

Promotion Process for 2015-2016 for Non Tenure Track Clinical Faculty

Promotion Calendar 2015-2016	
28 September 2015	Office of Faculty Affairs notifies all eligible faculty in writing of option for promotion review
1 November 2015	Faculty member notifies the Appointment & Promotion Committee or Office of Faculty Affairs in writing indicating whether or not they will request promotion.
November- 15 December 2015	File Preparation Checklist for candidate to be reviewed: ☐ 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 normally be former teachers, co-authors, co-investigators etc, as described in the Unit Criteria. ☐ 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. ☐ Faculty member's job description and percentage time distribution ☐ Faculty member's curriculum vitae. ☐ Teaching evaluations and summary letter from senior faculty member within the department. ☐ Letters of support solicited by the faculty member in addition to those of the external referees (optional)
By 15 January 2016	Committee sends CV and candidate materials with Unit Criteria to external referees.
March 2016	Files are submitted to the Appointment and Promotion Committee (including letters from outside referees, and ready for unit review).
May 2016	Appointment and Promotion committee will meet and make recommendations. 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). Candidate files are presented to the Provost for evaluation and decision.
30 September 2016 (estimated)	Expect to have received the promotion decision from the Office of the Provost
15 October 2016 (estimated)	Dean notifies department chair and the faculty member of the outcome.
22 October 2016 (estimated)	Within 7 days after notification by the department chair, the faculty member may appeal the decision in writing to the Dean
30 November 2016 (estimated)	If Appealed, the Dean will provide a summary of the evaluations and reasons regarding the decision to the faculty member and department chair.
11 January 2017 (estimated)	Dean will make a final decision regarding the appeal and will notify the faculty member and department chair.

*Appointment and Promotions Committee for USCSOM Greenville: Bruce Lessey (Chair), Irfan Asif, David Cull, Richard Hodinka, Kyle Jeray, Ron Pirrallo, Eunice Peterson, John Gilpin, Gary Abrams, Jonathan Markowitz, Robert Best, Ex Officio (non-voting).