



Arts and Sciences

UNIVERSITY OF SOUTH CAROLINA

PROFESSIONAL TRACK FACULTY PROMOTION REVIEW SPRING 2025 SCHEDULE

Promotion Review Process for: INSTRUCTIONAL FACULTY	
10/30/2024	Units 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)
3/3/2025	Promotion files due to unit head and reviewed; prepared for unit review and voting
3/24/2025 – 3/28/2025	Promotion files reviewed and voted upon within unit
4/08/2025	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)
5/1/2025	Dean's Office decision forwarded to Provost for approval
Promotion Review Process for: CLINICAL AND RESEARCH FACULTY	
10/30/2024	Units 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 1/20/2025	Unit head contacts external letter writers as appropriate for each eligible faculty member
2/7/2025	Promotion files due to unit head and reviewed; prepared for submission to external letter writers
Week of 2/12/2025	Promotion files sent to external letter writers (via email from the unit head or their designated person)
3/19/2025	Letters due from external letter writers; file prepared for unit review and voting
3/24/2025 – 3/28/2025	Promotion files reviewed and voted upon within unit
4/8/2025	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)
5/1/2025	Dean's Office decision forwarded to Provost for approval