Order of Tenure and Promotion files
* Forms can be accessed at www.sc.edu/tenure/

Candidate includes:
- Vote Summary form
- Tenure Clock Extension Forms
- Unit Criteria
- Vita
- Teaching
  *please list all activities in reverse chronological order
  *please include the number of students in each class (do not just put an 'X' in the cell to indicate when a class was taught)
  *add additional columns as needed for additional semesters of teaching
- Scholarship and Research
  *please list all activities in reverse chronological order
  *add additional columns as necessary to record scholarship activities since the year of the last tenure/promotion action
- Service
  *please list all activities in reverse chronological order
- Personal Statement

Unit Tenure and Promotion Chair includes:
- Teaching Summary
  *please include student evaluation numbers and student comments
  *please include Teaching Summary Table if appropriate
- Peer Reviews of Teaching
- Example of letter sent to external reviewers
- External reviewers list of names and affiliations
- External reviewer letters and brief CVs
- Ballots with justifications
- Updated vote summary form with votes
- Other letters and updates to the file
- Uploads the file to Blackboard

Department Chair:
- Adds his/her letter
- Updates the vote summary form
- Adds any other letters (such as letters of support) and updates to the file
- Uploads the file to Blackboard

Dean:
- Adds his/her letter
- Updates the vote summary form
- Adds any other letters to the file
- Adds any updates to the file
- Uploads the file to Blackboard

Provost:
- Adds his/her statement
- Adds approved additional materials
- Transmits the file to UCTP

UCTP:
- Adds ballots with justifications
- Updates the vote summary form
- Uploads ballots to the file

President
- Writes a letter of recommendation or denial to the candidate, with copies to the deans, chairs and HR

BOT
- Gives final approval of the President's recommendation

Standard Bookmarks for PDF Files:
- Vote Summary form
- Extension of Tenure Clock Documents
- Unit Criteria
- Vita
- Teaching
- Scholarship and Research
- Service
- Personal Statement
- Teaching Summary
- Peer Reviews of Teaching
- List of External Reviewers
- Sample Letter to External Reviewers
- External Review Letters
- External Reviewers' Brief CVs
- Other Letters (if needed)
- Unit Tenure Ballots
- Unit Promotion Ballots
- Other Letters of Support (if needed)
- Chair's Letter
- Dean's Letter
- Provost's Statement
- Vote Summary from UCTP
- UCTP Tenure ballots
- UCTP Promotion ballots