

2007-08 Tenure and Promotion Calendar

Selection of Unit Peer Review Chairs. Names provided to Chair, USC Upstate Promotion and Tenure Committee.	Friday, April 20, 2007
Files due to Peer Review Committee Classroom faculty include in file mandatory evaluation summary of teaching effectiveness written by rating administrator and library faculty include in file mandatory evaluation summary of librarian effectiveness written by Dean of Library. Letters of evaluation (3 required) from USC Upstate faculty, optional letters of support from any other individuals, and a letter of evaluation from an external reviewer must be addressed to and received by Chair of Peer Review by August 23, 2007 to be included in candidate's file.	Thursday, August 23, 2007 (First day of class, Fall Semester)
Peer Review Committee recommendation to candidate.	Tuesday, September 11, 2007
Candidate's optional written response to Peer Review Committee files forwarded by the Peer Review Committee to unit supervisor.	Five working days, or up to Tuesday, September 18, 2007
Unit supervisor's recommendation letter to candidate and included in file.	Tuesday, September 25, 2007
Candidate's optional written response to unit supervisor included in file; file forwarded by unit supervisor to dean.	Five working days, or up to Tuesday, October 2, 2007
Dean's recommendation letter to candidate and included in file.	Tuesday, October 16, 2007
Candidate's optional written response to dean included in file; file forwarded by dean to Promotion and Tenure Committee.	Five working days, or up to Tuesday, October 23, 2007
Promotion and Tenure Committee deliberations. Letter to candidate and included in file	Meetings as required. Deliberations to be completed by Tuesday, December 4, 2007
Candidate's written request/response for reconsideration. Written request included in file.	Three working days, or up to Friday, December 7, 2007
Committee's written response to request for reconsideration.	Wednesday, December 12, 2007
Candidate's written response to reconsideration of file	Three working days, or up to Monday, December 17, 2007
Forwarding of file to Executive Vice Chancellor by the Promotion and Tenure Committee.	Tuesday, December 18, 2007
Executive Vice Chancellor's recommendation letter to candidate and included in file.	Tuesday, January 8, 2008
Candidate's optional written response to Executive Vice Chancellor included in file and option of personal meeting with Executive Vice Chancellor.	Three working days, or up to Friday, January 11, 2008
Forwarding of file to Chancellor by Executive Vice Chancellor.	Friday, January 11, 2008
Chancellor's recommendation letter to candidate and included in file.	Friday, February 1, 2008
Candidate's optional written response to Chancellor included in file and option of personal meeting with Chancellor.	Three working days, or up to Wednesday, February 6, 2008
Required meeting of Chancellor with Promotion and Tenure Committee if necessary.	Monday, February 11, 2008
Promotion and Tenure Committee's optional response to Chancellor's recommendation included in file.	Wednesday, February 13, 2008
Forwarding of files to the President.	Thursday, February 14, 2008

April 15, 2007