

NUMBER: ACAF 1.05
SECTION: Academic Affairs
SUBJECT: Tenure Progress Review of Faculty: Mid- Tenure Review
DATE: February 5, 1995
REVISED: August 16, 2007
Policy for: All Campuses
Procedure for: USC Upstate
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Issued by: Academic Affairs

I. Policy

<http://www.sc.edu/policies/acaf105.html>

II. Procedure

A. Mid- Tenure Review

A list of tenure-track faculty to be reviewed within each college or school should be kept in the dean's office where the list is available to faculty and the Peer Review Committee. A chart for each department/school/college is also kept in the Office of Academic Affairs.

a. Preparation for Mid- Tenure Review

Faculty scheduled for Mid- Tenure peer review should follow the normal tenure and promotion file format in the *Faculty Manual*, except for the following:

1. Outside reviewers are not needed and letters of support are not needed.
2. Any voting materials are not included in the file
3. Files are not forwarded past the dean (if sent to the dean).

b. Review Process

1. According to the current *Faculty Manual*, faculty in the tenure-track are to have Mid- Tenure Review peer reviews completed in the fall of their third year or fourth year, with November 23 as the date for completion.

2. Mid- Tenure peer reviews are completed by the department/college/school Peer Review Committee. Some departments/college/schools send the review to the Dean's office for review.
3. Once completed, the original peer review form is forwarded to the Office of Academic Affairs for posting of review and for filing in the faculty member's Evaluation file. The department/college/school should keep a copy in their file.

B. Extension of Probationary Period/Extension of Timetable for Mid- Tenure Review

If a faculty member has asked for and been approved for an extension of the probationary period during the first three years of tenure-track status, the mandatory third year peer review can also be delayed (per *Faculty Manual* and ACAF 1.31).

III. Related Policies

See also:

USC Upstate's *Faculty Manual*

IV. Reason for Revision

ACAF 1.05 was revised by Columbia.