

COLLEGE OF ARTS AND SCIENCES

Deadlines for Tenure and Promotion for the Upcoming Academic Year **2011-2012**

T&P: REGULAR CYCLE:

NOTE: Mid-year cases will follow a separate calendar and are only applicable when Decision Year and original tenure-track start date was January 1.

Ref: Office of the Provost <http://www.sc.edu/provost/> Click on FACULTY INFORMATION and go to [Faculty Manual](#) and Tenure Information

Green denotes	Dean's Office action
Red denotes	Department Chair action
Black denotes	Candidate / Faculty Committee action

2011

- April 7, 2011**
- 1. T&P Chairs should be chosen in units where they are appointed or elected.**
 - 2. Department Chairs notify all eligible faculty in writing of option for tenure and promotion review in fall semester.**
 - 3. DEPARTMENT CHAIRS NOTIFIES THE DEAN OF THE NAME OF THE UNIT TENURE AND PROMOTION CHAIR.**
- April – week 3** Faculty notifies Department Chair in writing indicating whether or not they request tenure and promotion or tenure only.
- April 15, 2011** **Dean sends names of Unit T&P Chair to Provost.**
- April 26, 2011** T & P Workshop (Gambrell 153)
- May – week 1** T&P Chair verifies that all faculty members have been notified of eligibility.
- May 2, 2011** **Official Notification by Dept Chair: potential candidates will be advised in writing of the timetable for submission**
- May 10, 2011** **Department chairs send to the dean a list of all faculty members who will be considered and the action sought in each case**
- May 13, 2011** **Dean sends list to Provost of candidates who will be considered this cycle and action sought in each case.**
- May - August** Candidates should prepare files.
- August 8, 2011**
- 1. Send relevant portions of file to outside referees. (Include statement of criteria).**
 - 2. Notify all faculty in writing of date of unit meeting including a reminder to complete preparation of files.**
- September 7, 2011** File should be complete and ready for unit review.

REGULAR CYCLE - TENURE & PROMOTION

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September 26, 2011 1. Unit faculty must have voted by this date.
2. Files with ballot and vote justifications to Department Chair.
3. Candidates notified regarding decision.
4. Unit T&P Chair notifies unit faculty regarding candidates recommended for T and/or P. Faculty may write letters to the Department Chair or Dean to be included in the file.

October 1, 2011 Faculty appealing negative decision must notify Unit T&P Chair, in writing, who will immediately announce these appeals to unit faculty and invite letters from the unit faculty regarding these cases. **DEPARTMENT CHAIR WILL NOTIFY THE DEAN IMMEDIATELY IN WRITING.**

October 6, 2011 All files to Dean.

November 7, 2011 All files to the Provost / Faculty Senate Office.

January - March Files to UCTP

March 19, 2012 Files to President

May 1, 2012 Recommendations to Board of Trustees

NOTE: APPLICABLE PAY CHANGES WILL BE EFFECTIVE AUGUST 16, 2012

CRITERIA REQUIRED FOR SUBMISSION OF FILE TO DEAN'S OFFICE:

PLEASE NOTE: Faculty must complete forms on-line <https://tenure.provost.sc.edu/application/login.asp>. Do not exclude any items or leave blank; if not applicable, please indicate so.

Organization of Primary File:

- 1) Place the required items in a hinge pressboard binder (Smead #81852 – Yellow)
- 2) Label with candidate's name, department, & AY on the cover
- 3) Place a complete and updated CV on the inside cover, along with a one-page CV**
- 4) Place the unit's T&P criteria for candidate on the inside cover
- 5) Title Page – TP-00 -- the Candidate must enter the date of the T&P Criteria used next to his signature
- 6) Please see that tabs are used to identify the material in each section. The tabs should contain descriptive words, not just numbers**
- 7) Along with the original file, you must provide a copy of the entire contents of the Primary file to include full CV and 1-page version, and Dept's T&P criteria, 3-hole-punched, placed in a separate yellow Smead binder (see above), marked with the candidate's name, department and AY 2011-2012
- 8) For the secondary supplemental file, place contents in a bankers box labeling all four sides along with top indicating candidate's name, department, college, and AY. If more than one box, label box # of total #.** The contents of the box should be clearly marked according to the Primary file

** See samples attached