

Schedule for Endowed Chair and Carolina Distinguished Professor Files 2009-2010

Please consult USC Policy ACAF 1.21 for guidance in assembling files. In some cases such as appointments made in conjunction with hiring actions, nominations may be submitted for fall decisions. Please note that chair stipends are paid once each year, in November or December, and fall appointments are effective in January. This means the stipend is pro-rated so that a new appointee will receive one-half the usual stipend in November or December of the year of appointment. In the event a fall decision is necessary, please abide by the following schedule:

1. August 24: Nomination files sent to Provost 's Office
2. September 21: Provost recommendations sent to UCNDP
3. October 12: Committee recommendations sent to President
4. November 13: Presidential decisions

Following is the normal schedule for review of new appointments and reappointments of named and distinguished professorships, including Carolina Distinguished Professorships:

1. January 8: Renewing chair holders' files and nomination files for new appointments are sent to deans of academic units
2. February 5: Deans send files to Provost 's Office
3. March 15: Provost recommendations sent to University Committee on Named and Distinguished Professorships (UCNDP)
4. April 6: UCNDP recommendations sent to President
5. April 23: Presidential decisions