


## MEMORANDUM

**To:** Dear Department Chairs and School Directors

**From:** LaTasha Robinson, Director of Human Resources and Faculty Affairs 

**CC:** CAS Academic Leadership Team  
CAS Human Resources Partners

**Date:** April 5, 2024

**RE:** 2024 – 2025 Faculty Review Calendars and Information

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**New for 2024 – 2025** - Please submit the names of faculty who will have one of the reviews below by clicking on the [Submission of Candidate Info for 2024 - 2025 Faculty Reviews in CAS](#) link and entering in the information accordingly. If the answer is **yes** to the question about it being their penultimate year (*question #5*), that should include any extensions. If they received an extension or extensions, and choose not to use it or them, they will check **no** as it won't be the penultimate year. You will still email me, at [latashar@mailbox.sc.edu](mailto:latashar@mailbox.sc.edu), the name of the UCTP Chair(s).

For your review and action, please find attached the calendars for the following faculty review cycles:

- 2024-2025 Tenure-Progress Review (also known as Third-Year Review)
- 2024-2025 Fall Cycle Tenure and Promotion (formerly known as Regular Cycle)
- 2024-2025 Post-Tenure Review
- 2025-2026 Spring Cycle Tenure and Promotion (formerly known as Mid-Year Cycle)

Also attached for your review and reference are:

- **Bookmarks** to be used for Tenure-Progress Review and Tenure and Promotion – **you will need to create the bookmarks and not use the automatic insert feature in adobe as they will not align correctly and will not have the bookmarks named as required. Please let me know if you need assistance with this.**

- File E-submission Guide for Blackboard for Unit TP Chairs – TENURE AND PROMOTION ONLY
- File E-submission Guide for Blackboard for Department Chairs – TENURE AND PROMOTION ONLY

Hard copy tenure and promotion or tenure-progress files are not required. However, we still need supplemental materials for the Fall and Spring T&P Cycles (**please see the calendars for details on submitting the items to us electronically**). For tenure and promotion, the files will continue to be submitted to the College electronically via Blackboard (the yellow pressboard binder is no longer necessary).

For tenure-progress review, the files will be submitted to the College electronically via email (the blue pressboard binder is no longer necessary). The entire post-tenure review file will now be sent to the Dean's Office. **Please carefully review the items and guidance provided on each calendar for each process.**

The calendars can also be found on the College's [document library](#). Additional information on candidate file preparation and templates can be found on the [Candidate File Preparation Guide](#) website. An overview of the process and additional links and information can be found on the [Office of the Provost's Tenure and Promotion](#) website.

Please let me know if you should have **any** questions. Be sure to also share this memo with your Unit T&P Chairs, T&P Coordinator, faculty, and any others in your unit as needed.

Thank you.