

Spring 2012



### E-Submission Training for Tenure and Promotion Files

E-Submission training is for deans, department chairs, unit tenure and promotion chairs, and administrative staff (assisting with t/p process) in preparation for tenure and promotion E-Submission process. The training is being offered by the Office of the Provost, the University Committee on Tenure and Promotion and University Technology Services. Training will include an overview of the E-Submission process and training on how to submit files on Blackboard.

Participants may attend any of the three sessions listed below. Please RSVP at <http://uts.sc.edu/events>.

- **Monday, January 23, 2012**  
2:00 pm – 4:00 pm  
University Technology Services, 1244 Blossom Street, Room 304
- **Wednesday, January 25, 2012**  
2:00 pm – 4:00 pm  
School of Medicine, Library Computer Room, 1<sup>st</sup> floor SOM Library
- **Friday, January 27, 2012**  
10:00 am – 12:00 pm  
University Technology Services, 1244 Blossom Street, Room 304

#### **Instructors for E-Submission Training:**

Dr. August Grant, Member, University Committee on Tenure and Promotion (UCTP)

Mr. Mitchell West, Blackboard Instructor, University Technology Services (UTS)

Dr. Mitchell Yell, Chair, University Committee on Tenure and Promotion (UCTP)

Tenure and Promotion website is located at <http://www.sc.edu/tenure/>

Questions? Contact Rhonda Filiatreault, Office of the Provost, [rhondaf@sc.edu](mailto:rhondaf@sc.edu) or 803-777-2808