

# Professional-Track Faculty Promotions Calendar

Office of the Provost  
University of South Carolina Columbia

The [Columbia Faculty Manual](#) is the final authority on professional-track faculty promotion policies and procedures. **BOLD DATES are firm deadlines set by the Faculty Manual.**

*\* In all promotion procedures, when a deadline falls on a weekend or university holiday, the deadline shall be the next business day.*

Committee Chair Reporting Date	
<b>April 15</b>	Each unit professional-track faculty committee shall elect a chair for the upcoming year. Chair names must be <a href="#">submitted online</a> . Submission to this link provides the information to both the Office of the Provost and the Chair of the University Committee on Professional-Track Faculty.

Mandated University-Wide Review Dates	
<b>October 1</b>	Potential candidates for promotion will be advised in writing of their eligibility for promotion by the dean, department chair or other appropriate administrator.
<b>October 15</b>	A faculty member who intends to apply for promotion must provide written notification the dean, department chair, or other appropriate administrator.
<b>November 5</b>	Each unit must provide the provost with a list of those faculty members who intend to apply for promotion. Candidate names should be reported to the dean's office, who will <a href="#">submit the names online</a> to the provost by November 5.
See unit calendar for <b>required dates</b>	The <i>Faculty Manual</i> requires that "Each unit should publish a calendar of unit-specific deadlines and ensure that these deadlines are communicated to candidates well in advance." See checklist next page for required elements to be included in all unit calendars.
<b>May 1</b>	<b>Following unit review, complete candidate files with all unit ballots and justifications, as well as administrative recommendations must be <a href="#">submitted online</a> by the dean to the Office of the Provost.</b> Supporting material should be retained by the dean's office.
<b>August 16</b>	Under normal circumstances, professional-track faculty promotions are effective August 16 of the next academic year; candidates will be notified prior to that date.

See next page for a checklist of required elements  
for Professional-Track Faculty Promotions.

# Professional-Track Faculty Promotions Review Checklist

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The [Columbia Faculty Manual](#) requires that “Each unit should publish a calendar of unit-specific deadlines and ensure that these deadlines are communicated to candidates well in advance.” The following items are required for all professional-track faculty promotions, unless noted otherwise.

## External Reviewer Deadlines, If Applicable

Academic unit criteria define whether external review is required for professional-track faculty titles. Those units which require external review for one or more faculty titles must include deadlines for the following actions in their unit calendar:

- List of potential outside referees compiled
- Outside referees contacted to obtain agreements to review files
- Candidate material due for submission to external referees
- Relevant portions of candidate file sent to outside referees with unit criteria
- Letters due from external referees

Please contact the Office of the Provost if you need a template for the letter sent to external reviewers. Please be sure that external reviewers comply with the requirements of the current edition of the [Columbia Faculty Manual](#).

## Unit Promotion File Review Deadlines

**The unit calendar must include the deadlines for the following actions:**

- Notice of unit professional-track committee meeting by committee chair to the dean and department chair or other appropriate administrator
- Candidate submits file to the unit promotion committee chair, who adds external reviewer letters if applicable
- Completed candidate file submitted to unit promotion committee for review
- Vote of unit faculty complete
- Promotion committee chair updates files with ballot and vote justifications and submits to department chair (or dean)
- Candidates notified in writing of the unit’s recommendation by the promotion committee chair (unit vote count is not revealed)
- In the event of a negative recommendation, candidate appeal due to unit promotion committee chair
- Chair recommendation (if applicable) added and updated candidate file submitted to dean
- Dean recommendation added and updated candidate file [submitted online](#) to provost by **MAY 1**