

**University of South Carolina College of Pharmacy
Professional-Track Faculty Promotions Unit Calendar**

Deadline	Task(s)	Responsible Party
April 15	Name of elected Professional-track faculty Committee Chair for upcoming year will be submitted.	Executive Assistant to the Dean
August 15	Potential candidates for promotion will be advised in writing of their eligibility for promotion in the upcoming academic year.	Chair, Professional Track Committee ^a
September 15	Professional-track faculty member who intends to apply for promotion must provide written notification to the Chair of Professional Track Committee, Department Chair, and Dean.	Candidate
September 30	Name of faculty member who intends to apply for promotion will be submitted to the Office of the Provost.	Chair, Professional Track Committee
October 15	A list of external reviewers will be sent to the Chair of Professional Track Committee.	Candidate
November 1	Primary and secondary files will be shared with the Chair of Professional Track Committee and Executive Assistant to the Dean.	Candidate
November 1 – January 31	Recommendations will be gathered from external reviewers and ballots from voting members.	Chair, Professional Track Committee
February 15	An update on status of promotion will be shared with the candidate before sending candidate's current file, including all ballots and justifications, to Department Chair.	Chair, Professional Track Committee
March 15	Candidate's current file, including all ballots and justifications, will be sent to the Dean after the Department Chair's review.	Chair, Professional Track Committee
April 15	The candidate's completed file, including ballots and recommendations, will be sent to the Office of the Provost	Chair, Professional Track Committee Dean
August 16	Under normal circumstances, Professional-track faculty promotions are effective August 16 of the next academic year; candidates will be notified prior to that date.	Office of the Provost

^a The responsibilities of the Committee Chair will be carried out with the support of the Executive Assistant to the Dean.

The [Columbia Faculty Manual](#) is the final authority on Professional-track faculty promotion policies and procedures, including the [promotion calendar](#).