

Instructions for Teaching Summary Writers  
Electronic Transmission of Tenure and Promotion Files  
Palmetto College Campuses  
University of South Carolina

A complete description of the narrative summary of teaching evaluations procedure is available in the “Summary of Teaching Evaluations” section of the most current edition of the [Palmetto College Campuses Faculty Manual](#). The candidate for whom you are writing a summary should have provided you with all relevant information for your review by 1 September. Please follow the instructions below to upload your completed review—and thank you for your willingness to participate in the tenure and promotion process.

**Due Date for Teaching Summary Submission**

1 November

1. You will upload the following three documents for the candidate’s file:

- the narrative summary of teaching evaluations (no more than 2 pages),
- the cumulative report of numerical data (provided to you by the candidate), and
- a blank copy of the student evaluation instrument (available from the local campus academic dean, if not already provided by the candidate).

These documents may be uploaded in Microsoft Word or Adobe Acrobat format, but Acrobat PDF format is preferred. If you wish, you may also combine all documents into a single PDF. Please name the combined files “Summary of Teaching Evaluations.”

2. Once you have completed your review and are ready to upload all documents, please log into the [Palmetto College Campuses Tenure and Promotion Submission Point](#) using your USC username and password. Please refer to these instructions:

[Accessing the T&P Submission Point to Download and Upload Documents](#)

3. Once you are logged into the submission point, you will see a folder titled “Teaching Summary Candidate Name (Your Name).” Please click on this folder name and upload your three documents within that folder using the instructions in step 3 above. When your file is listed in the folder, it has been successfully uploaded.
4. Once you have uploaded your documents, please log out and email Jean Carrano ([carranoj@mailbox.sc.edu](mailto:carranoj@mailbox.sc.edu)) that your documents are ready. The Palmetto College Campuses t&p admin will place them in the candidate’s file before making it available for the initial campus review.

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For technical support, please contact Bob Dyer at 803-777-8294 or [dyerr@mailbox.sc.edu](mailto:dyerr@mailbox.sc.edu).  
For all other questions, please contact Jean Carrano at 803-777-1460 or [carranoj@mailbox.sc.edu](mailto:carranoj@mailbox.sc.edu).