

Tenure-Progress Review Calendar

Office of the Provost
University of South Carolina

All pre-tenure faculty members will submit a tenure-progress review file and receive a written evaluation of their progress toward tenure and promotion. This evaluation, commonly known as third-year review, may be performed by the unit tenure and promotion committee or as otherwise as provided by the unit criteria. The [Faculty Manual](#) is the final authority on tenure-progress review policies and procedures, along with policy [ACAF 1.05](#): Tenure Progress Review of Faculty: Third-Year Review. Faculty undergoing tenure-progress review and those involved in faculty evaluation should familiarize themselves with the procedures described therein. This calendar is a guide only.

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. Individual colleges and schools determine their own internal schedules for tenure-progress review; please consult with the dean’s office for a calendar including college/school specific deadlines.

** 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.*

Deadline	Action
August 16	Department chair notifies eligible candidates in writing to prepare the tenure-progress review file for review and advises candidates of the timetable for submission.
August 31	Department chair will notify dean in writing of all eligible candidates. Candidates with January 1 and August 16 tenure start dates will follow the same calendar.
September 15	Deans submit online to the Office of the Provost the names of all faculty members who will undergo tenure-progress review.
October – February	Candidate’s files should be completed and ready for unit review. Exact date of file submission is determined by each college/school.
November – March	Unit faculty review each case by the date determined by the college/school.
December – April	Files should be sent to the dean on the date established by the college/school.
Deadline	Action
April 15	All recommendations of non-reappointment of probationary faculty must be forwarded to the provost for approval by this date.
April 30	Dean’s written evaluation sent to candidate and department chair no later than this date.
May 10	In cases of non-reappointment of probationary faculty, notification must be mailed by certified mail no later than this date.