

2025-2026 Promotion Calendar for Professional Track Biomedical Sciences Faculty USC School of Medicine Greenville Criteria

October 1, 2025

Potential candidates for promotion will be advised in writing of their eligibility for promotion by the dean, department chair or other appropriate administrator no later than **October 1** for the current academic year promotion cycle.

October 15, 2025

A faculty member who intends to apply for promotion must inform the dean, department chair, or other appropriate administrator no later than **October 15**.

November 5, 2025

Each unit must provide the provost with a list of those faculty members who intend to apply for promotion by no later than **November 5**.

December 1, 2025

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

Candidate Prepares

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.

Unit 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.

December 2025

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.

February 2026

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.

March 15, 2026

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 by May 1.

August 16, 2026 (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, 2026 (estimated).

BMS Appointment & Promotion Committee:

Associate Professors- 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 - Renee Chosed, PhD; Mohammed Khalil, DVM, 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 (A&P Committee Chair); Jennifer Trilk, PhD