

2012-2013 Tenure and Promotion Calendar
Mid-Year Tenure and Promotion Decisions (Assistant to Associate)
and Promotion to Professor (Associate to Professor)

Revised September 19, 2011

- *Underlined dates are firm deadlines set by the Provost's Office. Other dates are suggestions and can be modified to fit the needs of the unit.*

2011

TUESDAY, APRIL 26

- Tenure and Promotion Workshop for Chairs and Candidates (Gambrell 153)

October – Week 1

- Department chair or dean notifies all eligible faculty in writing of option for tenure and promotion review.

October - Week 3

- Faculty notifies department chair or dean in writing indicating whether or not they will request tenure and/or promotion.

November- Week 1

- Tenure and Promotion Chair verifies that all faculty have been notified of eligibility for tenure and promotion review.
- Official notification of mid-year candidates and notification of those who want to seek promotion to the rank of professor. Potential candidates for tenure and promotion will be advised in writing of the timetable for the submission and consideration of files by the dean, department chair, or other appropriate administrator, and of the date of the unit meeting.

Friday, November 11, 2011

Deans send to Provost a list of all faculty members who will be considered by the unit and action sought in each case: tenure and promotion to associate professor or promotion to professor. List all faculty in penultimate year. Identify the files that are mid-year decisions. Online submission of names at www.sc.edu/tenure.

October – November

- Compile names of potential outside referees for each probable candidate.
- Contact outside referees to obtain agreement to review file in November.
- Candidate should prepare files.

By Monday, November 14, 2011

- Send relevant portions of file to outside referees. Include the unit criteria. Please use the suggested letter for external reviewers included in the *UCTP Guide to Criteria and Procedures* (Goldenrod Booklet.) Please do not ask for strengths and weaknesses of the candidates.

2012

Wednesday, FEBRUARY 1

- Files are submitted to the unit tenure and promotion committee, including letters from outside referees, and ready for unit review.

FRIDAY, FEBRUARY 17

- Unit faculty must have voted by this date.
- Files with ballot and vote justifications to Department Chair (or Dean).
- Notify candidates regarding positive or negative tenure and/or promotion decision of unit committee. Unit vote is not revealed.
- Notify faculty regarding candidates recommended.

TUESDAY, FEBRUARY 21

- Faculty appealing unfavorable decisions notify unit Tenure and Promotion Chair, in writing, who will announce appeals to faculty and invite letters from unit faculty regarding these cases.

TUESDAY, MARCH 13

- Files to Dean.

April – Week 1

- Tenure and Promotion Chairs should be chosen in units where they are appointed or elected and report chair's names by April 15 to the Provost and Faculty Senate Office.

TUESDAY, MAY 1

- Files to Provost.
- Supporting materials should be sent directly to Faculty Senate Office.

WEDNESDAY, AUGUST 15

- Files to University Committee on Tenure and Promotion.

TUESDAY, OCTOBER 16

- Files to President.

TUESDAY, NOVEMBER 13

- Recommendations to Academic Affairs Committee of Board of Trustees for final action by the Board in December.

2012-2013 Tenure and Promotion Calendar

Regular Calendar Tenure and Promotion Decisions (Assistant to Associate)

Revised 9/19/2011

- *Underlined dates are firm deadlines set by the Provost's Office. Other dates are suggestions and can be modified to fit the needs of the unit.*

2012

April – Week 1

- Tenure and Promotion Chairs should be chosen in units where they are appointed or elected and report chair's name by April 15 to the Provost and Faculty Senate Office.
- Department chair or dean notifies all eligible faculty in writing of option for tenure and promotion review.

April – Week 3

- Faculty notifies department chair or dean in writing indicating whether or not they will request tenure and/or promotion.

TUESDAY, APRIL 24

- Tenure and Promotion Workshop for Chairs and Candidates (Gambrell 153)

May- Week 1

- Tenure and Promotion Chair verifies that all faculty have been notified of eligibility for tenure and promotion review.
- Official notification of mid-year candidates and notification of those who want to seek promotion to the rank of professor. Potential candidates for tenure and promotion will be advised in writing of the timetable for the submission and consideration of files by the dean, department chair, or other appropriate administrator, and of the date of the unit meeting.

Friday, May 11, 2012

- Deans send to Provost a list of all faculty members who will be considered by the unit and action sought in each case: tenure and promotion to associate professor or promotion to professor. List all faculty in penultimate year. Identify the files that are mid-year decisions. Online submission of names at www.sc.edu/tenure.

May - August

- Compile names of potential outside referees for each probable candidate.
- Contact outside referees to obtain agreement to review file in November.
- Candidate should prepare files.

By Monday, August 6, 2012

- Send relevant portions of file to outside referees. Include the unit criteria. Please use the suggested letter for external reviewers included in the *UCTP Guide to Criteria and Procedures* (Goldenrod Booklet.) Please do not ask for strengths and weaknesses of the candidates.

WEDNESDAY, SEPTEMBER 5

- Files are submitted to the unit tenure and promotion committee, including letters from outside referees, and ready for unit review.

MONDAY, SEPTEMBER 24

- Unit faculty must have voted by this date.
- Files with ballot and vote justifications to Department Chair (or Dean).
- Candidates notified regarding positive or negative tenure, promotion and/or tenure and promotion decision of unit committee. Unit vote is not revealed.
- Unit Tenure and Promotion Chair notifies unit faculty regarding candidates recommended for tenure and/or promotion. Faculty may write letters to the Department Chair or Dean to be included in the file.

FRIDAY, OCTOBER 5

- Faculty appealing negative decision must notify Unit Tenure and Promotion Chair, in writing, who will immediately announce these appeals to unit faculty and invite letters from unit faculty regarding these cases.

WEDNESDAY, OCTOBER 10

- Files to Dean.

MONDAY, NOVEMBER 5

- Files to Provost.
- Supporting materials should be sent directly to Faculty Senate Office.

2013

JANUARY – MARCH

- Files to University Committee on Tenure and Promotion.

MARCH 15

- Files to President.

By May 1

- Recommendations to Academic Affairs Committee of Board of Trustees for final action by the Board in June.