

Summary of T&P Participant Responsibilities
Palmetto College Campuses
University of South Carolina

Local Campus Workshops, Fall 2014

Candidate Responsibilities

- prepare t&p file
- ensure bookmarks in t&p files function properly
- merge selected scholarship documentation into a .pdf for transmission to external reviewers
- submit file online for external review
- revise file if desired before local campus review begins
- submit file online by local campus deadline
- submit print documentation to local Associate Dean for Academic Affairs

T&P Committee Member Responsibilities
both on the local and system level

- access candidate files electronically
- receive password and ballot form for voting
- review file and write justification as usual
- submit password-protected ballot and justification by email to local campus point of contact

Local Campus Point of Contact

- direct t&p reviewers with questions to appropriate resources
- assist committee members with accessing files and ballots electronically as needed
- assist committee chair as needed
- collect ballots from committee members (but does not have password and cannot open files)
- rename ballots for anonymity (Candidate Last First Name ballot 1, etc)
- combine all ballots and justifications into a single .pdf and email to local committee chair

T&P Committee Chair Responsibilities
both on the local and system level

- assist committee members with accessing files and ballots electronically as needed
- download and password protect ballot
- email ballot to committee members
- email password to committee members separately
- review file and write justification as usual
- coordinate ballot collection with local campus point of contact
- append anonymous ballots to candidate file
- update voting form
- submit file electronically to next level of review