

Tenure and Promotion Process Mid-Year Timeline
 Palmetto College Campuses
 University of South Carolina

In all tenure and promotion and grievance procedures, where a deadline for taking some action falls on a weekend or a University holiday, the deadline shall be the next business day following the weekend or holiday.

Date	Candidate Deadline	Administrative Deadline
4/15		Campus Faculty Organization provides campus description to Office of the Palmetto College Chancellor (OPCC).
8/15		Palmetto College Campus Dean (PCCD) or designee notifies candidates for tenure or promotion of need to file written notice of intent to apply for tenure and/or promotion.
9/1	Candidate provides PCCD with written notification of intent to apply for tenure and/or promotion.	
10/1	Candidate and immediate supervisor assemble a list of at least five potential external reviewers (see PCCFM, "External Review Procedures").	Supervisor may begin making initial contact with potential external reviewers to determine willingness to participate.
10/1		Compiler provides candidate and campus administration with a cumulative numerical report of candidate's teaching evaluations (see PCCFM, "Summary of Teaching Evaluations").
10/31		Supervisor forwards list of potential external reviewers to OPCC.
11/15	Candidate submits an electronic (.PDF) version of the tenure and promotion (T&P) file and primary documentation for external review to OPCC (see PCCFM, "External Review Procedures").	
11/15		OPCC sends potential external reviewers a letter requesting participation in external review process with a deadline of 2/1, along with file, documentation, criteria, and campus description.
2/1	Candidate provides Summary of Teaching Evaluation writer with copies of required documents (see PCCFM, "Summary of Teaching Evaluations").	

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2/2		If any external reviewer has not submitted a review, OPCC will contact the reviewer(s) requesting delivery of review by 2/9 or the first business day after.
2/12		If any external review has not been received, OPCC will contact additional reviewers from the original list of five as needed, with a deadline of 3/31.
3/31	Candidate submits final file to OPCC (see PCCFM, "Procedures on the Local Campus Level").	Summary of Teaching Evaluations writer submits Summary of Teaching Evaluations to OPCC for inclusion in candidate's Palmetto College Campuses Tenure and Promotion File (PCCTP).
4/1		OPCC attaches Summary of Teaching Evaluation (PCCTP-13), all External Reviews (PCCTP-14), and reviewer's curriculum vitae to candidate's file; candidate's local T&P Committee may begin reviewing file.
5/15		Local T&P Committee notifies candidate in writing of the Committee's recommendation and attached the letter and all ballots to candidate's file (PCCTP-15C) and forwards to PCCD.
8/1		PCCD attaches his or her recommendation to candidate's file (PCCTP-15D) and forwards file to OPCC for review by Palmetto College Campuses T&P Committee.
9/15		Palmetto College Campuses T&P Committee provides candidate written notification of Committee's recommendation, attaches the letter to candidate's file (PCCTP-15E), and forwards file to Executive Vice Chancellor, Palmetto College Chancellor, and Provost, all of whom will attach letters of recommendation in sections PCCTP-15F, PCCTP-15G, and PCCTP-15H, respectively.
Nov		President has reviewed candidate's file and forwards his or her recommendation to the Board of Trustees. Candidate is informed in writing of President's recommendation.
Dec		Candidate is notified in writing of Board of Trustees' final decision on tenure and/or promotion.

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