Arnold School of Public Health
Reappointment Procedures for Tenure-Eligible Faculty
During the Probationary Period
November 2026

Overview of Reappointment During the Probationary Period

All appointments of tenure-eligible faculty during the probationary period (i.e., before tenure is awarded) are annual. As described in the USC Columbia Faculty Manual, reappointment is granted unless written notice of non-reappointment is given. Termination of an appointment before its scheduled expiration may occur only for cause, following USC definitions and procedures set forth in the provisions for termination of faculty.

Reappointment Policies and Procedures

All Arnold School of Public Health (ASPH) procedures 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 on the USC Office of the Provost website:
https://sc.edu/about/offices_and_divisions/provost/academicpriorities/faculty/

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

Reappointment Timeline

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

Date	Activities
March 5	The ASPH Tenure and Promotion Committee (TPC) considers reappointment of tenure-eligible faculty during the probationary period. This consideration occurs concurrently with the annual review and tenure-progress review meeting.
By March 12	Eligible ASPH TPC members vote on reappointment for tenure-eligible faculty who receive an overall annual review rating of "unsatisfactory" or a tenure-progress review evaluation of "unsatisfactory progress toward tenure."
By March 16	The ASPH Office of Faculty Affairs shares the ASPH TPC majority recommendation, vote count, and all justifications regarding reappointment with the Department Chair (only for faculty who received an unsatisfactory annual review rating or tenure-progress review evaluation).

By March 23	The Department Chair provides the Office of Faculty Affairs with a letter recommending or not recommending reappointment and a justification (only for faculty who received an unsatisfactory annual review rating or tenure-progress review evaluation).
By March 26	The ASPH Office of Faculty Affairs shares the ASPH TPC vote count, all ASPH TPC justifications, and the Department Chair letter with the Dean.
By April 9	The Dean shares their written reappointment decision with the Office of Faculty Affairs.
Before April 15	Before annual review and tenure-progress review letters are sent, the Dean meets with faculty for whom both the Dean and ASPH TPC recommend non-reappointment or for whom the Dean and ASPH TPC have made conflicting recommendations regarding reappointment.
By April 15	The ASPH Office of Faculty Affairs forwards to the Provost all cases in which (1) both the ASPH TPC and Dean recommend non-reappointment or (2) the ASPH TPC and Dean have made conflicting recommendations regarding reappointment.

Procedures for Reappointment of Tenure-Eligible Faculty During the Probationary Period

As outlined in the USC Columbia Faculty Manual, eligible ASPH TPC members (those holding a higher academic rank than the faculty member under consideration) will annually make a recommendation regarding reappointment by majority vote (more than 50%). These recommendations apply to tenure-eligible assistant professors and untenured associate professors during the probationary period. Reappointment is a separate decision from the annual review or tenure-progress review rating, although the overall rating or evaluation from these reviews informs the reappointment recommendation.

For tenure-eligible faculty who receive an overall annual review rating of "satisfactory" or a tenure-progress review evaluation of "satisfactory progress toward tenure," the ASPH TPC will recommend reappointment without further discussion or a separate ballot, unless an eligible member requests discussion or a vote. Eligible members who do not request discussion or a vote will be deemed to concur with the recommendation for reappointment. This concurrence will constitute the majority vote required for the ASPH TPC's recommendation.

For tenure-eligible faculty who receive an overall annual review rating of "unsatisfactory" or a tenure-progress review evaluation of "unsatisfactory progress toward tenure," eligible ASPH TPC members will vote by secret ballot on whether to recommend reappointment. Each voting member will provide a brief justification for their vote. Voting will be completed within one week of the ASPH TPC annual review meeting to allow members sufficient time to review the faculty member's file and full CV.

The Office of Faculty Affairs will provide the Department Chair with the ASPH TPC's majority recommendation, vote count, and all voting justifications. The Department Chair will then provide a written recommendation regarding reappointment, including a justification, to the Office of Faculty Affairs for forwarding to the Dean.

After reviewing the candidate's file, including recommendations from the ASPH TPC and Department Chair, the Dean shall determine whether the faculty member is making sufficient progress toward tenure to warrant reappointment. If the Dean agrees with the ASPH TPC's recommendation, the Dean's decision regarding reappointment shall be final.

If both the ASPH TPC and Dean recommend non-reappointment, the Dean shall notify the Provost of the decision. If the Dean and ASPH TPC make conflicting recommendations, the Dean's recommendation, the ASPH TPC's recommendation, and the Department Chair's recommendation shall be forwarded with the candidate's file to the Provost. The Provost shall review the file and all recommendations and make the final decision regarding reappointment.

Before ASPH TPC annual review or tenure-progress review letters are sent, the Dean will meet with candidates for whom (1) both the Dean and ASPH TPC have recommended non-reappointment or (2) the Dean and ASPH TPC have made conflicting recommendations regarding reappointment. The purpose of these meetings is to inform candidates of the recommendations and explain the next steps in the reappointment process.

Issues Related to Non-Reappointment

Faculty who are not reappointed must receive adequate notice, as specified in the USC Columbia Faculty Manual. The required notice depends on the faculty member's year in the probationary period:

- For faculty in the first year of the probationary period, written notice of non-reappointment must be provided by March 1, with the appointment ending August 15. For mid-year appointments, written notice must be provided by July 1, with the appointment ending December 31.
- For faculty in the second year of the probationary period, written notice of non-reappointment must be provided by December 15, with the appointment ending August 15. For mid-year appointments, written notice must be provided by April 15, with the appointment ending December 31.
- Thereafter, notice of non-reappointment will be given in writing at least twelve months prior to the effective date.
- If there is termination for cause, these notification requirements do not apply.

The USC Columbia Faculty Manual also states that non-reappointment during the probationary period is different from a decision of non-reappointment in conjunction with a denial of tenure in the penultimate year of the maximum probationary period and, as such, constitutes grounds for a grievance only under the limited grounds stated in the University’s Academic Grievance Procedures.