

Instructions for Tenure and Promotion Committee Chairs and Administrative Reviewers
Electronic Transmission of Tenure and Promotion Files
Palmetto College Campuses
University of South Carolina

The [Palmetto College Campuses Faculty Manual](#) governs all procedures, policies, and deadlines for the tenure and promotion process. These instructions will provide information on submitting votes and justifications or ballots for reviewers of t&p files, including chairs of local t&p committees; the Palmetto College Campuses Tenure and Promotion Committee chair; division chairs and academic deans where applicable; deans; and additional levels of administrative review. Support materials for the electronic submission are posted online at the [Palmetto College Campuses Tenure and Promotion website](#). **Please follow the normal schedule of deadlines for your level of review, as outlined by the *Faculty Manual*.**

T&P Committee Chair Responsibilities

(including the local and system level)

Specific instructions are linked below for each of the Committee Chair's primary responsibilities in the electronic transmission of the file.

1. Access candidate files through the electronic system and provide committee members instructions for accessing files. [Instructions for accessing the T&P submission point to download and upload documents](#).
2. Provide the appropriate ballot to committee members for the vote, and collect ballots at the conclusion of the vote. [Instructions for accessing and distributing ballots, and for anonymous voting if desired by the committee](#).
3. Update the voting form to reflect the committee's vote. [Instructions for Updating Voting Forms](#).
4. Append committee ballots to the candidate file. [Instructions for Merging Ballots into T&P Files](#).
5. Upload the candidate's file to the next level of review to the [Palmetto College Campuses Tenure and Promotion Submission Point](#). See [Folder Structure for Downloading Candidate Files and Uploading Updated Files with Votes](#) in this document below. Once you have uploaded your documents, please log out and email Jean Carrano (carranoj@mailbox.sc.edu) that your documents are ready.

T&P Administrative Reviewer Responsibilities

(including division chairs and academic deans where applicable; deans; and additional levels of administrative review)





1. Access candidate files through the electronic system. [Instructions for accessing the T&P submission point to download and upload documents](#).
2. After administrative review is complete, update the voting form to reflect the vote. [Instructions for Updating Voting Forms](#).
3. Append administrative letters / justifications to the candidate file. [Instructions for Merging Ballots into T&P Files](#).
4. Upload the candidate's file to the next level of review to the [Palmetto College Campuses Tenure and Promotion Submission Point](#). See [Folder Structure for Downloading Candidate Files and Uploading Updated Files with Votes](#) in this document below. Once you have uploaded your documents, please log out and email Jean Carrano (carranoj@mailbox.sc.edu) that your documents are ready.

Folder Structure for Downloading Candidate Files and Uploading Updated Files with Votes

All members of the tenure and promotion voting sequence responsible for forwarding the file to the next level of review will have access to multiple folders in the Palmetto Colleges Campuses T&P Submission Point. Because we regularly have constituted across campuses, and because not all members of every committee should have access to all files, committee members will typically see multiple folders. The TPAdmin establishes all sharing rights after working with faculty organization chairs, tenure and promotion chairs, administration and the PCCFS Executive Committee to determine who has qualified access to files. Rights to all files and folders are controlled by the Palmetto College Tenure and Promotion Administrator, and cannot be shared by users.









A Typical T&P Committee Member's Folders

Committee members will see a separate folder for each level of t&p action for which the campus's candidates are applying. In the example below, the local committee has only third-year review and tenure and promotion to associate files, with no full professor applications that year.

	Local Committee - Campus (3rd)	 TPDEMO	0 kB	9 days ago
	Local Committee - Campus (T&P)	 TPDEMO	110 kB	9 days ago




A Typical T&P Committee Chair's Folders

Committee chairs on both the local and system level will see folders for both committee access and dean access for each level of t&p action for which the campus's candidates are applying. Chairs will access the file from the committee folder, and upload the updated file with the committee's votes and ballots to the appropriate dean file access folder. The committee chair and the dean are the only members with access to the dean files.

	Dean Campus 01 - Third Year Review Files	 TPDEMO	0 kB	6 days ago
	Dean Campus 02 - Tenure and Promotion to Ass...	 TPDEMO	0 kB	9 days ago
	Local Committee - Campus (3rd)	 TPDEMO	0 kB	9 days ago
	Local Committee - Campus (T&P)	 TPDEMO	110 kB	9 days ago

A Typical Administrative Reviewer's Folders

Administrative reviewers at all levels will see folders for their own access, and for the next level of voting in the t&p sequence. In this example, the campus has only candidates for tenure and promotion to associate professor; the local campus dean sees folders for both dean access to the file (shared with the local committee chair) and a separate folder for uploading the dean's votes. Only the dean and the TPAAdmin have access to the Dean votes folder.

	Dean Campus 02 - Tenure and Promotion to Associate Files	TPDEMO	0 kB	10 days ago
	Dean votes _ Campus	 TPDEMO	110 kB	10 days ago

T&P Support

For technical support, please contact saeuweb@mailbox.sc.edu.

For faculty tenure and promotion procedural questions, please contact Lisa Hammond at lhammond@mailbox.sc.edu.

For all other questions, please contact Jean Carrano at 803-777-1460 or carranoj@mailbox.sc.edu.