post Tenure Review Committee Chair will provide to the faculty member a written report summarizing the evaluative information on the faculty member's performance in each of the categories of performance. The Committee Chair will also forward copies of all written reports, ballot/evaluation forms and submitted files to the Dean of the Darla Moore School of Business. The Economics Area Program Director will retain a copy of these documents in the economics area files. If the evaluation is either Superior or Satisfactory Overall, this result will be reported to the Dean of the Darla Moore School of Business and noted in the faculty member's personnel file.

In the event of an evaluation of Unsatisfactory Overall, the Post Tenure Review Committee's Report will include recommendations for restoring performance to a Satisfactory level. A faculty member who receives an Unsatisfactory Overall evaluation may, within 30 days after his/her receipt of the report, appeal this evaluation to the unit tenure and promotion committee, consisting of tenured full professors. The findings of the tenure and promotion committee, together with its recommendations for action and a statement by the faculty member will be forwarded to the dean for a final determination of the evaluation.

When a faculty member is finally determined to receive an Unsatisfactory overall evaluation, a Development Plan will be put together by the Post Tenure Review Committee in consultation with, and with the concurrence of, the faculty member. In the event that the faculty member and the Post Tenure Review Committee are unable to agree on the content and time frame of the Development Plan, the Dean will make this determination. Normally the time frame for the development plan will be not less than one year and not more than three years. Where it is judged to be appropriate, the Post Tenure Review Committee will appoint a Development Committee to assist the faculty member in improving his/her performance. The Development Plan will form the basis for evaluation of the faculty member's performance until satisfactory performance is achieved in the judgment of the Post Tenure Review Committee and the Dean. The Dean will forward Unsatisfactory Reviews and the associated Development Plans to the Provost.

At the next annual review following the year in which performance has been judged to be Unsatisfactory overall, the Program Director and the Development Committee will make a assessments of the progress of the faculty member and forward a report of this to the

Post Tenure Review Committee. The Post Tenure Committee will review the assessments of the Program Director and Development Committee, and state in writing its concurrence or dissent. The Program Director's Assessment and the response of the Committee will be sent to the Dean for final determination as to the faculty member's progress and whether further measures are necessary.