

## 2020-2021 Tenure and Promotion Calendar

### **Mid-Year Cycle Tenure and Promotion Decisions:**

### **Assistant to Associate for faculty with a tenure start date of January 1, and Promotion to Professor**

*Underlined dates are firm deadlines set by the Provost's Office. Other dates are suggestions and can be modified to fit the needs of the unit*

2019 (this is the correct calendar – the process starts in 2019 but decisions are not effective until 1/1/2021)
<b><u>Reading Day</u></b>
<ul style="list-style-type: none"><li>• Tenure and Promotion Orientation for Chairs and Candidates.</li></ul>
<b>October – Week 1</b>
<ul style="list-style-type: none"><li>• Department chair or dean notifies all eligible faculty in writing of option for tenure and promotion review.</li></ul>
<b>October – Week 3</b>
<ul style="list-style-type: none"><li>• Faculty notify department chair or dean in writing indicating whether or not they will request tenure and promotion or promotion.</li></ul>
<b>October – November</b>
<ul style="list-style-type: none"><li>• Compile names of potential outside referees for each candidate.</li><li>• Contact outside referees to obtain agreements to review file in November.</li><li>• Candidates should prepare files.</li></ul>
<b>November – Week 1</b>
<ul style="list-style-type: none"><li>• Tenure and Promotion Chair verifies that all faculty have been notified of eligibility for tenure and promotion or promotion only review.</li><li>• Potential candidates for tenure and promotion or promotion only will be advised in writing of the timetable for the submission and consideration of files, and of the date of the unit meeting.</li></ul>
<b><u>FRIDAY, NOVEMBER 1, 2019</u></b>
<ul style="list-style-type: none"><li>• Deans send to Provost a list of all faculty members who will be considered by the unit and action sought in each case: tenure and promotion to associate professor for January hires or promotion to professor. List all faculty in penultimate year. Online submission of names at: <a href="http://www.sc.edu/about/offices_and_divisions/provost/faculty/tenure/">http://www.sc.edu/about/offices_and_divisions/provost/faculty/tenure/</a></li></ul>
<b>By Monday, November 4, 2019</b>
<ul style="list-style-type: none"><li>• Send relevant portions of file to outside referees. Include the unit criteria. Please contact the Office of the Provost if you need a template for the letter sent to external reviewers. <b><u>Please be sure that external reviewers comply with the requirements of the Faculty Manual (June 21, 2019) and the UCTP Guidelines for Units: Preparing Criteria and Files (April 19, 2017).</u></b></li></ul>

**2020**

**FRIDAY, JANUARY 24**

- Completed files, ready for unit review, are submitted to the unit tenure and promotion committee for unit review.

**FRIDAY, FEBRUARY 7**

- Unit faculty must have voted by this date.
- Files with ballot and vote justifications to Department Chair (or Dean).
- Candidates notified regarding positive or negative tenure, promotion and/or tenure and promotion decision of unit committee. Unit vote is not revealed.
- Unit Tenure and Promotion Chair notifies unit faculty regarding candidates recommended for tenure and/or promotion. Faculty may write letters to the Department Chair or Dean to be included in the file.

**MONDAY, FEBRUARY 17**

- Faculty appealing negative decision must notify Unit Tenure and Promotion Chair, in writing, who will immediately announce these appeals to unit faculty and invite letters from unit faculty regarding these cases.

**MONDAY, MARCH 2**

- Files to Dean.

**April – Week 1**

- Unit Tenure and Promotion Chairs should be chosen for the upcoming academic year.
- Chair's name is reported to the Provost and Faculty Senate Office by April 15.

**MONDAY, MAY 4**

- Files to the Office of the Provost via Blackboard.
- Supporting materials should be sent directly to the Faculty Senate Office.

**FRIDAY, AUGUST 28**

- Files to the University Committee on Tenure and Promotion.

**FRIDAY, NOVEMBER 6**

- Files to President.

**By Monday, December 7**

- Recommendations to Academic Affairs Committee of Board of Trustees for final action by the Board in December and effective date of 1/1/2021.