

## 2020-2021 Third Year Review Calendar

- **Underlined dates are firm deadlines set by the Office of the Provost. Other dates are suggested guidelines.**
- **Please check with the dean's office in your college/school for their third year review calendar and specific dates set by your college/school.**

### 2020

#### **August 17, 2020**

- Department chair notifies eligible candidates in writing to prepare the third year review file for review and advised of timetable for submission.

#### **August 24, 2020**

- Department chair will notify dean, in writing, of all eligible candidates specifying if mid-year hire. Mid-year (January 1) hires will follow same calendar as regular (August 16) hires.

#### **September 8, 2020**

- Names of faculty electronically submitted to the Office of the Provost:
- [http://www.sc.edu/about/offices\\_and\\_divisions/provost/faculty/tenure/submit-candidates.php](http://www.sc.edu/about/offices_and_divisions/provost/faculty/tenure/submit-candidates.php)

#### **October 2020 – February 2021**

- Candidate's files should be completed and ready for unit review. Exact date of file submission is given by each college/school.

#### **November 2020 – March 2021**

- Unit faculty review each case by the date given in the college/school.

#### **December 2020 – April 2021**

- Files sent to Dean on the date established by the college/school.

### 2021

#### **April 16, 2021**

- All recommendations of non-reappointment of probationary faculty must be forwarded to Provost for approval by this date.

#### **April 26, 2021**

- Dean's memorandum to candidate and department chair is sent no later than this date.

#### **May 3, 2021**

- In cases of non-reappointment of probationary faculty, notification must be mailed by certified mail no later than this date.

**Third-Year Review Policy** [http://www.sc.edu/policies/facman/Faculty\\_Manual\\_Columbia.pdf](http://www.sc.edu/policies/facman/Faculty_Manual_Columbia.pdf)  
“Annual Performance Review, Third-Year Review, and Post-Tenure Review”