

**McCausland College of Arts and Sciences  
Office of HR and Faculty Affairs  
Planning Calendar for 2025-2026**

Date	Action
TBD and HR Partners Notified By HR Manager	<b>Temporary Faculty (TFAC) Hiring:</b> TFAC HR Actions for Fall 2025 due to McCausand CAS-HRFA Office
July 30, 2025	<b>Faculty Searches:</b> Search Committee Training for Chairs/Directors/Committee Members hosted by McCausland CAS-HRFA
August 22, 2025	<b>Sabbatical Leave:</b> Call for Sabbatical Leave Requests for Academic Year 2026-2027 sabbaticals sent to Chairs and Directors from McCausand CAS-HRFA
September 2, 2025	<b>Faculty Searches:</b> Job Ads for FY26 Faculty Searches on Unit Website
September 2, 2025	<b>Faculty Searches:</b> Job Ads for FY26 Faculty Searches to McCausand CAS-HRFA Office via People Admin
September 5, 2025	<b>Faculty Searches:</b> Search Committee Training for Chairs/Directors/Committee Members hosted by McCausland CAS-HRFA
September 15, 2025	<b>Professional-Track 3 and 5 year Reappointments:</b> Call for Multi-Year Professional-track Faculty Reappointment Requests sent to units from McCausland CAS-HRFA
September 26, 2025	<b>Sabbatical Leave:</b> Sabbatical Requests for Academic Year 2026-2027 sabbatical leaves due to McCausland CAS-HRFA Office
October 17, 2025	<b>Professional-Track 3 and 5 Year Reappointments:</b> Unit requests for Professional-Track Faculty 3 and 5 Year Reappointments and required materials due to McCausland CAS-HR
November 14, 2025	<b>Professional-Track 3 and 5 Year Reappointments:</b> McCausland CAS-HRFA notifies units of decisions on reappointment requests - <b>with non-reappointment letters being sent out on this date as well by McCausland CAS-HRFA</b>
November 20, 2025	<b>Sabbatical Leave:</b> Sabbatical Decisions for Academic Year 2026-2027 sent to Chairs/Directors from McCausand CAS-HRFA Office
November 25, 2025	<b>Sabbatical Leave:</b> Sabbatical Decision Letters for Academic Year 2026-2027 sent to Faculty from McCausand CAS-HRFA Office
December 15, 2025	<b>Employee Performance Management System (EPMS):</b> EPMS for Staff due to McCausand CAS-HRFA Office from Units
Fall 2025	<b>Endowed Chair Appointment/Reappointments:</b> Notification from Provost Office for Renewals sent from Provost Office to Faculty, copying the Dean's Office and Chair/Director
Fall 2025 (after Notification from Provost Office for Renewals...)	<b>Endowed Chair Appointment/Reappointments:</b> Advise Chairs & Directors of upcoming dates and process - external review packet.
TBD - Usually January	<b>Endowed Chair Appointment/Reappointments:</b> Files Due to Dean's Office from the
TBD - Usually February	<b>Endowed Chair Appointment/Reappointments:</b> Files Due to Provost Office from Dean's Office
TBD and HR Partners Notified By HR Manager	<b>Temporary Faculty (TFAC) Hiring:</b> TFAC HR Actions for Spring 2026 due to McCausand CAS-HRFA Office

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Date	Action
February 9, 2026	<b>Professional-Track 1-Year Reappointments:</b> Call for One-Year Professional-track Faculty Reappointment Spreadsheets sent to units from McCausland CAS-HRFA
March 2, 2026	<b>Administrative Appointments:</b> Call for Administrative Appointment/Reappointment Requests sent to units from McCausand CAS-HRFA (HRFA also provides updated list of current admin appts to the respective units with the call.)
March 3, 2026	<b>Professional-Track 1-Year Reappointments:</b> Unit returns spreadsheet to McCausland CAS-HRFA for Professional-Track Faculty One-Year Reappointments
March 23, 2026	<b>Professional-Track Reappointments: McCausland CAS-HRFA</b> notifies units of decisions on One-Year Reappointments <b>and a reminder of Multi-Year Reappointments via one master spreadsheet for their unit</b>
March 25, 2026	<b>Administrative Appointments:</b> Requests for Administrative Appointments/Reappointments due to McCausand CAS-HRFA Office from Units
March 27, 2026	<b>Professional-Track Reappointments:</b> Letters to be sent to Faculty <b>before</b> this date
April 10, 2026	<b>Administrative Appointments:</b> McCausand CAS-HRFA notifies units of approvals
April 20, 2026	<b>Professional-Track Reappointments:</b> All letters due to the Division of Human Resources for reappointments

*For Faculty Reviews and Promotions, please refer to the respective calendar for each action for other due dates and action items. These are available in the McCausland College's Planning Calendar and/or in the Document Library sections on our website. Additions and revisions will be distributed as necessary. Please contact LaTasha Robinson at [latashar@mailbox.sc.edu](mailto:latashar@mailbox.sc.edu), and/or your College HR Manager, with any questions.*