

## Compiler Policies and Procedures

Approved by the Faculty, November, 5, 2021.

This document describes the Faculty Organization approved policy for the compilation of course evaluations. It is subject to amendment under the same procedures as the Faculty Bylaws.

The compiler shall be a member of the Faculty Organization who shall be given access to available faculty course evaluation results for the purpose of distributing information to faculty members as requested, provided that such requests conform to the anonymity standards described below. Any faculty member is allowed to make such a request for any valid work-related purpose, but the primary purpose will be for third-year review, tenure, promotion, and post-tenure review, as described in the Palmetto College Campuses Faculty Manual.

For faculty member going through these processes (referred to as “the candidate” below), the compiler will create a report that includes the following:

- An average of the course evaluations of the candidate.
- The campus-wide average for the same timeframe.

Faculty who wish to make comparisons with others in their discipline or similar disciplines may request the average for those disciplines at USCL or across Palmetto College. It is the candidate’s responsibility to provide the compiler with an appropriate definition of their discipline.

### Timeline

Within one week after the Faculty Organization election results are announced, the following will occur:

- The outgoing compiler will provide the elected compiler with all login and training information.
- The elected compiler will contact the Academic Dean to request a list of individuals undergoing third year review, tenure, promotion, or post-tenure review.

Before the last day of class for the spring term, the compiler will contact each candidate on the list provided by the Academic Dean. The candidates should return contact as soon as possible and no later than May 15. The candidate will provide the compiler with the information requested below.

The compiler will provide the candidate with a screenshot of the courses listed for them in the database by May 20. The candidate will review the screenshot and notify the compiler of any errors by May 25.

By June 1, the compiler will provide the candidate and the campus administration with the Summary of Teaching Evaluations Dataset, as described in the Palmetto College Campuses Faculty Manual.

Comparison data and data from Palmetto College might not be available by June 1.

### Information Requested from the Candidate

It is the candidate’s responsibility to provide the following information to the compiler by May 15. The compiler may request additional information in order to complete all requests.

- An appropriate timeframe, as described in the Faculty Manual.
- All names and possible spellings of names used by the candidate during that timeframe.
- If requesting additional comparison data, a list of courses for the comparison.
- Any classes taught within the USC system but outside of the Lancaster campus, including Columbia Regional Palmetto courses, during the timeframe.

#### **Notes**

- Suitable alternatives will be chosen by the compiler and candidate when the discipline-specific reports do not conform to the anonymity standards or are otherwise unavailable or unsuitable.
- The compiler will provide work-related data requested by any faculty member, provided this data conforms to the anonymity standards and is requested with 15 days' notice.

#### **Conflict of Interest**

If a particular candidate creates a conflict of interest, the Faculty Chairperson will appoint a faculty member to perform these duties instead.

#### **Anonymity Standards**

The compiler will always comply with the following anonymity standards: Any report in which fewer than four instructors' evaluations are averaged will not be distributed without the permission of each of these instructors, or permission of the Academic Dean if the instructor is no longer an employee of USC. These permissions shall be collected by the person requesting the report.