

Promotion Process for 2023-2024 for Professional Track Clinical Sciences Faculty

Promotion Calendar 2023-2024	
September 30, 2023	Office of Faculty Affairs notifies all eligible faculty in writing of option for promotion review
November 1, 2023	Faculty member notifies the Appointment & Promotion Committee or Office of Faculty Affairs in writing indicating whether or not they will request promotion.
December 1, 2023	File Preparation Checklist for candidate to be reviewed: <ul style="list-style-type: none"> <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. Referees should not be former teachers, co-authors, co-investigators etc, as described in the Unit Criteria. <input type="checkbox"/> Faculty member's job description and percentage time distribution <input type="checkbox"/> Faculty member's curriculum vitae (CV) <input type="checkbox"/> Teaching evaluations and summary letter from senior faculty member within the department. <input type="checkbox"/> Letters of support solicited by the faculty member in addition to those of the external referees (optional)
January 2024	Committee sends CV and candidate materials with Unit Criteria to external referees.
March 2024	Files are submitted to the Appointment and Promotion Committee (including letters from outside referees, and ready for unit review).
May 2024	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.
16 August 2024 (estimated)	Expect to have received the promotion decision from the Office of the Provost
30 August 2024 (estimated)	Dean notifies department chair and the faculty member of the outcome.
September 2024 (estimated)	Within 7 days after notification by the department chair, the faculty member may appeal the decision in writing to the Dean
November 2024 (estimated)	If appealed, the Dean will provide a summary of the evaluations and reasons regarding the decision to the faculty member and department chair.
January 2025 (estimated)	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), Tom Pace, Ron Pirrallo, John Emerson, Mike Devane, Alain Litwin, Jenny Knight, Jeremy Warren, Paul Miller, Neha Hudepohl, Will Hand.