

# 2018-2019 Promotion and Tenure Calendar

<b>Selection of Unit Peer Review Chairs.</b> Names provided to Chair, USC Upstate Promotion and Tenure Committee.	Tuesday May 4, 2018
<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 23, 2018 to be included in candidate's file.</b>	Thursday, August 23, 2018 (First day of class, Fall Semester)
<b>Peer Review Committee recommendation</b> to candidate and included in file.	Friday, September 21, 2018
<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 Friday, September 28, 2018
<b>Chair/Unit Supervisor's recommendation</b> letter to candidate and included in file.	Friday, October 12, 2018
<b>Candidate's optional written response to Chair/Unit Supervisor</b> included in file; file forwarded by Chair/Unit Supervisor to Dean.	Five working days, or up to Friday, October 19, 2018
<b>Dean's recommendation</b> letter to candidate and included in file.	Friday, November 2, 2018
<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 Friday, November 9, 2018
<b>Promotion and Tenure Committee deliberations.</b> Letter to candidate and included in file.	Meetings as required. Deliberations to be completed by Wednesday, December 12, 2018
<b>Candidate's written request/response for reconsideration.</b> Written request included in file.	Three working days, or up to Wednesday, January 2, 2019
<b>Committee's written response to request for reconsideration</b>	Friday, January 4, 2019
<b>Candidate's written response to reconsideration of file</b>	Three working days, or up to Wednesday, January 9, 2019
<b>Forwarding of file to Senior Vice Chancellor</b> by the Promotion and Tenure Committee.	Friday, January 11, 2019
<b>Senior Vice Chancellor's recommendation</b> letter to candidate and included in file.	Monday, January 28, 2019
<b>Candidate's optional written response to Senior Vice Chancellor</b> included in file and option of personal meeting with Senior Vice Chancellor.	Three working days, or up to Thursday, January 31, 2019
<b>Forwarding of file to Chancellor</b> by Senior Vice Chancellor.	Friday, February 1, 2019
<b>Chancellor's recommendation</b> letter to candidate and included in file.	Monday, February 18, 2019
<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 Thursday, February 21, 2019
<b>Required meeting of Chancellor with Promotion and Tenure Committee, if necessary.</b>	Wednesday, February 27, 2019
<b>Promotion and Tenure Committee's optional response to Chancellor's recommendation included in file.</b>	Wednesday, March 6, 2019
<b>Forwarding of files to the President.</b>	Deliver to Columbia no later than Friday, March 15, 2019