

## 2010-2011 Third Year Review Calendar

- This third year review calendar is a guide.
- Please check with the dean's office for the college's third year review calendar.
- Underlined dates are firm deadlines set by the Provost's Office, other dates are suggested guidelines.

### August 13, 2010

- Department chair notifies eligible candidates in writing to prepare the third year review file for review and advised of timetable for submission.

### August 27, 2010

- Department chair will notify dean, in writing, of all eligible candidates specifying if mid-year hire. *Mid-year (January 1) hires will follow same calendar as regular (August 16) hires.*

### September 3, 2010

- Dean sends list to Provost of eligible third year review candidates.

### October 2010 – February 2011

- Candidate's files should be completed and ready for unit review. Exact date of file submission is given by each college.

### November 2010 – March 2011

- Unit faculty review each case by a date given by the college.

### December 2010 – April 2011

- Files sent to Dean on a date established by the college.

### APRIL 15, 2011

- All recommendations of non-reappointment of probationary faculty must be forwarded to Provost for approval by this date.

### APRIL 29, 2011

- Dean's memorandum to candidate and department chair is sent no later than this date.

### MAY 2, 2011

- In cases of non-reappointment of probationary faculty, notification must be mailed by certified mail no later than this date.

*Third-Year Review Policy* [http://www.sc.edu/policies/facman/Faculty\\_Manual\\_Columbia.pdf](http://www.sc.edu/policies/facman/Faculty_Manual_Columbia.pdf)  
*"Annual Performance Review, Third-Year Review, and Post-Tenure Review"*