

## COLLEGE OF ARTS AND SCIENCES

### Third-Year Review Information/Timetable for the Upcoming Academic Year 2010 - 2011

Ref: **USC Policies and Procedures** <http://www.sc.edu/policies/index.html>; Click on **ACAF 1.05** Tenure Progress of Faculty-Third-Year Review.  
Ref: **Faculty Manual** <http://www.sc.edu/policies/facman/fmhome.html>; Reference item 2/REGULATIONS AND POLICIES and go to Annual Performance Review, Third-Year Review and Post-Tenure Review.

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

#### 2010

- August 13** Department Chair notifies eligible candidates in writing to prepare the file for review and advised of timetable for submission.
- August 27** Department Chair will notify Dean in writing of all eligible candidates specifying if mid-year hire. (Mid-year hires will follow same calendar as regular August hires).
- September 3** Dean sends list to Provost of eligible candidates.
- October 15** Candidates files should be completed and ready for unit review.
- November 12** Unit faculty will have reviewed each case by this date.
- December 10** All files to Dean.

#### 2011

- February 9** Recommendation of Non-reappointment of probationary faculty must be forwarded to Provost for approval.
- February 23** Dean's memorandum to candidate and Department Chair
- March 4** In cases of non-reappointment of probationary faculty, notification mailed no later than this date.

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

**PLEASE NOTE:** Faculty must complete forms TP-00 to TP-20 on-line <https://tenure.provost.sc.edu/application/login.asp>. Departments will still use the forms <http://www.sc.edu/tenure/forms.shtml> under Tenure & Promotion Departmental Section Form in [PDF Version](#). Do not exclude an item or leave blank; if not applicable, please indicate so.

#### Organization of File:

- 1) Place the required items in a hinge pressboard binder (**Smead #81352 – Dark Blue**)
- 2) Label with candidate's name, department, & AY on the cover
- 3) Place a complete and updated CV on the inside cover
- 4) Place the unit's T&P criteria for candidate on the inside cover
- 5) T&P Committee Report
- 6) Title Page – TP-00 -- the Candidate **must** enter the date of the T&P Criteria used next to his signature
- 7) Please see that tabs are used to identify the material in each section. The tabs should contain descriptive words, not just numbers. See Mock sample provided by Dean's Office.
  - **Tab I.B List of Supporting Material** (Item 1-A not required) **Supporting Material** will be retained by the Department; if the Dean requires, it will be requested.
  - **Tab II.A through E**
  - **Tab III – Candidate's Statement**
- 8) Please deliver an additional copy of the entire file (tabs not necessary) in a manila envelope marked with the candidate's name, department and TYR 2009 – 2010.
- 9) Chairs memo (Do not include the hard copy in the binder as it is to be sent via flash drive)
  - No memo's are to be sent via email
  - Save as a word file – only!
  - No flash drives are to be sent in campus mail (hand delivered only)
  - Place flash drive in a sealed envelope w/Dept. name on the outside
  - No flash drives or files will be accepted after Monday, December 10<sup>th</sup>
  - Chair will be contacted to come to Gambrell (Room 251) to sign the finalized memo. There will be two signatures on the candidate's review memo: Chair and Dean.