TO:  
Academic Deans
Department Chairs
Unit Tenure and Promotion Committee Chairs

FROM:  
Christine Curtis, Senior Vice Provost
James Knapp, Chair, University Committee on Tenure and Promotion

DATE:  
April 23, 2010

SUBJECT:  
Tenure and Promotion for 2010-2011 and 2011-2012

Revised Tenure and Promotion Calendars
The Office of the Provost, in collaboration with the University Committee on Tenure and Promotion, developed revised tenure and promotion calendars for the 2010-2011 and the 2011-2012 cycles. Although there is little change to the 2010-2011 calendar, there are two significant changes to the 2011-2012 calendar. The 2011-2012 changes are: 1) Tenure and promotion decisions for mid-year hires will now be evaluated starting in the spring of their penultimate year, not one-semester-later in the fall as was previously the case. 2) All files for candidates seeking promotion to professor will be submitted in the spring, not in the fall. The purpose of these changes is to distribute the T&P caseload, which has become quite large, throughout the year. (Retention files may continue to be submitted in either cycle.) The table below shows these changes in due dates. Complete calendars are available at www.sc.edu/tenure.

<table>
<thead>
<tr>
<th>2010-2011 Tenure and Promotion Calendar</th>
<th>2011-2012 Tenure and Promotion Calendar</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Mid-Year files to the Provost</strong> (Jan 1 hires — Mid-Year tenure and promotion decisions and any other decisions)</td>
<td><strong>Mid-year files to Provost</strong> (Jan 1 hires - Mid-Year tenure and promotion decisions and promotion to professor)</td>
</tr>
<tr>
<td>September 28, 2010</td>
<td>May 2, 2011</td>
</tr>
<tr>
<td>Note this is the spring of 2010-2011 academic year</td>
<td></td>
</tr>
<tr>
<td><strong>Regular cycle files to the Provost</strong> (Aug 16 hires — tenure and promotion decisions and any other decisions)</td>
<td><strong>Regular cycle files to Provost</strong> (Aug 16 hires — tenure and promotion to associate professor)</td>
</tr>
<tr>
<td>Nov 8, 2010</td>
<td>Nov 7, 2011</td>
</tr>
</tbody>
</table>
Due Dates for 2010-2011 Cycle
In preparation of the 2010-2011 academic year, the name of the unit T&P committee chair and the names of all tenure and promotion, third-year review, and post-tenure review candidates should be submitted to the Provost's Office by the dates given in the table below. To assist with this process, two easy web-based submission forms have been created. The forms are available at www.sc.edu/tenure, in the upper right hand corner. All units must submit the required contact information using the online forms.

<table>
<thead>
<tr>
<th>Committee Chairs and Candidate Names Due in Provost’s Office</th>
<th>Files or decisions Due to Provost’s Office</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>2010-2011 Unit committee chair chosen</strong></td>
<td>April 15, 2010</td>
</tr>
<tr>
<td><strong>2010-2011 Post-Tenure Review</strong></td>
<td>July 15, 2010</td>
</tr>
<tr>
<td><strong>2010-2011 Tenure and Promotion Mid-Year Cycle</strong></td>
<td>May 15, 2010</td>
</tr>
<tr>
<td><strong>2010-2011 Tenure and Promotion Regular Cycle</strong></td>
<td>May 15, 2010</td>
</tr>
<tr>
<td><strong>2010-2011 Third-Year Review</strong></td>
<td>September 3, 2010</td>
</tr>
<tr>
<td><strong>2011-2012 Tenure and Promotion Mid-Year Cycle</strong></td>
<td>November 12, 2010</td>
</tr>
<tr>
<td><strong>2011-2012 Tenure and Promotion Regular Cycle</strong></td>
<td>May 13, 2011</td>
</tr>
</tbody>
</table>

Tenure and Promotion Workshops
The annual UCTP Tenure and Promotion Workshops will be held on Tuesday, April 27, in Gambrell 153. See times below for the two workshops being offered. In addition to candidates and unit T&P committee chairs, administrators, faculty, and staff are invited to attend either workshop.

- 10:00 am to 11:00 am – workshop for tenure and promotion candidates
- 11:15 am to 12:30 pm – workshop for chairs of unit tenure and promotion committees

Forms
New Microsoft Word templates have been created to streamline the process for candidates when preparing their files. Candidates can choose to use new Word templates or the previous Phase I or Phase II forms if information has already been entered on those forms. All versions of tenure and promotion forms will be available at www.sc.edu/tenure. Information about the forms choices will be shared at the meetings on April 27.

Submission Process
The Office of the Provost, in collaboration with the University Committee on Tenure and Promotion, developed two different submission processes for the 2010-2011 academic year. Some colleges and schools will submit files electronically, in PDF format, while others will continue to submit paper files.
1. **Paper File Submission**
   The following colleges and schools will submit paper files, as in the past, for the 2010-2011 tenure and promotion cycles.
   - College of Arts and Sciences
   - University Libraries
   - School of Medicine
   - School of Music
   - College of Nursing
   - College of Pharmacy
   - Arnold School of Public Health
   - College of Social Work

2. **E-submission**
   The following colleges and schools will submit electronic files in PDF format, preferably on the new Word template, but acceptable using the Phase I or Phase II forms. Information will be shared at the April 27 workshop about the electronic submission of files.
   - College of Engineering and Computing
   - College of Education
   - School of Law
   - Moore School of Business
   - College of Hospitality, Retail, and Sport Management
   - College of Mass Communication and Information Studies

**References**
As candidates work with the tenure and promotion committee chairs in preparing files, please remind them to refer to these documents:

- The *Faculty Manual*, [http://www.sc.edu/policies/facman/fmhome.html](http://www.sc.edu/policies/facman/fmhome.html), assigns the University Committee on Tenure and Promotion (UCTP) the responsibility to establish guidelines.
- Individual Unit criteria [http://www.sc.edu/tenure/unitecriteria.shtml](http://www.sc.edu/tenure/unitecriteria.shtml)

In the event of a conflict between the *Faculty Manual* and the *UCTP Guide to Criteria and Procedures*, the *Faculty Manual* is to be considered the final authority. Questions regarding the tenure and promotion process should be referred to the Office of the Provost.

Please contact the Office of the Provost, specifically, Christine Curtis, 7-2808 or curtisch@sc.edu or Rhonda Filiatreault, 7-4029 or rhondaf@sc.edu with any questions or concerns you have about the tenure and promotion process.

C: Dr. Audrey Korsgaard, 2010-2011 Chair, University Committee on Tenure and Promotion
Enclosures: 2010-11 Tenure and Promotion Calendar
2011-12 Tenure and Promotion Calendar
2010-11 Post-Tenure Review Calendar
2010-11 Third Year Review Calendar