

COLLEGE OF ARTS AND SCIENCESDeadlines for Tenure and Promotion for the Upcoming Academic Year **2010-2011**

Ref: Office of the Provost <http://www.sc.edu/Provost/.html> 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

2010

- April 7, 2010**
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/or promotion.
- April 27, 2010** T & P Workshop (Gambrell 153)
- May 28, 2010** Department chairs send to the dean a list of all faculty who will be considered for tenure and/or promotion and the action sought in each case: tenure, promotion, or tenure and promotion. *[State if a mid-year consideration: only applicable when Decision Year and original tenure-track start date was January 1.]*
- June–July** Candidates should prepare files.
- August – week 1** **Official Notification by Dept Chair: potential candidates will be advised in writing of the timetable for submission**
- August 2, 2010** T&P Chair verifies that all faculty have been notified of eligibility for T&P review.
- August 9, 2010**
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 1, 2010** File should be complete and ready for unit review.
- September 3, 2010** **Dean sends list to Provost of candidates who will be considered stating if mid-year and/or decision year.**
- September 27, 2010**
1. Unit faculty must have voted by this date.
 2. Files with ballot and vote justifications to Department Chair.
 3. Candidates notified regarding T and/or P 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.

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October 1, 2010 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, 2010 All files to Dean.

November 8, 2010 All files to the Provost / Faculty Senate Office.

MID-YEAR CASES THE SCHEDULE FOR MID-YEAR CASES IS THE SAME AS FOR REGULAR CASES, THROUGH SEPTEMBER 7.

September 10, 2010

1. Unit faculty must have voted by this date.
2. Files with ballot and vote justifications to Department Chair.
3. Notify candidate.
4. Notify faculty regarding candidates recommended.

September 14, 2010 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.**

September 16, 2010 Files to Dean.

September 28, 2010 All files to the Provost / Faculty Senate Office.

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 2008-09
- 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