

## 2021-2022 Promotion Calendar for Professional Track Biomedical Sciences Faculty UofSC School of Medicine Greenville Criteria

### September 28, 2021

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

### November 2, 2021

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

### December 1, 2021

Candidate File Preparation Checklist:

Primary File PDF

1. Vote Summary Form
2. Unit Criteria
3. Vita
4. Teaching
5. Scholarship and Research
6. Service
7. Personal Statement
8. List of Supporting Material in Secondary File

1-8 Candidate Prepares

9. Teaching Summary –
10. Peer Reviews of Teaching
11. List of External Referees
12. Sample Letter to External Referees
13. External Referee Letters
14. External Referees' Brief CVs
15. Other Letters (if needed)
16. Unit Promotion Ballots
17. Appeal Documents and Other Letters of Support (if needed)
18. Chair's Letter/Ballot
19. Dean's Letter/Ballot

9-19 Unit Prepares

Secondary File PDF:

The secondary file is for all supporting materials. List all of the materials, and organize into teaching, scholarship/research and service. Provide enough information on this list so that a reviewer can easily locate each entry.

Candidate Prepares

The Unit is responsible for: (a) providing the Teaching Summary, a synthesis of evaluations of the candidate's teaching performance; (b) obtaining at least five evaluations of the candidates' research and scholarship from referees outside the University of South Carolina peer or peer-aspirant institutions within the candidate's field; (c) ensuring that the correct criteria are used.

Unit Prepares

### January 2022

Committee sends CV and candidate materials with Unit Criteria to external referees. The candidate may select up to 3 manuscripts for inclusion (provide pdf copies to the Office of Faculty Development) and may elect to send their Personal Statement.

### March – April 2022

Candidates' files are submitted to the Appointment and Promotion Committee with letters received from outside referees for review. The Appointment and Promotion committee will meet to present candidates and complete Unit member ballots. Ballots will then be submitted to the OFD for counting and inclusion within the Candidate's Primary File.

**May-June, 2022**

The Office of Faculty Development presents the candidate's files to the candidate's department chair. The department chair will review the file and return the ballot to the OFD with a vote and justification to be added to the Primary file. Then the Dean will review the file and return the ballot to the OFD with a vote and justification to be added to the Primary file. The completed Candidate's files are then presented to the Provost for final review and decision.

**August 15, 2022 (estimated)**

Anticipated promotion decision from the Office of the Provost. Dean/Office of Faculty Development notifies the Candidate's, Department Chair and A&P Committee Chair. New rank takes effect August 16.

**BMS Promotion Committee:**

Associate Professors- Anna Blenda, PhD; Renee Chosed, PhD; Steven Fiester, PhD; Lauren Fowler, PhD; Shanna Williams, PhD; William Wright, PhD;

Professors - Asa Black, PhD (A&P Committee Chair); William Roudebush, PhD; Mohammed Khalil, PhD; Thomas Nathaniel, PhD; Robert Best, PhD; Kelly Quesnelle (votes as chair on promotions)