

**Tenure and Promotion Academic Year 2021-2022**  
**REGULAR CYCLE CALENDAR**

Ref: Tenure and Promotion Information <http://www.sc.edu/tenure/> or the Office of the Provost <http://www.sc.edu/provost/>

<b>Green</b> denotes	Dean's Office action
<b>Red</b> denotes	Department Chair/School Director action
<b>Black</b> denotes	Candidate / Faculty Committee action

- April 1, 2021**                      **Unit tenure and promotion chairs should be chosen for the upcoming academic year.**
- Department Chairs/School Directors notifies all eligible faculty in writing of option for tenure and promotion review.**
- Department Chairs/School Directors notify the dean of the name of the unit tenure and promotion chair.**
- April 15, 2021**                      Faculty notify department chair/school director in writing whether or not they will seek tenure and promotion.
- Compile names of potential outside referees for each candidate.
- Dean sends names of Unit T&P Chairs to Provost and Faculty Senate Office.**
- April 26, 2021**                      Tenure and promotion committee chair verifies that all faculty have been notified of eligibility for tenure and promotion.
- April 27, 2021**                      T & P Workshop
- April 28, 2021**                      **Department Chairs/School Directors send to the Dean a list of all faculty members who will be considered, the action sought, and if it is their penultimate year.**
- May 3, 2021**                      **Potential candidates for tenure and promotion will be advised in writing of the timetable for the submission and consideration of files and of the date of the unit meeting.**
- May 5, 2021**                      **Dean submit the names of all faculty members who will be considered by the unit and the action sought. Include all faculty in the penultimate year.**
- May - August**                      Candidates should prepare files.
- Contact outside referees to obtain agreements to review files.
- External referees review files no later than August.
- July 25, 2021**                      Send relevant portions of file to outside referees. Include the applicable unit criteria. Please contact the Office of the Provost if you need a template for the letter sent to external reviewers. Please be sure that external reviewers comply with the requirements of the current edition of both the [Faculty Manual](#) and the [UCTP Guidelines for Units](#) Preparing Criteria and Files. Do not ask for strengths and weakness of the candidate.
- Notify all faculty in writing of date of unit meeting including a reminder to complete preparation of files.

## **REGULAR CYCLE - TENURE & PROMOTION 2021-2022**

August 25, 2021	Completed files, including external review letters, are submitted to the unit tenure and promotion committee for unit review.
September 15, 2021	Unit faculty must have voted by this date.  Files with ballot and vote justifications to department chair/school director.  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 committee chair notifies unit faculty regarding candidates recommended for tenure and/or promotion. Faculty may write letters to the department chair/school director or dean to be included in the file.
September 25, 2021	Faculty must notify unit tenure and promotion committee chair in writing if appealing a negative decision.  Unit tenure and promotion committee chair will immediately announce these appeals to unit faculty and invite letters from unit faculty regarding these cases.  <b>Department chair/school director will notify the dean immediately in writing.</b>
October 1, 2021	<b>All files to Dean via Blackboard submission and <u>one</u> complete hard copy delivered to Dean's Office, along with supplemental materials.</b>
November 1, 2021	<b>All files to the Provost via Blackboard submission and supporting materials to the Faculty Senate Office.</b>
January - April	Files to the University Committee on Tenure and Promotion.
Mid-April	Files to President.
May	Notification of president's recommendation to candidates. Recommendations to Academic Excellence and Student Experience Committee of the Board of Trustees for final action by the Board. Regular cycle files are approved at the June Board meeting with effective date of August 16, 2022.

### **CRITERIA REQUIRED FOR SUBMISSION OF FILE**

For instructions on how to submit files electronically please reference the [Provost Office T&P Electronic File Submission Overview](#). The e-file must contain bookmarks (see the [CAS Document Library - T&P Bookmarks/Tabs](#) for the template for bookmarks/tabs). Please do not use the auto feature as they will not place the bookmarks in the correct location.

The Dean's Office require one hard copy of submitted files, organized in the following manner:

- Place the required items in a [Smead #81852 – yellow](#) hinge pressboard binder.
- Label the binder with the candidate's name, department, & the academic year on the outside cover.
- Place a full and updated CV and the unit tenure and promotion criteria on the inside cover with a binder clip.
- Title Page – the candidate must enter the date of the T&P Criteria used next to their signature.
- Please see that divider tabs are used to identify the items in each section (see the [CAS Document Library - T&P Bookmarks/Tabs](#) for the template for bookmarks/tabs).
- For the *Secondary Supplemental File*: place contents in a banker's box, labeling all four sides as well as the top with the candidate's name, unit, college, and academic year. If there is more than one box, label the boxes # of total # (1 of 3 boxes). The contents of the box should be clearly marked according to the Primary file.

Updated April 22, 2021