Faculty Evaluation, Workload Effort, and Post Tenure Review

**Introduction**

Faculty evaluations are a way to document a meaningful assessment of a faculty member’s productivity, support faculty development, and promote the development of goals and expectations between a faculty member and their Chair/Division Head. A thorough understanding of the evaluation process can benefit faculty as they move through their career. The development of goals and clearly-stated expectations can assist with the professional growth of junior faculty and those striving towards promotion. For our esteemed, more senior, tenured faculty, evaluations are used to assess current performance and direct future contributions to both the department and the MUSC enterprise.

**FAQs**

All faculty members regardless of tenure status (non-tenure, tenure track, tenured) must receive an annual review/faculty evaluation.

- **Information on the Faculty Evaluation Process can be found in the Faculty Handbook Section 9.02. MUSC is required to have a faculty evaluation procedure and each College is required to have a performance appraisal form (faculty evaluation). Each faculty member must sign their evaluation but has the right to include written comments regarding agreement or disagreement.**

- **Each faculty member should have an understanding of the process within their College and should be engaged in the process.**

All faculty members have the right to negotiate workload effort as part of the Faculty Contract.

- **This process can be found in the Faculty Handbook Section 8.11: Faculty Appointment Contract Dispute Resolution. This section includes details on the procedure including the engagement of the Provost, if necessary.**

All tenured faculty members who have not received an unsatisfactory rating have a streamlined post-tenure review every 6 years.

- **The process can be found in the Faculty Handbook Section 6.05 (2). If a tenured faculty member receives no ratings of inadequate, they undergo streamline PTR every six years.**

A PTR can be trigged if the tenured faculty member receives two unsatisfactory ratings on the annual review within the 6-year time span.

- **There is a specific timeline for triggering a PTR. (Faculty Handbook Section 6.05)**

A Performance Improvement Plan must be developed following a faculty evaluation rating of unsatisfactory.

- **According to Section 6.05, 3a: the Department Chair/Division Head shall meet with the faculty member to outline the steps of improvement, to establish criteria for the satisfaction of those deficiencies, and to indicate what resources are available to support the plan. This Performance Improvement Plan (PIP) should be approved by the College Dean, reported to the Provost, and described in the associated annual contract.**

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<tr>
<th>PIP Year 1</th>
<th>PIP Year 2</th>
<th>PTR</th>
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<td>ADEQUATE</td>
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<td>PTR STARTS</td>
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<td>PTR DECISION:</td>
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<td>Unless Chair deems it no longer to be necessary</td>
<td>TENURE RETAINED,</td>
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<td>FACULTY BECOMES NON-TENURED</td>
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<td>FACULTY SUBJECT TO TERMINATION FOR CAUSE</td>
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Faculty member must demonstrate competence and promise of long-term usefulness to the missions and programs of the university to be considered for tenure. Each college has its own set of criteria that is approved by the Board of Trustees to be used in granting tenure.

**Percent Effort / Workload:** Percent effort is completed on faculty contract. Your percent effort for each section should reflect what you are doing and your responsibilities. There should be percent effort in every category that you are evaluated on. Percent effort for research should not be less than percent effort you have on grants, although activities other than percent effort on grant may be considered research activities.

**Modified Faculty:** Faculty having rank preceded by visiting, adjunct, clinical or research are considered modified faculty. Modified faculty have different criteria for appointment and promotion, and are not eligible for tenure. Modified faculty are excluded from the minimal salary clause and have a narrower focus of effort than unmodified faculty.

**Post-Tenure Review (PTR):** Evaluates a tenured faculty member’s professional ongoing contributions and value to the university by evaluating a faculty member’s strengths and weaknesses in performance. Used to ensure a) member continues to perform at a level to achieve their long- and short-range career goals and b) to serve the needs of the students and the institution.

There are currently two mechanisms for PTR: streamlined and full PTR. Streamlined PTR occurs every 6 years, and full PTR occurs either every 6 years or is triggered if a faculty member’s performance is deemed inadequate in 2 consecutive years. Determination of these timelines and whether streamlined or full are dependent upon the results of the annual review.

**Purpose of Faculty Handbook:** An easily accessible compilation of University policies that are of concern the Faculty, a summary of information that is of interest to the faculty and a collection of University governing documents. The faculty handbook is part of the faculty contract and any changes to the handbook can potentially affect all faculty as it is a change to the contract of all faculty.