

## **Schedule for Endowed Chair and Carolina Distinguished Professor Files 2011-2012**

Please consult USC Policy ACAF 1.21 for guidance in assembling files. Please note that chair stipends are traditionally paid once each year, in November or December. In the event a fall decision is necessary, please abide by the following schedule:

1. August 22: Nomination files sent to Provost 's Office
2. September 19: Provost recommendations sent to UCNDP
3. October 10: Committee recommendations sent to President
4. November 14: 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 9: Renewing chair holders' files and nomination files for new appointments are sent to deans of academic units
2. February 6: Deans send files to Provost 's Office
3. March 9: Provost recommendations sent to University Committee on Named and Distinguished Professorships (UCNDP)
4. April 9: UCNDP recommendations sent to President
5. April 30: Presidential decisions