

Schedule for Endowed Chair and Carolina Distinguished Professor Files Spring/Fall 2008

Following is the schedule for review of new appointments and reappointments of named and distinguished professorships, including Carolina Distinguished Professorships:

1. **January 7:** Renewing chair holders' files and nomination files for new appointments are sent to deans of academic units.
2. **February 4:** Deans send files to Provost. *(Deans of Health Sciences units send files to Vice President for Research & Health Sciences by February 1. After the VPHS ensures the files are complete, they will then be sent to the Provost's Office no later than February 25).*
3. **March 21:** Provost recommendations are sent to the University Committee on Named and Distinguished Professorships (UCNDP).
4. **April 11:** UCNDP recommendations are sent to President.
5. **May 9:** Presidential decisions.

Please consult USC Policy ACAF 1.21 for guidance in assembling files. In some cases such as appointments made in conjunction with hiring actions, nominations may be submitted for fall decisions. Please note that chair stipends are paid once each year, in November or December, and fall appointments are effective in January. This means the stipend is pro-rated so that a new appointee will receive one-half the usual stipend in November or December of the year of appointment. In the event a fall decision is necessary, please abide by the following schedule:

1. **September 2:** Deans send files to Provost. *(Deans of Health Sciences units send files to Vice President for Research & Health Sciences by August 29. After the VPHS ensures the files are complete, they will then be sent to the Provost's Office no later than September 17).*
2. **October 1:** Provost recommendations sent to University Committee on Named and Distinguished Professorships (UCNDP).
3. **October 15:** UCNDP recommendations sent to President.
4. **October 31:** Presidential decisions.