

Tenure and Promotion Academic Year 2011-2012

REGULAR CYCLE CALENDAR

****NOTE: Mid-year and Promotion to full professor ONLY cases will follow Mid-Year calendar and are only applicable when original tenure-track start date was January 1 and in the Decision Year (Penultimate).**

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

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 NOTIFY THE DEAN OF THE NAME OF THE UNIT TENURE AND PROMOTION CHAIR.

April – week 3

Faculty notify Department Chair in writing indicating whether or not they request tenure and/or promotion.

April 15, 2011

Dean sends names of Unit T&P Chairs to Provost and Faculty Senate Office.

April 26, 2011

T & P Workshop (Gambrell 153)

May – week 1

Unit T&P Chair verifies that all faculty members have been notified of eligibility.

May 2, 2011

Official Notification by Department Chair: potential candidates are 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. Dean enters online submission of names at www.sc.edu/tenure

May - August

1. Candidates should prepare files.
2. Compile names of potential outside referees for each probable candidate.
3. Contact outside referees to obtain agreement to review file in August.

August 8, 2011

1. Send relevant portions of file to outside referees. Include unit criteria. Please use the suggested letter for external reviewers included in UCTP Guide to Criteria and Procedures (Goldenrod Booklet.) Do not ask for strengths and weakness of the candidate.
2. Notify all faculty in writing of date of unit meeting including a reminder to complete preparation of files.

REGULAR CYCLE - TENURE & PROMOTION 2011-2012

September 7, 2011	Files are submitted to the Unit T&P Committee, including letters from outside referees, and should be ready for unit review.
September 26, 2011	<ol style="list-style-type: none">1. Unit faculty must have voted by this date.2. Files with ballot and vote justifications to Department Chair.3. Candidates notified regarding decision. <i>Unit vote is not revealed.</i>4. Unit T&P Chair notifies unit faculty regarding candidates recommended for tenure and/or promotion. Faculty may write letters to the Department Chair or Dean to be included in the file.
October 3, 2011	Faculty appealing negative decision must notify Unit T&P Chair, <u>in writing</u> , who will <u>immediately</u> 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 5, 2011	All files to Dean.
November 7, 2011	All files to the Provost and supporting materials to the 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 online <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 used for the 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/her 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, one-page CV, and unit's T&P criteria used for the candidate; All need to be 3-hole-punched and placed in a separate yellow Smead #81852 binder (see above), marked with the candidate's name, department and AY 2011-2012.
- 8) For the Secondary Supplemental File: place contents in a banker's box, labeling all four sides as well as the 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