

2018-2019 Peer Review Calendar

1st and 3rd year review completed at the beginning of the candidates' 2nd and 4th year

For faculty in their first and third review completed at the beginning of their second and fourth years of teaching at USC Upstate, the peer review must be completed by November 1. (Faculty hired in the Spring semester will be reviewed in the following November.)

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| <p>Selection of Unit Peer Review Chairs. Names are provided to USC Upstate Promotion and Tenure Committee Chair.</p> | <ul style="list-style-type: none">• Friday, May 4, 2018 |
| <p>Files due to Peer Review Committee.</p> <p>Faculty members submitting their files for first and third year peer review (not for promotion or tenure) should compile their files in accordance with their respective academic units. The Peer Review Committee Chair in each academic unit provides faculty of that unit with guidelines for preparing peer review files.</p> | <p>Determined by unit. The Peer Review Committee Chair informs all faculty members seeking peer review of committee deadlines at least 30 days prior to the deadline for submitting peer review files. Prior to peer review, the Peer Review Committee Chair distributes to the Committee members the names of faculty to be reviewed, the calendar of deadlines for peer review, the procedures pertaining to peer review, and any appropriate forms.</p> |
| <p>Peer Review Committee recommendation to candidate and administrators.</p> <p>For all faculty undergoing peer review (not for promotion or tenure), the signed summary statement is submitted by the Peer Review Committee Chair to the faculty member's Chair (in the case of faculty within the College of Arts and Sciences), Dean, and the Senior Vice Chancellor of Academic Affairs, as well as providing a copy to the reviewed faculty member.</p> | <ul style="list-style-type: none">• November 1, 2018 |
| <p>Candidate's optional written response to Peer Review Committee.</p> <p>Faculty members may write a response to the summary review within 5 working days after receiving the summary statement. The faculty member's response must be signed by the Peer Review Committee Chair to acknowledge receipt and be distributed by the Chair to all members of the Peer Review Committee.</p> | <p>Five working days, or up to</p> <ul style="list-style-type: none">• November 9, 2018 |