

## Promotion Process for 2019-2020 for Non Tenure Track Clinical Faculty

<b>Promotion Calendar 2019-20</b>	
<b>September 30, 2019</b>	Office of Faculty Affairs notifies all eligible faculty in writing of option for promotion review
<b>November 1, 2019</b>	Faculty member notifies the Appointment & Promotion Committee or Office of Faculty Affairs in writing indicating whether or not they will request promotion.
<b>December 1, 2019</b>	File Preparation Checklist for candidate to be reviewed: <ul style="list-style-type: none"> <li><input type="checkbox"/> The Appointment and Promotion Committee will solicit 5 letters of support from qualified referees who are impartial scholars at peer or aspirant institutions within the field. <b>Referees should not normally be former teachers, co-authors, co-investigators etc</b>, as described in the Unit Criteria.</li> <li><input type="checkbox"/> Letter from department chair indicating the rank recommended including a statement of the distribution of the faculty member's time and effort in teaching, scholarship/research and service/patient care.</li> <li><input type="checkbox"/> Faculty member's job description and percentage time distribution</li> <li><input type="checkbox"/> Faculty member's curriculum vitae (CV)</li> <li><input type="checkbox"/> Teaching evaluations and summary letter from senior faculty member within the department.</li> <li><input type="checkbox"/> Letters of support solicited by the faculty member in addition to those of the external referees (optional)</li> </ul>
<b>January 2020</b>	Committee sends CV and candidate materials with Unit Criteria to external referees.
<b>March 2020</b>	Files are submitted to the Appointment and Promotion Committee (including letters from outside referees, and ready for unit review).
<b>May 2020</b>	Appointment and Promotion committee will meet and make recommendations based on the candidate's file and referee letters. The file is then forwarded to the Department Chair for his/her vote. The Chair of the Committee will forward the vote and ballot justifications to the Office of Faculty Affairs for presentation to the Dean (along with the candidate's file). The vote and ballot justification of the committee and the recommendation of the Dean are then presented to the Provost for evaluation and decision.
<b>16 August 2020 (estimated)</b>	Expect to have received the promotion decision from the Office of the Provost
<b>31 August 2020 (estimated)</b>	Dean notifies department chair and the faculty member of the outcome.
<b>14 September 2020 (estimated)</b>	Within 7 days after notification by the department chair, the faculty member may appeal the decision in writing to the Dean
<b>30 November 2020 (estimated)</b>	If appealed, the Dean will provide a summary of the evaluations and reasons regarding the decision to the faculty member and department chair.
<b>11 January 2021 (estimated)</b>	Provost will make a final decision regarding the appeal and will notify the faculty member and department chair.

\*Appointment and Promotions Committee for USCSOM Greenville: Jonathan Markowitz (Chair), Kyle Jeray, Ron Pirrallo, PhyllisMacGilvray, John Gilpin, Alain Litwin, Jenny Knight, Alfredo Carbonell, Paul Miller, Mark Kilgus, Robert Best, Ex Officio (non-voting).