Instructions for Candidates
Electronic Transmission of Tenure and Promotion Files
Palmetto College Campuses
University of South Carolina

The Tenure and Promotion File
Candidates should follow instructions for preparation of the tenure and promotion file in the *Palmetto College Campuses Faculty Manual*, which governs all procedures, policies, and deadlines for the tenure and promotion process. In addition, candidates should review all support documents posted online at the Palmetto College Campuses Tenure and Promotion website, where they will also download the t&p forms for preparing files.

Candidates will submit their files twice, once in the summer for external review, and a second and final time in the fall for initial campus review. If you make no changes in the file from the time of submission for external review to submission of the final file, please email Jean Carrano (carranoj@mailbox.sc.edu) to confirm that you wish to use the same file for both reviews.

Due Dates for Candidate Submission

1 July	Upload tenure and promotion file and primary supporting documentation for external review
1 September	Email teaching summary writer all required information for preparing the narrative summary of teaching evaluations
1 October for USC Sumter candidates 1 November for candidates from all other Palmetto College campuses	Upload final tenure and promotion file for local campus review; submit all supporting document to local academic dean's office. Third-year review candidates upload files by this date as well, unless notified otherwise by your local campus tenure and promotion committee chair.
after initial campus review begins	If a candidate has allowable information to add to the file as defined by the *Faculty Manual*, please email that documentation to your local campus academic dean, who will insure the material is forwarded to the appropriate level of review to be added to the Appendix of your file.

Submission of Documentation
For campus review of the tenure and promotion files and for third-year review, candidates should submit all supporting documentation to their local campus Associate Dean for Academic Affairs, by the deadline mandated by their local campus. Candidates should still submit paper documentation at this time.

For external review, primary documentation of scholarship will be submitted electronically. For many candidates, primary documentation is already available in PDF format and will simply need to be merged into one document for upload. Candidates should contact local campus or Palmetto College tech support if they require assistance on how to combine PDF documents, or if they need access to scanners or Acrobat Pro software.

When uploading external review documentation, if the file size is too large, please split the documentation into two files and try the upload again. If candidates also wish to submit any paper

documentation (such as physical copies of books, journals, etc.), they should submit four copies to their local campus Associate Dean for Academic Affairs.

Standard Bookmarks for PDF Files
The Palmetto College Tenure and Promotion forms include a set of standard navigational bookmarks within the forms. **The bold-faced titles centered at the top of each page automatically generate these bookmarks, and should not be modified in any way.**

Candidate Electronic File Submission Instructions

1. Please prepare your file using the appropriate tenure and promotion forms. Your documents may be uploaded in Microsoft Word or Adobe Acrobat format, but Acrobat PDF format is preferred.

    a. For third year review, candidates will upload PCCTP-1 through PCCTP-12.
    b. For external review, candidates will upload PCCTP-1 through PCCTP-12 and selected primary documentation.
    c. For local campus tenure and promotion review, candidates will upload PCCTP-1 through PCCTP-12. The PC t&p admin will add PCCTP-13 and PCCTP-14, and reviewers will submit all following bookmarks, updating PCCTP-12 Addenda as necessary at each level.

2. Once your file is complete, please name it "Your Last Name Your First Name tp file" (for example, "Smith Jane tp file.doc"). For external review, please name primary documentation files in the same way (Smith Jane docs 1.pdf, Smith Jane docs 2.pdf).

3. When you are ready to upload all required documents, please log into the Palmetto College Campuses Tenure and Promotion Submission Point using your USC username and password. If you were not able to attend a workshop, you may use these instructions:

    Accessing the T&P Submission Point to Download and Upload Documents

4. Once you are logged into the submission point, you will see a folder titled with your name. Please click on this folder name and upload your document within that folder using the instructions in step 2 above. When your file is listed in the folder, it has been successfully uploaded.

5. Once you have uploaded your file, please log out and email Jean Carrano (carranoj@mailbox.sc.edu) that your documents are ready. The Palmetto College Campuses t&p admin will be responsible for making your file available for the appropriate levels of review.

For technical support, please contact saeuweb@mailbox.sc.edu.
For faculty tenure and promotion procedural questions, please contact Lisa Hammond at lhammond@mailbox.sc.edu.
For all other questions, please contact Jean Carrano at 803-777-1460 or carranoj@mailbox.sc.edu.