

Instructions for Candidates
Electronic Transmission of Tenure and Promotion Files
Palmetto College Campuses
University of South Carolina

The Tenure and Promotion File

Candidates should follow instructions for preparation of the tenure and promotion file in the [Palmetto College Campuses Faculty Manual](#), which governs all procedures, policies, and deadlines for the tenure and promotion process. In addition, candidates should review all support documents posted online at the [Palmetto College Campuses Tenure and Promotion website](#), where they will also download the [t&p forms](#) for preparing files.

Tenure and promotion candidates will submit their files twice, once in the summer for external review, and a second and final time in the fall for internal review. Third-year review candidates will not undergo external review. They will submit their files once in the fall for internal review only.

Due Dates for Candidate Submission

July 1	Upload tenure and promotion file and primary supporting documentation for external review.
September 1	Email teaching summary writer all required information for preparing the narrative summary of teaching evaluations. This also applies to third-year review candidates.
November 1	Upload final tenure and promotion file and all supporting documents for internal review. Third-year review candidates also upload files.
After Initial Campus Review Begins	If a candidate has allowable information to add to the file as defined by the <i>Faculty Manual</i> , please email that documentation to Jean Carrano, who will add the material to the Appendix of your file.

Submission of Documentation

For external review, primary documentation of scholarship should be submitted to the "upload for external review" sub folder in their secured OneDrive folder by July 1st. If you were not yet given a link to this folder, contact Jean Carrano (carranoj@mailbox.sc.edu).

For many candidates, primary documentation is already available in PDF format and will simply need to be merged into one document for upload. Candidates should contact local campus or Palmetto College tech support if they require assistance on how to combine PDF documents, or if they need access to scanners or Acrobat Pro software.

When uploading external review documentation, if the file size is too large, please split the documentation into two files and try the upload again.

For campus review of the tenure and promotion files and for third-year review, all files and supporting documentation should be submitted to the "upload for local review" sub folder in the their OneDrive folder by November 1st.

Standard Bookmarks for PDF Files

The [Palmetto College Tenure and Promotion forms](#) include a set of standard navigational bookmarks within the forms. **The bold-faced titles centered at the top of each page automatically generate these bookmarks, and should not be modified in any way.** Additional bookmarks that may have been automatically included when inserting or combining documents should be deleted.

Candidate Electronic File Submission Instructions

1. Please prepare your file using the appropriate [tenure and promotion forms](#). Your documents may be uploaded in Microsoft Word or Adobe Acrobat format, but Acrobat PDF format is preferred.
 - a. For third year review, candidates will upload PCCTP-1 through PCCTP-12.
 - b. For external review, candidates will upload PCCTP-1 through PCCTP-12 and selected primary documentation.
 - c. For local campus tenure and promotion review, candidates will upload PCCTP-1 through PCCTP-12. The PC t&p admin will add PCCTP-13 and PCCTP-14, and reviewers will submit all following bookmarks, updating PCCTP-12 Addenda as necessary at each level.
2. Once your file is complete, please name it "Your Last Name Your First Name tp file" (for example, "Smith Jane tp file.doc"). For external review, please name primary documentation files in the same way (Smith Jane docs 1.pdf, Smith Jane docs 2.pdf).
3. When you are ready to upload all required documents, please access the Tenure and Promotion OneDrive folder shared with you. Upload your documents into the "upload for local review" sub folder. If you were not given a link to this folder, contact Jean Carrano (carranoj@mailbox.sc.edu).
4. Once you have uploaded your file, please email Jean Carrano (carranoj@mailbox.sc.edu) stating that your documents are ready. The Palmetto College Campuses T&P admin will be responsible for making your file available for the appropriate levels of review.

For technical support or faculty tenure and promotion procedural questions, please contact Jean Carrano at 803-777-1460 or carranoj@mailbox.sc.edu.