

**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](#).