

## Third Year Review Calendar 2011-2012

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.

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

### 2011

- August 12** Department Chair notifies eligible candidates in writing to prepare files for review and advises of timetable for submission.
- August 26** Department Chair notifies Dean in writing of all eligible candidates specifying if mid-year hire. Mid-Year (January 1) hires follow same calendar as regular (August 16) hires.
- September 2** Dean sends list to Provost of eligible third year review candidates.
- October 14** Candidates' files should be completed and ready for unit review.
- November 11** Unit faculty will have reviewed each case by this date.
- December 12** All files to Dean.

### 2012

- April 13** All recommendations of non-reappointment of probationary faculty must be forwarded to the Provost for approval by this date.
- April 30** Dean's memorandum to candidate and Department Chair
- May 1** In cases of non-reappointment of probationary faculty, notification must be mailed certified mail 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 online <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 used 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/her signature
  - 7) Please see that tabs are used to identify the material in each section. The tabs should contain descriptive words, not just numbers.  
**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 2011 – 2012.
  - 9) Chair's memo (**Do not include the hard copy in the binder as it is to be sent via flash drive**)
- No memos 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 12<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.