

2023-2024 Promotion Calendar for Professional Track Biomedical Sciences Faculty USC School of Medicine Greenville Criteria

September 30, 2023

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 1, 2023

Faculty member will notify the Chair of the Appointment & Promotion Committee and Biomedical Sciences Department Chair in writing indicating whether (s)he will request promotion.

December 1, 2023

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 2024

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 Appointment & Promotion Committee Chair) and may elect to send their Personal Statement.

March – April 2024

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

May-June 2024

The Appointment & Promotion Committee Chair presents the candidates' files to the BMS Department chair. The BMS Department Chair will review the file and forward the file with the Chair's ballot to the SOMG Dean. The SOMG Dean will review the file and submit the completed file with the Dean's ballot to the Provost for final review and decision.

August 15, 2024 (estimated)

Anticipated promotion decision from the Office of the Provost. Dean notifies the Candidates, BMS Department Chair, and Appointment & Promotions Committee Chair. New rank takes effect August 16, 2024 (estimated).

BMS Appointment & Promotion Committee:

Associate Professors- Renee Chosed, PhD; Jennifer Grier, PhD; Peter Gyarmati, PhD; Alison Huppmann, MD; Ann Blair Kennedy, DrPH; Kirsten Porter-Stransky, PhD; Erin Weeda, PharmD; Shanna Williams, PhD; William Wright, PhD

Professors - Mohammed Khalil, DVM, PhD (A&P Committee Chair); Asa Black, PhD; Anna Blenda, PhD; Thomas Nathaniel, PhD; Kelly Quesnelle, PhD (votes with committee on appointments and as Department Chair on promotions); William E. Roudebush, PhD; Jennifer Trilk, PhD