

Promotion Process for 2019-2020 for Non Tenure Track Clinical Faculty BMS**Promotion Calendar 2019-2020****28 September 2019**

The Chair of the Appointment & Promotion Committee, in collaboration with the Department Chair notifies all eligible faculty in writing of option for promotion review.

1 November 2019

Faculty member will notify the Appointment & Promotion Committee or Office of Faculty Affairs in writing indicating whether or not she/he will request promotion.

End of November 2019

Potential candidates for promotion will be advised of their eligibility for promotion by the Dean, Department Chair, or other appropriate administrators by November 31, 2019. The Provost will be provided a list with all faculty members applying for promotion.

December 2019

The Unit is responsible for (a) providing a synthesis of evaluations of the candidate's teaching performance, (b) obtaining at least five evaluations of the candidate's research and scholarship from outside the University of South Carolina (obtained from impartial scholars at peer or aspirant institutions within the field), (c) ensuring that the correct criteria are used, and (d) assembling the candidate's file in a manner consistent with the University Committee on Tenure and Promotion (UCTP) guidelines. Referees should not normally be former teachers, co-authors, co-investigators, etc., as described in the Unit Criteria.

File Preparation Checklist when relevant to the Unit's criteria:

- Evaluations of teaching performance (a senior faculty member appointed by the committee will provide a summary of teaching activity and evaluations of teaching performance, including peer and student evaluations);
- Distribution of % time in teaching, research and service;
- A list of publications, papers presented, grant proposals, etc.;
- A list of service activities, such as clinical responsibilities, work for college and university committees; student advisement, participation in professional societies, and relevant public service;
- Documentation of experience at the University of South Carolina;
- Description of relevant experience elsewhere;
- Description of participation in interdisciplinary education and research activities;
- All external evaluations of a candidate's scholarly and other professional activities received by the unit;
- In addition, the candidate should compose a Personal Statement that helps the reviewers understand the candidate's perspective, the significance of the achievements, and explains any special circumstances relevant to the candidate's record.
- The candidate may solicit additional letters of support, in addition to those of the external referees (optional)

16 January 2020

Committee sends CV and candidate materials with Unit Criteria to external referees.

March 2020

Candidate's files are submitted to the Appointment and Promotion Committee (including letters from outside referees, and ready for unit review).

May 2020

Appointment and Promotion committee will meet and make recommendations. The Chair of the Committee will forward all recommendations (the vote and ballot justifications) to the Office of Faculty Affairs for presentation to the Department Chair and the Dean (along with the candidate's file). The Chair will review the file, add an assessment and recommendation, and forward Candidate file to Dean. Then the Dean will review the file, add an assessment and recommendation, and forward Candidate's file to the Provost.

16 August 2020(estimated)

Anticipated promotion decision from the Office of the Provost.

11 January 2021

Dean notifies Department Chair and the faculty member of the outcome.

*Appointment and Promotions Committee BMS: William Roudebush, Anna Blenda, Mohammed Khalil, Asa Black, Sergio Arce, Rich Goodwin, Thomas Nathaniel, Robert Best, Richard Hodinka