

## 2008-09 Promotion and Tenure Calendar

<b>Selection of Unit Peer Review Chairs.</b> Names provided to Chair, USC Upstate Promotion and Tenure Committee.	Friday, April 25, 2008
<b>Files due to Peer Review Committee</b> 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. <b>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 21, 2008 to be included in candidate's file.</b>	Thursday, August 21, 2008 (First day of class, Fall Semester)
<b>Peer Review Committee recommendation</b> to candidate and included in file.	Tuesday, September 9, 2008
<b>Candidate's optional written response to Peer Review Committee (included in file);</b> files forwarded by the Peer Review Committee to Unit Supervisor.	Five working days, or up to Tuesday, September 16, 2008
<b>Unit Supervisor's recommendation</b> letter to candidate and included in file.	Tuesday, September 23, 2008
<b>Candidate's optional written response to Unit Supervisor</b> included in file; file forwarded by Unit Supervisor to Dean.	Five working days, or up to Tuesday, September 30, 2008
<b>Dean's recommendation</b> letter to candidate and included in file.	Tuesday, October 14, 2008
<b>Candidate's optional written response to Dean</b> included in file; file forwarded by Dean to Promotion and Tenure Committee.	Five working days, or up to Tuesday, October 21, 2008
<b>Promotion and Tenure Committee deliberations.</b> Letter to candidate and included in file.	Meetings as required. Deliberations to be completed by Tuesday, December 2, 2008
<b>Candidate's written request/response for reconsideration.</b> Written request included in file.	Three working days, or up to Friday, December 5, 2008
<b>Committee's written response to request for reconsideration.</b>	Wednesday, December 10, 2008
<b>Candidate's written response to reconsideration of file.</b>	Three working days, or up to Monday, December 15, 2008
<b>Forwarding of file to Executive Vice Chancellor</b> by the Promotion and Tenure Committee.	Tuesday, December 16, 2008
<b>Executive Vice Chancellor's recommendation</b> letter to candidate and included in file.	Tuesday, January 6, 2009
<b>Candidate's optional written response to Executive Vice Chancellor</b> included in file and option of personal meeting with Executive Vice Chancellor.	Three working days, or up to Friday, January 9, 2009
<b>Forwarding of file to Chancellor</b> by Executive Vice Chancellor.	Friday, January 9, 2009
<b>Chancellor's recommendation</b> letter to candidate and included in file.	Friday, January 30, 2009
<b>Candidate's optional written response to Chancellor</b> included in file and option of personal meeting with Chancellor.	Three working days, or up to Wednesday, February 4, 2009
<b>Required meeting of Chancellor with Promotion and Tenure Committee,</b> if necessary.	Monday, February 9, 2009
<b>Promotion and Tenure Committee's optional response to Chancellor's recommendation</b> included in file.	Wednesday, February 11, 2009
<b>Forwarding of files to the President.</b>	Thursday, February 12, 2009

April 15, 2008