

Tenure and Promotion Calendar

Office of the Provost
University of South Carolina

The [Faculty Manual](#) is the final authority on tenure and promotion policies and procedures. Candidates and those involved in faculty evaluations should also refer to the [UCTP Guidelines for Units: Preparing Criteria and Files](#), for guidance on preparing tenure and promotion files. This calendar is a guide only. The **fall tenure and promotion cycle** typically includes decisions for candidates with a tenure start date of August 16. The **spring cycle** typically includes applications for promotion to the rank of professor, as well as tenure and promotion decisions for candidates with a tenure start date of January 1.

BOLD DATES are firm deadlines set by the Office of the Provost. Other dates are suggestions and may be modified to fit the needs of the unit.

** In all tenure and promotion procedures, when a deadline for taking some action falls on a weekend or university holiday, the deadline shall be the next business day.*

Common Dates for both Fall and Spring Tenure and Promotion Cycles	
April 1	<ul style="list-style-type: none"> Department chair, director, or dean notifies all eligible faculty in writing of option for tenure and promotion review for the upcoming academic year. Unit tenure and promotion chairs should be chosen for the upcoming academic year.
April 15	T&P chair names to be submitted online . Submission to this link provides the information to both the Offices of the Provost and the Faculty Senate.
May 1	Tenure and promotion committee chair verifies that all faculty have been notified of eligibility for tenure and/or promotion.
Reading Day	Tenure and promotion orientation for chairs and candidates.

Fall Cycle	Spring Cycle	Action
April 15	October 1	<ul style="list-style-type: none"> Faculty notify department chair, director, or dean in writing whether they will seek tenure and/or promotion.
See unit calendar	See unit calendar	<ul style="list-style-type: none"> Compile names of potential outside referees for each candidate. Contact outside referees to obtain agreements to review files. External referees review files no later than August for the Fall cycle and November for the Spring cycle.
May 1	October 15	<ul style="list-style-type: none"> Potential candidates for tenure and/or promotion will be advised in writing of the timetable for the submission and consideration of files, and of the date of the unit meeting.
May 5	October 20	<ul style="list-style-type: none"> Deans submit online to the Office of the Provost the names of all faculty members who will be considered by the unit and the action sought in each case. Include all faculty in the penultimate year.

Fall Cycle	Spring Cycle	Action
June 15	October 25	Send relevant portions of file to outside referees. Include the applicable unit criteria. 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 both the Faculty Manual and the UCTP Guidelines for Units: Preparing Criteria and Files .
August	January	Candidate submits file to the unit tenure and promotion committee chair, who adds external review letters.
August 25	January 25	Completed files, including external review letters, are submitted to the unit tenure and promotion committee for unit review.
September 15	February 15	<ul style="list-style-type: none"> • Unit faculty must have voted by this date. • Files with ballot and vote justifications to department chair (or dean). • Candidates notified regarding positive or negative tenure, promotion and/or tenure and promotion decision of unit committee. Unit vote is not revealed. • Unit tenure and promotion committee chair notifies unit faculty regarding candidates recommended for tenure and/or promotion. Faculty may write letters to the department chair or dean to be included in the file.
September 25	February 25	<ul style="list-style-type: none"> • Faculty must notify unit tenure and promotion committee chair in writing if appealing a negative decision. • Unit tenure and promotion committee chair will immediately announce these appeals to unit faculty and invite letters from unit faculty regarding these cases.
October 1	March 1	Files to dean.
November 1	May 1	<ul style="list-style-type: none"> • Files to the Office of the Provost via Blackboard. • Supporting materials should be sent directly to the Faculty Senate Office.
January – April	August – October	Files to the University Committee on Tenure and Promotion.
Mid-April	Mid-November	Files to president.
May	December	<ul style="list-style-type: none"> • Notification of president’s recommendation to candidates. • Recommendations to Academic Excellence and Student Experience Committee of the Board of Trustees for final action by the Board. • Fall cycle files are approved at the June Board meeting with effective date of August 16. • Spring cycle files are approved at the December Board meeting with effective date of January 1.