

2009-10 Promotion and Tenure Calendar

Selection of Unit Peer Review Chairs. Names provided to Chair, USC Upstate Promotion and Tenure Committee.	Friday, April 24, 2009
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 20, 2009 to be included in candidate's file.	Thursday, August 20, 2009 (First day of class, Fall Semester)
Peer Review Committee recommendation to candidate and included in file.	Wednesday, September 9, 2009
Candidate's optional written response to Peer Review Committee (included in file); files forwarded by the Peer Review Committee to Unit Supervisor.	Five working days, or up to Wednesday, September 16, 2009
Unit Supervisor's recommendation letter to candidate and included in file.	Wednesday, September 23, 2009
Candidate's optional written response to Unit Supervisor included in file; file forwarded by Unit Supervisor to Dean.	Five working days, or up to Wednesday, September 30, 2009
Dean's recommendation letter to candidate and included in file.	Wednesday, October 14, 2009
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 Wednesday, October 21, 2009
Promotion and Tenure Committee deliberations. Letter to candidate and included in file.	Meetings as required. Deliberations to be completed by Wednesday, December 2, 2009
Candidate's written request/response for reconsideration. Written request included in file.	Three working days, or up to Monday, December 7, 2009
Committee's written response to request for reconsideration.	Friday, December 11, 2009
Candidate's written response to reconsideration of file.	Three working days, or up to Wednesday, December 16, 2009
Forwarding of file to Senior Vice Chancellor by the Promotion and Tenure Committee.	Thursday, December 17, 2009
Senior Vice Chancellor's recommendation letter to candidate and included in file.	Monday, January 11, 2010
Candidate's optional written response to Senior Vice Chancellor included in file and option of personal meeting with Executive Vice Chancellor.	Three working days, or up to Thursday January 14, 2010
Forwarding of file to Chancellor by Senior Vice Chancellor.	Friday, January 15, 2010
Chancellor's recommendation letter to candidate and included in file.	Friday, January 29, 2010
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 3, 2010
Required meeting of Chancellor with Promotion and Tenure Committee, if necessary.	Tuesday, February 9, 2010
Promotion and Tenure Committee's optional response to Chancellor's recommendation included in file.	Friday, February 12, 2010
Forwarding of files to the President.	Monday, February 15, 2010