

Order of Electronic Submission of Tenure and Promotion Files  
Palmetto College Campuses  
University of South Carolina

Candidates may access the required forms and the Palmetto College Campuses Tenure and Promotion Submission Point online at <http://saeu.sc.edu/PCCFaculty/tp/index.html>.

**Candidate**

- Compiles all required Palmetto College Tenure and Promotion forms, PCCTP-1 through PCCTP-12, including Tenure Clock Extension Forms in PCCTP-12 (if applicable)
- Uploads the file to the Palmetto College Campuses Tenure and Promotion Submission Point
- Provides teaching summary writer a copy of the candidate's PCCTP-5 and PCCTP-6, the candidate's compiled numerical evaluation data with available written comments, and copies of other evaluation instruments (for details see "Summary of Teaching Evaluations," *PCCFM*)

**Teaching Summary Writer**

- Uploads the Summary of Teaching Evaluations, the candidate's cumulative report of numerical data, and the student evaluation instrument to the Palmetto College Campuses Tenure and Promotion Submission Point

**Palmetto College Office**

- Includes Summary of Teaching Evaluations PCCTP-13
- Includes External Reviews of Scholarship PCCTP-14
  - Cover sheet with list of external reviewers names and affiliations
  - External reviewer letters and brief CVs
- Uploads the file to the Palmetto College Campuses Tenure and Promotion Submission Point

**Division Chair** (if applicable)

- Uploads the Division Chair's justification letter to the Palmetto College Campuses Tenure and Promotion Submission Point

**Associate Dean for Academic Affairs** (if applicable)

- Uploads the Associate Dean for Academic Affairs' justification letter to the Palmetto College Campuses Tenure and Promotion Submission Point

**Palmetto College Office**

- Maintains a checklist for each file to ensure that all materials have been received and appropriately inserted in the file
- Notifies candidate of the number of external reviews received
- Includes Division Chair's Letter (if applicable) PCCTP-15A
- Includes Associate Dean for Academic Affairs Letter (if applicable) PCCTP-15B
- Includes updated vote summary form PCCTP-3
- Includes updates to the file in Appendix PCCTP-12
- Uploads the file to the Palmetto College Campuses Tenure and Promotion Submission Point

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This document is a guide to electronic submission only. The *Palmetto College Campuses Faculty Manual* is the final authority on tenure and promotion policies and procedures. Palmetto College Campuses Faculty Senate initial approval date: 25 April 2014. PCCFS revisions, 26 September 2014.

**Local Tenure and Promotion Chair**

- Includes Local Tenure and Promotion Committee ballots with justifications PCCTP-15C
- Includes updated vote summary form PCCTP-3
- Includes updates to the file in Appendix PCCTP-12
- Uploads the file to the Palmetto College Campuses Tenure and Promotion Submission Point

**Campus Dean**

- Includes Campus Dean's justification letter PCCTP-15D
- Includes updated vote summary form PCCTP-3
- Includes updates to the file in Appendix PCCTP-12
- Uploads the file to the Palmetto College Campuses Tenure and Promotion Submission Point

**Palmetto College Campuses Tenure and Promotion Committee Chair**

- Includes Palmetto College Campuses Tenure and Promotion Committee ballots with justifications PCCTP-15E
- Includes updated vote summary form PCCTP-3
- Includes updates to the file in Appendix PCCTP-12
- Uploads the file to the Palmetto College Campuses Tenure and Promotion Submission Point

**Executive Vice Chancellor and Vice Provost**

- Includes Executive Vice Chancellor and Vice Provost's justification letter PCCTP-15F
- Includes updated vote summary form PCCTP-3
- Includes updates to the file in Appendix PCCTP-12
- Transmits the file to the Palmetto College Chancellor

**Palmetto College Chancellor**

- Includes Palmetto College Chancellor's justification letter PCCTP-15G
- Includes updated vote summary form PCCTP-3
- Includes updates to the file in Appendix PCCTP-12
- Transmits the file to the Provost

**Provost**

- Includes Provost's letter PCCTP-15H
- Includes updates to the file in Appendix PCCTP-12
- Transmits the file to the President, who recommends or denies tenure to the candidate and then requests final approval of the President's recommendation from the Board of Trustees

**Standard Bookmarks for PDF Files:**

PCCTP-1	Palmetto College Campuses Tenure and/or Promotion File Form
PCCTP-2	Palmetto College Campuses Criteria for Tenure and/or Promotion
PCCTP-3	Voting Form
PCCTP-4	Education and Employment History
PCCTP-5	Personal Statement
	Teaching Responsibilities
PCCTP-6 / 6L	Evidence of Effective Teaching / Evidence of Effectiveness as a Librarian
PCCTP-7	Evidence of Scholarship
PCCTP-8	Evidence of Service
PCCTP-9	List of Supporting Materials
PCCTP-10	Curriculum Vitae
PCCTP-11	Other Items
PCCTP-12	Addenda
PCCTP-13	Summary of Teaching Evaluations
PCCTP-14	External Reviews of Scholarship
PCCTP-15A	Division Chair's Letter (if applicable)
PCCTP-15B	Associate Dean for Academic Affairs Letter (if applicable)
PCCTP-15C	Local Tenure and Promotion Committee Letter
PCCTP-15D	Campus Dean's Letter
PCCTP-15E	Palmetto College Campuses Tenure and Promotion Committee Letter
PCCTP-15F	Executive Vice Chancellor and Vice Provost Letter
PCCTP-15G	Palmetto College Chancellor Letter
PCCTP-15H	Provost's Letter