

Arnold School of Public Health Tenure-Progress Review Procedures October 2026

Purpose of the Tenure-Progress Review

The tenure-progress review is a developmental and evaluative process that provides pre-tenure faculty members with timely feedback on their progress toward meeting the unit's tenure criteria. It helps the faculty member, department, and the college identify strengths and areas for continued development before the tenure decision year. The review is intended to inform and support progress; it does not determine the University's ultimate tenure decision.

Through the review, faculty members can:

- take corrective action, as needed, based on feedback and recommendations, and
- gain familiarity with the tenure application process.

The review also enables the Dean to assess more formally whether the faculty member is making satisfactory progress toward tenure.

Faculty Members Who Receive a Tenure-Progress Review

According to university *Policy ACAF 1.05*, tenure-track faculty members of all ranks who are in their probationary period (i.e., pre-tenure) must undergo a formal, comprehensive review, typically in the third year of their appointment. The timing of this review may be delayed because of tenure-clock extensions (see *Policy ACAF 1.31* for more details). Candidates with January 1 and August 16 tenure-track start dates within the same calendar year will follow the same tenure-progress review schedule.

Tenure-Progress Review Policies, Procedures, and Forms

All Arnold School of Public Health (ASPH) guidance and forms are located on the ASPH Office of Faculty Affairs web page:

https://www.sc.edu/study/colleges_schools/public_health/internal/faculty_staff/administrative_departments/faculty_affairs/index.php

USC Columbia policies are available in the Faculty Manual and other documents (see *Policy ACAF 1.05* and *Policy ACAF 1.31*) on the USC Office of the Provost website:

https://sc.edu/about/offices_and_divisions/provost/index.php

When ASPH procedures and USC policies conflict, USC policies prevail.

Tenure-Progress Review Timeline

Dates in this timeline will be adjusted each year, as needed, based on the yearly calendar.

Date	Activity
By August 16	The ASPH Office of Faculty Affairs notified faculty members that they will undergo the tenure-progress review during that academic year.
By February 1	Faculty members submit tenure-progress review materials to the ASPH Office of Faculty Affairs and their Department Chair (<i>note: Department Chairs can establish an earlier deadline</i>).
February 2-28	Department panels meet to review tenure-progress review files and draft written evaluation letters (concurrent with the annual review process).
March 5	ASPH Tenure and Promotion Committee (TPC) meets to review tenure-progress review files (concurrent with the annual review process).
By March 12	Department panels revise tenure-progress review evaluation letters based on feedback from the ASPH TPC and send them to the ASPH TPC chair via the ASPH Office of Faculty Affairs. The ASPH TPC Chair makes final edits to the evaluation letters.
By April 9	The Dean completes a written evaluation of progress toward tenure and shares this evaluation with the ASPH Office of Faculty Affairs.
By April 15	The ASPH Office of Faculty Affairs emails the faculty member, on behalf of the ASPH TPC Chair, the ASPH TPC written evaluation of their progress toward tenure. The ASPH Office of Faculty Affairs will copy the ASPH TPC Chair (signatory on the letter), the Associate Dean for Faculty Affairs, the respective Department Chair, and the Dean.
By April 30	The Dean meets with the faculty member to discuss their progress toward tenure. The Dean sends a copy of the Dean's written evaluation to the faculty member, copying the ASPH Office of Faculty Affairs, prior to the meeting. The ASPH Office of Faculty Affairs retains a copy of this written evaluation and shares it with the respective Department Chair.
By May 15	The Department Chair meets with the faculty member to discuss their tenure-progress review and annual review performance.

Tenure-Progress Review Procedures

1. Faculty are notified by the ASPH Office of Faculty Affairs by August 16 of their third year (or in the adjusted review year after an approved extension – see below) that they will undergo the tenure-progress review during that academic year, and that their completed file is due by a specified date (typically early February). The faculty member must also be explicitly informed that the review process does not positively or negatively affect the institution's ultimate decision in connection with the faculty member's future application for tenure. This tenure-progress review replaces the ASPH TPC annual review for that calendar year.
 - If a faculty member's maximum probationary period is extended in accordance with *Policy ACAF 1.31* at any time prior to submission of the tenure-progress review file, the tenure-progress review timeline outlined in this policy can be extended for the same duration. For example, if the faculty member receives a one-year extension during the first three years of the probationary period, their tenure-progress review should occur in the fourth year rather

than the third year. Alternatively, the Department Chair and the Dean can approve written requests initiated by the faculty member to be reviewed earlier in their probationary period.

2. The faculty member must follow the usual tenure and promotion file format and process for the submission of the tenure-progress review file, with the following exceptions:
 - External reviewers' statements or letters of support should not be solicited by the faculty member's department, the ASPH TPC Chair, or the faculty member,
 - Individual ASPH TPC ballots are not used, and
 - The file and supporting materials are not forwarded past the Dean.
3. Tenure-progress reviews are conducted in three stages:
 - **Stage 1 – Departmental Panel Review**
 - The initial review of files is done at the department level by a departmental panel composed of all tenured associate and full professors in the faculty member's department. This panel reviews the tenure-progress review files for faculty members in their department. These activities are concurrent with the review of annual review files.
 - Departmental review panels generally have a minimum of two weeks to review files and prepare draft feedback letters. Departments are responsible for setting panel review meetings.
 - All faculty on the panel are expected to review all tenure-progress review files for their respective panel and participate in the panel review meeting. For each faculty member being reviewed, the Department Chair or review panel chair assigns a primary and secondary reviewer to draft the feedback letter, which is reviewed by the other panel members. The letter must specifically address the candidate's progress in each of the ASPH's tenure criteria. The letter should also note points of commendation and/or recommendations for improvement for the faculty member being reviewed. The ASPH Office of Faculty Affairs will provide a template.
 - The Department Chair or review panel chair will invite the ASPH TPC Chair and the ASPH Associate Dean for Faculty Affairs to attend the review panel meeting to answer questions and ensure consistency across panels.
 - The departmental review panel is responsible for creating a draft evaluation letter for each faculty member reviewed that reflects the panel's consensus. The panel sends the draft letter to the ASPH Office of Faculty Affairs.
 - **Stage 2 – ASPH TPC Review**
 - At a date set by the ASPH TPC Chair (typically in early March), the full ASPH TPC meets to review each tenure-progress review candidate. This meeting is concurrent with the review of annual review files.
 - Attendance by all ASPH TPC members is expected. If an ASPH TPC member must miss a meeting, the member will send an email explaining the absence to the ASPH Office of Faculty Affairs at least two weeks before the meeting date (except in the case of emergencies).
 - The department panel chair (or a designee) shares the draft evaluation letter with the ASPH TPC. The ASPH TPC reviews the draft letter, provides input, and reaches consensus on the written evaluation.
 - The departmental review panel chair (or a designee) revises the draft evaluation letter to reflect the full ASPH TPC's agreed-upon wording and sends it to the ASPH TPC Chair via the

ASPH Office of Faculty Affairs. The ASPH TPC Chair is responsible for final editing of the letters.

- The ASPH Office of Faculty Affairs emails each faculty member their final ASPH TPC written evaluation of their progress toward tenure by April 15. The ASPH Office of Faculty Affairs will copy the ASPH TPC Chair (signatory on the letter), the Associate Dean for Faculty Affairs, the respective Department Chair, and the Dean.

- **Stage 3 – Dean Review**

- The ASPH Office of Faculty Affairs sends the tenure-progress review file and ASPH TPC evaluation letter to the Dean. The Dean reviews the faculty member's tenure-progress review file and writes a detailed evaluation of the faculty member's progress under ASPH's criteria for tenure.
- After completing the review, the Dean meets with the faculty member to discuss the results of the Dean's evaluation. The Dean sends a copy of the Dean's written evaluation to the faculty member, copying the ASPH Office of Faculty Affairs, prior to the meeting.
- The ASPH Office of Faculty Affairs emails a copy of the Dean's written evaluation to the respective Department Chair.

4. Copies of the ASPH TPC evaluation letter and the Dean's written evaluation are retained in the faculty member's personnel file in the ASPH Office of Faculty Affairs.

Procedures Following a Finding of Unsatisfactory Progress Toward Tenure

Neither the USC Columbia Faculty Manual nor *Policy ACAF 1.05* outlines a procedure for cases in which a faculty member undergoing their tenure-progress review is evaluated as making unsatisfactory progress toward tenure. The ASPH TPC, however, requires following the procedures outlined in the ASPH Annual Review Procedures, including establishing a development plan and development committee. Please see the section, "Procedures Following an Unsatisfactory Overall Performance Rating for Tenure-Eligible Faculty and Tenured Associate Professors" in the ASPH Annual Review Procedures.

Departmental Annual Review Meeting for Faculty Undergoing the Tenure-Progress Review

The ASPH TPC tenure-progress review and the Department Chair's annual review are separate reviews. The tenure-progress review replaces the faculty member's ASPH TPC annual review but does not replace the Department Chair's annual review meeting. For the departmental annual review meeting, the Department Chair should focus on the prior calendar year, although the meeting should also include discussion of cumulative time at USC and the ASPH TPC tenure-progress review.