



# McCausland College of Arts and Sciences

UNIVERSITY OF SOUTH CAROLINA

## PROFESSIONAL TRACK FACULTY PROMOTION REVIEW SPRING 2026 SCHEDULE

<b>Promotion Review Process for: INSTRUCTIONAL FACULTY</b>	
<b>10/15/2025</b>	Units notify the Dean's Office of Instructional Faculty who will be submitting a request for promotion (via email to LaTasha Robinson at <a href="mailto:latashar@mailbox.sc.edu">latashar@mailbox.sc.edu</a> , copying the Associate Dean for the unit)
<b>3/2/2026</b>	Promotion files due to unit head and reviewed; prepared for unit review and voting
<b>3/23/2026 – 3/27/2026</b>	Promotion files reviewed and voted upon within unit
<b>4/06/2026</b>	Promotion files due to CAS with Chair or Director's Letter (via email to LaTasha Robinson at <a href="mailto:latashar@mailbox.sc.edu">latashar@mailbox.sc.edu</a> , copying the Associate Dean for the unit)
<b>5/1/2026</b>	Dean's Office decision forwarded to Provost for approval
<b>Promotion Review Process for: CLINICAL AND RESEARCH FACULTY</b>	
<b>10/15/2025</b>	Units notify the Dean's Office of Clinical and Research Faculty who will be submitting a request for promotion (via email to LaTasha Robinson at <a href="mailto:latashar@mailbox.sc.edu">latashar@mailbox.sc.edu</a> , copying the Associate Dean for the unit)
<b>Week of 1/19/2026</b>	Unit head contacts external letter writers as appropriate for each eligible faculty member
<b>2/6/2026</b>	Promotion files due to unit head and reviewed; prepared for submission to external letter writers
<b>Week of 2/10/2026</b>	Promotion files sent to external letter writers (via email from the unit head or their designated person)
<b>3/19/2026</b>	Letters due from external letter writers; file prepared for unit review and voting
<b>3/24/2026 – 3/28/2026</b>	Promotion files reviewed and voted upon within unit
<b>4/6/2026</b>	Promotion files due to CAS with Chair or Director's Letter (via email to LaTasha Robinson at <a href="mailto:latashar@mailbox.sc.edu">latashar@mailbox.sc.edu</a> , copying the Associate Dean for the unit)
<b>5/1/2026</b>	Dean's Office decision forwarded to Provost for approval

*\*Note – Typically a faculty member's contract ends before the promotion decision is finalized (typically in July), a reappointment letter at the current rank will be issued to allow timely submission to Human Resources. If promotion is approved, a separate letter confirming the new rank and related details will be issued.*