

Tenure and Promotion Process Timeline  
Palmetto College Campuses  
University of South Carolina

In all tenure and promotion and grievance procedures, where a deadline for taking some action falls on a weekend or a University holiday, the deadline shall be the next business day following the weekend or holiday.

Date	Candidate Deadline	Administrative Deadline
3/1		Dean notifies eligible candidates to file intent to apply for T&P.
3/15	Candidate must respond to intent to apply for T&P notice.	
4/1	Candidate and supervisor finalize list of potential external reviewers.	Supervisor begins to contact external reviewers to determine willingness to participate.
4/15		Supervisor forwards final list of external reviewers to the Office of the Palmetto College Chancellor. All further contact from Chancellor's office only.
4/15		Campus Faculty Organization submits updated campus description.
6/1		Campus-designated compiler provides a cumulative report of the candidate's teaching evaluation numerical data to the candidate and campus administration.
7/1	Candidate uploads tenure and promotion file and primary supporting documentation for external review to the online submission point. Includes PCCTP 1-11.	
7/15		Chancellor's office forwards file, documentation, criteria, and campus description to external reviewers.
8/30		External reviewers submit evaluations to the Chancellor's office. If any reviews are not received, the Chancellor's office may contact additional reviewers from the original list submitted by the candidate and supervisor.

9/1	Candidate provides Summary of Teaching Evaluation writer with a copy of the candidate's Teaching Responsibilities chart, PCCTP-6, the cumulative report of candidate's teaching evaluation numerical data, and any other relevant evaluation instruments (such as peer evaluations).	
10/15		Deadline for backup external review letters to be received by Chancellor's office.
11/1 (or before local campus review begins)	Candidate uploads final file to the online submission point, and submits physical documentation to Academic Dean for local campus T&P Committee review.	Summary of Teaching Evaluations writer uploads narrative summary to online submission point for inclusion in the candidate's file.
11/1 (or before local campus review begins)		Chancellor's office will provide the reviewers' curriculum vitae and review for inclusion in the candidate's file and will inform each candidate for tenure and/or promotion of the number of external review letters added to the candidate's file.
12/1		Local T&P Committee chair notifies candidate of the committee's recommendation. File is forwarded to the regional campus dean.
1/5		Regional campus dean forwards file and recommendations to Chancellor's office. File and recommendations are forwarded to the Palmetto College Campuses Tenure and Promotion Committee.
3/1		PCCTP chair notifies candidate of the committee's recommendation. Additional file review follows by the administration, including the Vice Provost, Chancellor, Provost, President.
mid-May		President notifies candidate of his recommendation to the Board of Trustees.
mid-July		Board of Trustees notifies candidate of final decision.

This document is only a guide. The *Palmetto College Campuses Faculty Manual* is the final authority on tenure and promotion policies and procedures. PCCFS approval date: 29 February 2012. Updated: 23 July 2018.