



Arts and Sciences

PROFESSIONAL TRACK FACULTY PROMOTION REVIEW SPRING 2024 SCHEDULE

Promotion Review Process for: INSTRUCTIONAL FACULTY	
02/16/2024	Unit notify the Dean's Office of Instructional Faculty who will be submitting a request for promotion (via email to LaTasha Robinson at latashar@mailbox.sc.edu , copying the Associate Dean for the unit)
03/18/2024	Promotion files due to unit head and reviewed; prepared for unit review and voting
03/25/2024 – 03/29/2024	Promotion files reviewed and voted upon within unit
04/05/2024	Promotion files due to CAS with Chair or Director's Letter (via email to LaTasha Robinson at latashar@mailbox.sc.edu , copying the Associate Dean for the unit)
04/22/2024	Dean's Office decision forwarded to Provost for approval
Promotion Review Process for: CLINICAL AND RESEARCH FACULTY	
02/16/2024	Unit notify the Dean's Office of Clinical and Research Faculty who will be submitting a request for promotion (via email to LaTasha Robinson at latashar@mailbox.sc.edu , copying the Associate Dean for the unit)
Week of 02/19/2024	Unit head contacts external letter writers as appropriate for each eligible faculty member
03/22/2024	Promotion files due to unit head and reviewed; prepared for submission to external letter writers
Week of 03/25/2024	Promotion files sent to external letter writers (via email from the unit head or their designated person)
04/12/2024	Letters due from external letter writers; file prepared for unit review and voting
04/17/2024 – 04/24/2024	Promotion files reviewed and voted upon within unit
05/1/2024	Promotion files due to CAS with Chair or Director's Letter (via email to LaTasha Robinson at latashar@mailbox.sc.edu , copying the Associate Dean for the unit)
05/15/2024	Dean's Office decision forwarded to Provost for approval