



AY2022-23 CALENDAR OF DATES AND DEADLINES (May 16, 2022 through Aug 15, 2023) timestamp: 15 April 2022

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**Table of Contents:**

**Major events** ..... Pages 2-4  
Convocation, Graduation, Doctoral Hooding, Board of Trustees, Faculty Senate  
OADC, Department Chairs Retreat, General Education Program Retreat, Faculty Orientation, General Faculty Meeting, Academic Council, TPR Workshops  
SC Commission on Higher Education (CHE) commission and committee meetings

**Faculty activity reporting, goal-setting, and annual evaluations calendar** ..... Pages 5-6  
Annual Reviews and Goals/Workload Workflow Summary  
View by deadline  
View by action and responsible party

**Post-tenure review (PTR)** ..... Page 7

**Tenure and promotion candidate review calendar and timelines (tenure track and lecturer-track)** ..... Page 7-8  
TPR Pre-Check Workflow, Promotion-Related Workflows

**Reappointment review** ..... Page 9-10  
TPRprecheck, TPRworkflow  
Pre-tenure tenure track and lecturers (9- and 12-Month)  
Senior and principal lecturers

**Reappointment Timeline Tables**..... Page 11  
Reappointment review of senior lecturers  
Reappointment review of principal lecturers

**Promotion Timeline Tables** ..... Page 12-13  
Promotion from senior lecturer to principal lecturer  
Promotion from lecturer to senior lecturer  
Promotion from associate professor to professor  
Promotion from assistant professor to associate professor with tenure

**Sabbaticals** ..... Page 13

## AY2022-23 CALENDAR OF DATES AND DEADLINES (May 16, 2022 through Aug 15, 2023) timestamp: 15 April 2022

Major Events: Please check relevant websites for updates, particularly important for the 2021-22 academic year

Convocation	Commencement/Graduation	Board of Trustees Quarterly	Faculty Senate
<p>Convocation marks the beginning of the academic year and beginning of a student's career.</p> <p>For updates, please check:  <a href="https://www.clemson.edu/registrar/academic-calendars/">https://www.clemson.edu/registrar/academic-calendars/</a></p>	<p>Graduation ceremonies:  <a href="https://www.clemson.edu/registrar/graduation/">https://www.clemson.edu/registrar/graduation/</a></p> <p>Doctoral hooding ceremonies:  <a href="https://www.clemson.edu/graduate/students/commencement">https://www.clemson.edu/graduate/students/commencement</a></p>	<p>July 21-23, 2022            Oct 20-21, 2022            Feb 2-3, 2023            Apr 20-21, 2023            July 20-22, 2023</p> <p>The Board meets on a quarterly basis. Its role is to govern through establishment of policies that ensure academic quality and freedom, protect the University's financial security, and ensure efficient and effective administration.</p> <p><a href="https://www.clemson.edu/administration/bot/">https://www.clemson.edu/administration/bot/</a></p>	<p>July 12, 2022            Aug 9, 2022            Sept 13, 2022            Oct 11, 2022            Nov 8, 2022            Dec 13, 2022            Jan 10, 2023            Feb 14, 2023            March 14, 2023            April 11, 2023            May 9, 2023            June 13, 2023            July 11, 2023            Aug 8, 2023</p> <p>The Faculty Senate serves as the official representative body of the faculty.</p> <p><a href="https://www.clemson.edu/faculty-staff/faculty-senate/">https://www.clemson.edu/faculty-staff/faculty-senate/</a></p>

## AY2022-23 CALENDAR OF DATES AND DEADLINES (May 16, 2022 through Aug 15, 2023) timestamp: 15 April 2022

**Major Events: Please check relevant websites for updates, particularly important for the 2022-23 academic year**

Information about other University committees, task forces, commissions: <https://www.clemson.edu/faculty-staff/faculty-senate/shared-governance/committees/>

Organization of Academic Department Chairs (OADC)	Provost's Annual Chairs Retreat	General Education Program Retreat	Faculty Orientation & General Faculty Meeting	Academic Council	Tenure, Promotion and Reappointment (TPR) Workshops
Aug 24, 2022 Sept 14, 2022 Sept 28, 2022 Oct 26, 2022 Nov 16, 2022 NO DEC MEETING Jan 25, 2023 Feb 8, 2023 Feb 22, 2023 Mar 15, 2023 Apr 26, 2023 May 24, 2023  Regular meetings occur on the 4 <sup>th</sup> Wed monthly Exceptions: Nov (Thanksgiving) and March (Spring Break and TPR Roadshows).  In September and February, there are two meetings (2 <sup>nd</sup> and 4 <sup>th</sup> Wednesdays).	Aug 10, 2022 Aug 9, 2023	Aug 17, 2022	<p><b>Faculty Orientation:</b>            Aug 15, 2022            Aug 15, 2023</p> <p>Purpose: welcome and orient new faculty and provide opportunity for all current faculty to be updated on resources and opportunities for faculty success at the University level.</p> <p><b>General Faculty Meeting:</b>            A General Faculty Meeting is held once at the beginning of the academic year and coordinated by the Faculty Senate Office.            Aug 22, 2022</p>	October 11 December 12 February 13 April 10  The Academic Council meets after the university curriculum committees have met to review and recommend academic policy to the Provost.	All-College TPR lunch (OADC + TPR chairs) Sept 2022 TBD  College-by-College TPR Roadshow (Spring 2023, by College)  Annual Goals-setting discussion groups, all faculty May TBD



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**Major Events: Please check relevant websites for updates**

Information about SC Commission on Higher Education: <https://www.che.sc.gov/CHEMeetingsEvents.aspx>

**South Carolina Commission on Higher Education (CHE) – 2022 Meeting Schedule**

Full Commission	Executive Committee	Academic Affairs & Licensing (CAAL)
June 2, 2022	May 24, 2022	May 12, 2022
August (TBD), 2022	July 26, 2022	October 27, 2022
September 1, 2022	August 23, 2022	
November 3, 2022	October 25, 2022	
December 1, 2022	November 22, 2022	
	December 13, 2022	

  

Finance & Facilities	Access & Equity and Student Services
June 2, 2022	June 2, 2022
August 4, 2022	September 1, 2022
September 1, 2022	November 3, 2022
November 3, 2022	December 1, 2022
December 1, 2022	

For additional information about the above committees and other CHE activities, refer to updated calendars, materials, and archives on the CHE website. Additional dates beyond December 2022 will be posted by CHE on the website link posted at the top of this page as the year progresses.

### Faculty Activity Reporting Annual Reviews and Goals/Workload Workflow Summary

The Summer 2022 Activities Review covers activities conducted May 16, 2021 to May 15, 2022.

The **Goals and Annual Review** workflow has two phases: the earliest being the completion of the 2021-2022 activities review (Table 5-a) and the second the 2022-2023 goals development, which is the beginning of the 2022-2023 activities review (Table 5-b).

New faculty hired during the 2022-2023 review period must enter their goals for 2022-23 into the goal workflow within 2 weeks of hire date.

**Table 5-a: 2022 Goals and Annual Review Workflow Calendar (Summer 2022 annual activity reporting and reviews)**

July 15, 2022	Faculty complete entry of AY2021-22 accomplishments and review/reflect on AY2021-22 goals/workload using FacultySuccess (formerly DigitalMeasures): <a href="https://www.clemson.edu/provost/digital-measures">https://www.clemson.edu/provost/digital-measures</a> . Faculty should confirm the date for this deadline with their Department Chairs as department-specific deadlines may be earlier. Activities are to be reported for May 16, 2021 – May 15, 2022.
July 16, 2022- Sept 13, 2022	Department Chairs: review AY2021-22 accomplishments; and prepare annual review documents and entries in FacultySuccess. This step auto-advances to faculty Sept 19, 2022. Sept 14-18 is considered time for Department Chairs to confirm and finalize.
Sept 28, 2022	Faculty members acknowledge receipt of AY2021-22 annual review from Department Chairs. Faculty members have the right to file a disclaimer to the evaluation within 10 calendar days of its receipt. Note that Department Chairs will respond to any disclaimers and revise the evaluations if appropriate.
Oct 31, 2022	Deans complete and sign the AY2021-22 reviews
Nov 10, 2022	Faculty members have the right to file a disclaimer to the Dean annual reviews of AY2021-22 by this date
Nov 21, 2022	Dean responses to all AY2021-22 disclaimers are completed for final faculty receipt acknowledgement
Dec 19, 2022	Provost acknowledges disclaimers; Provost and Dean take required actions

**Table 5-b: 2022-2023 Goals Development Calendar**

May 2, 2022	<b>2023 Goals and Annual Review</b> workflow opens to allow faculty to enter goals and workload information
Oct 18, 2022	Faculty members finalize AY2022-23 goals and workload entry and submit reports of goals to chairs via 2023 Goals and Annual Review workflow
Dec 6, 2022 – Jan 11, 2023	If necessary, faculty can discuss revising AY2022-23 goals and/or anticipated workload adjustments with their Department Chair and revise in FacultySuccess. This requires Department Chair approval. Goals and workload are archived for the rest of the academic year. If a Department Chair needs to revise goals for a faculty member after Jan 12, 2023, contact DMadmin@clemson.edu
Jan 12, 2023	Goals workflow is archived for AY2022-23 goals and workload

Annual Review Cycle viewed by deadline and responsible party: 2022-23 cycle (first table) and start of 2023-24 cycle (second table)

Activities and accomplishments are reported in FacultySuccess (formerly DigitalMeasures)-**Activities**

Goals and workloads are entered, with a revision window closing Jan 11, 2023, in **2023 Goals and Annual Review**

The Summer 2022 review process workflow takes place in **2022 Goals and Annual Review** (annual reviews use activities and goals/workload). For new faculty hired during the 2023 review period (August 16, 2022-May 15, 2023), Goals for 2022-23 must be entered into goals workflow within 2 weeks of hire date. University deadlines: your department and/or College may have earlier deadline dates. Please contact your department chair to verify appropriate dates.

Action: <b>Review Cycle during 2022-2023 Academic Year</b>	University Deadline	Responsible Party
Faculty document AY2021-22 activities <ul style="list-style-type: none"> <li>May 16, 2021 - May 15, 2022 accomplishments</li> </ul>	July 15, 2022	Faculty member under review
Department Chair reviews AY2021-22 accomplishments and prepares annual evaluations	July 16 - Sept 13, 2022 Deadline: Sept 13, 2022	Department Chair
AY2021-22 evaluation of academic personnel by Department Chair acknowledged by faculty members. Faculty may file an AY 2021-22 disclaimer to the departmental review within 10 calendar days of receipt of review	Earlier of 10 calendar days after receipt of review from department chair or Sept 28, 2022	Faculty member under review
Department Chair may respond to any disclaimers and revise the evaluation if appropriate	Earlier of 10 calendar days after receipt of faculty disclaimer or Oct 8, 2022	Department Chair
Deans complete and sign the AY2021-22 review	Oct 31, 2022	Dean
Evaluation of academic personnel by Dean acknowledged by faculty member		Faculty member under review
Optional: Faculty file AY2021-22 disclaimers to Dean review	Earlier of 10 calendar days after receipt of review from dean or Nov 10, 2022	Faculty member under review
Dean AY2021-22 disclaimer responses are completed for final faculty receipt acknowledgement	Nov 21, 2022	Dean
Provost acknowledges disclaimers; Provost and Dean take required actions	Dec 19, 2022	Provost

Action: <b>Review Cycle during 2023-2024 Academic Year</b>	University Deadline	Responsible Party
Faculty enter goals / workload for 2022-23 and finalize with Department Chair: (Anticipated May 16, 2022 - May 15, 2023 accomplishments)	Sept 15 - Oct 18, 2022	Faculty member under review/ Department Chair
Optional: faculty revise AY2022-23 goals and / or workload. This requires chair approval. Goals and workload are archived for the rest of the academic year. If goals need to be revised, chair is to contact DMadmin@clemsn.edu.	Dec 6, 2022 - Jan 11, 2023	Faculty member under review / Department Chair
Faculty document AY2022-23 accomplishments <ul style="list-style-type: none"> <li>May 16, 2022 - May 15, 2023 accomplishments</li> </ul>	July 15, 2023	Faculty member under review

**Post-tenure review** (contact [APFA@clemson.edu](mailto:APFA@clemson.edu) about likely cases so that dates can be reviewed and confirmed on a case-by-case basis, some details vary by unit)

<i>Part I Process</i>	
Aug 21, 2022	Post-tenure review (PTR) committees appointed; department chair sets up committees in <b>2022 Post-Tenure Part I</b> system
Aug 15, 2023	Copies of letters sent by the Dean to all Part I PTR applicants are due to the <b>Provost</b> .
<i>Part II Process (for cases whose Part I Process began in 2021-2022)</i>	
Dec 6, 2022	PTR materials (if appropriate) are due to PTR committee
April 18, 2023	Part II PTR recommendations/files from PTR committees and chairs are due to the <b>Dean</b>
May 16, 2023	Part II PTR files, with one or more negative chair/PTR committee recommendations, are due to the <b>Provost</b> with a spreadsheet listing the names and outcomes of all post-tenure reviews
Aug 8, 2023	Part II PTR files, received by the Provost with one or more negative chair / PTR committee recommendations, are returned to the <b>Dean</b> . The <b>Provost</b> distributes the final outcome letter.

Note that post-tenure review takes place every five years for tenured faculty, even if during that time one has been considered for promotion to professor

### TPR “precheck” for tenure and promotion candidates (“Intent to submit”)

Purpose: Precheck starts the conversation for cross-checking eligibility and dates; serves the TPR committees by providing time to secure external evaluator commitment to review final dossier. Note that faculty that have the option to not move forward for review can change intent early at the start of the Fall semester (see below note). Applications for tenure and 8<sup>th</sup> year promotion to senior lecturer may not be withdrawn.

### TPR Pre-Check and preparation for 2022-23 review cycle: tenure track faculty for promotion and/or tenure and applicants for promotion to Principal or Senior Lecturer

All dates below are the last possible deadline dates to stay on track. Please refer to departmental guidelines which may be earlier.

#### **2022–2023 Review cycle (Review steps begin Spring 2022 for decisions communicated by May 16, 2023)**

March 15, 2022	Candidate files intention to submit in FacultySuccess (formerly DigitalMeasures)-2022 <b>Pre-Check All Processes</b> Intention to submit is the request for review and evaluation of dossier for promotion and/or tenure. Minimum: long CV (label as draft to differentiate from review dossier version to be submitted Fall 2022) and list of proposed external evaluators using the dossier form provided as required by the Departmental TPR document (Candidates for promotion to Senior Lecturer and Principal Lecturer should check and confirm with their TPR Chair and/or Department Chair).
Aug 16, 2022	Last date for a candidate to change their intention to submit their dossier for review. Applications for tenure and 8 <sup>th</sup> year promotion to Senior Lecturer may not be withdrawn without a negative decision
Aug 21, 2022	Tenure/promotion/reappointment (TPR) committees confirmed as complete and correct in FacultySuccess-2022 promotion-related workflows; department chair confirms any updates to existing committees or addition of new committees <a href="mailto:DMadmin@clemson.edu">DMadmin@clemson.edu</a>

**Tenure and promotion candidate reviews and decisions: tenure track faculty and applicants for promotion to Senior or Principal Lecturer**

All dates below are the last possible deadline dates to stay on track. Please refer to departmental guidelines which may be earlier.

The promotion and tenure review process takes place as two workflows in FacultySuccess (formerly DigitalMeasures):

- 1) **2022 Pre-Check All Processes** is for filing intention to submit and is used to provide time to verify the candidacy calendar plus procure commitment from external evaluators to review full dossiers sent to them in the fall semester.
- 2) **2022 Promotion or 2022 Tenure or Promotion Penultimate Year** (for type of promotion workflow applicable to faculty member’s promotion case) is where dossier files are curated and submitted, and where the review process letters, disclaimers, and signatures are routed and curated.

**2022–2023 Review cycle (Review steps begin Spring 2022 for decisions communicated by May 16, 2023)**

Aug 16, 2022	Last date for a candidate to change their intention to submit their dossier for review. *** applications for tenure and 8 <sup>th</sup> year promotion to senior lecturer may not be withdrawn
Aug 21, 2022	Tenure/promotion/reappointment (TPR) committees confirmed as complete and correct in FacultySuccess-2022 promotion-related workflows; department chair confirms any updates to existing committees or addition of new committees with DMadmin@clemsun.edu
Sept 28, 2022	Candidate <b>2022 Promotion or 2022 Tenure or Promotion Penultimate Year</b> files are completed, uploaded, and available to <b>department chairs</b> and <b>TPR committees</b> (4 week dossier upload window)
Dec 7, 2022	Department chair review complete with letter loaded in 2022 promotion-related workflows (10 week review)
Dec 9, 2022	TPR committee reviews complete with letters loaded in 2022 promotion-related workflows (10 week review).
Dec 19, 2022	Candidate has read reviews for department chair and TPR committee chair and signed notebook online, forwarding the dossier <b>to the Dean</b> .
Dec 20, 2022	Dean can begin review of all TPR dossiers within College.
Jan 17, 2023	TPR Chair / advisory committee has met with the Dean, as authorized by college bylaws (4 week review)
Jan 31, 2023	If applicable according to College Bylaws: Department Chair / advisory committee has met with the Dean (6 week review)
Feb 14, 2023	Dean reviews are complete with letters uploaded in 2022 promotion-related workflows (8 week review )
Feb 24, 2023	All candidates have read reviews and signed notebook and moved to the Provost level.
Feb 25, 2023	Complete 2022 promotion-related workflows dossier (with all letters) <b>due to the Provost and President for Executive Review</b> .
May 16, 2023*	The outcome of promotion and tenure letters, as denoted by the Provost and the President, are due to faculty members (11+ week review)
May 16, 2023* <b>Hard deadline</b>	Terminal year non-renewal letters are due to non-tenured regular faculty after 2 or more years of service (including those in the penultimate year not granted tenure). Termination letters are due to faculty having completed 2 or more years of service at least 12 months before the appointment expiration.

\* Date determined by Clemson University Faculty Manual



**Reappointment review deadlines: 9- and 12-month non-tenured regular and lecturer faculty (see next pg. for Senior and Principal Lecturers)**

**- FS-Reappt refers to FacultySuccess (formerly DigitalMeasures) 2022 Reappointment Workflow**

First Year**		Second Year**		Third+ Year**	
Aug 21, 2022	TPR committees appointed; department chair sets up committees within FS-Reappt.	Aug 21, 2022	TPR committees appointed; department chair sets up committees within FS-Reappt.	Aug 21, 2022	TPR committees appointed; department chair sets up committees within FS-Reappt.
Oct 14, 2022 <i>(6+ week dossier upload window)</i>	FS-Reappt files due to <b>Dept Chair / TPR committees.</b>	Sept 28, 2022 <i>(4 week dossier upload window)</i>	FS-Reappt files due to <b>Dept Chair / TPR committees.</b>	Sept 28, 2022 <i>(4 week dossier upload window)</i>	FS-Reappt files due to <b>Dept Chair / TPR committees.</b>
Nov 9, 2022 <i>(6 week review)</i>	Dept Chair completes reviews and uploads letters.	Oct 13, 2022 <i>(2+ week review)</i>	Dept Chair completes reviews and uploads letters	Dec 8, 2022 <i>(10+ week review)</i>	Dept Chair completes reviews and uploads letters.
Nov 10, 2022 <i>(6+ week review)</i>	TPR committee completes reviews and uploads letters	Oct 14, 2022 <i>(2+ week review)</i>	TPR committee completes reviews and uploads letters	Dec 15, 2022 <i>(11+ week review)</i>	TPR committee completes reviews and uploads letters
Nov 17, 2022	Candidate reads/reviews/signs Dept Chair/TPR letters. FS-Reappt files due to <b>Dean.</b>	Oct 19, 2022	Candidate reads/reviews/signs Dept Chair/TPR letters. FS-Reappt files due to <b>Dean.</b>	Dec 22, 2022	Candidate reads/reviews/signs Dept Chair/TPR letters. FS-Reappt files due to <b>Dean.</b>
Jan 5, 2023 <i>(7 week review)</i>	Dean completes negative reviews and uploads letters	Oct 26, 2022 <i>(1 week review)</i>	Dean completes negative reviews and uploads letters	Feb 16, 2023 <i>(8 week review)</i>	Dean completes negative reviews and uploads letters
Jan 12, 2023	Candidate reads/reviews/signs Dean letter. FS-Reappt files with a negative review due to the <b>Provost.</b>	Nov 2, 2022	Candidate reads/reviews/signs Dean letter. FS-Reappt files with a negative review due to the <b>Provost.</b>	Feb 23, 2023	Candidate reads/reviews/signs Dean letter. FS-Reappt files with a negative review due to the <b>Provost.</b>
Jan 26, 2023 <i>(2 week review)</i>	FS-Reappt files with a negative review due to the <b>President</b>	Nov 9, 2022 <i>(1 week review)</i>	FS-Reappt files with a negative review due to the <b>President</b>	April 5, 2023 <i>(6 week review)</i>	FS-Reappt files with a negative review due to the <b>President</b>
<b>Feb 16, 2023 (9-month)</b> <b>Do not miss.</b> <i>(3 week window)</i>	9-month faculty are due a non-renewal letter 3 months prior to appointment expiration (May 16, 2023).	<b>Nov 16, 2022* (9-month)</b> <b>Do not miss</b> <i>(7 day window)</i>	9-month faculty are due a non-renewal letter 6 months prior to appointment expiration (May 16, 2023).	<b>May 16, 2023* (9-month)</b> <b>Do not miss date.</b> <i>(5+ week window)</i>	9-month faculty not in a 1 <sup>st</sup> , 2 <sup>nd</sup> or penultimate year and not going to be reappointed are due non-renewal letters.
<b>Mar 30, 2023* (12-month)</b> <b>Do not miss this date.</b>	12-month faculty are due a non-renewal letter 3 months prior to appointment expiration (June 30, 2023).	<b>Dec 30, 2022* (12-month)</b> <b>Do not miss this date.</b>	12-month non-renewable faculty are due a non-renewal letter 6 months prior to appointment expiration (June 30, 2023).	<b>June 30, 2023* (12-month)</b> <b>Do not miss this date.</b>	12-month faculty not in a 1 <sup>st</sup> , 2 <sup>nd</sup> or penultimate year and not going to be reappointed are due non-renewal letters.

\* Date determined by Clemson University Faculty Manual

\*\* Review year classification determined by years of employment in current faculty position

Reappointment review deadlines, continued

Reappointment reviews: special rank faculty: Senior Lecturers and Principal Lecturers

Senior Lecturers Second Year, Principal Lecturers Fourth Year<sup>1</sup>

- DM-Reappt refers to DigitalMeasures-2022 Reappointment Workflow

Aug 21, 2021	TPR committee appointed and entered into FS-Reappt system (contact DMadmin@clermson.edu)
Sept 28, 2022	FS-Reappt files <b>from Senior or Principal Lecturers</b> considered for reappointment are due to the <b>Dept Chair / TPR committees</b> . (4 week dossier upload window)
Dec 8, 2022	FS-Reappt files <b>from Dept Chair</b> for candidates are due. (10 week review)
Dec 15, 2022	FS-Reappt files <b>from TPR committees</b> for candidates are due. (11 week review)
Dec 22, 2022	Candidate reads/reviews/signs Dept Chair/TPR letters FS-Reappt files are due to the <b>Dean</b>
Feb 23, 2023	FS-Reappt files <b>from the Dean</b> are due. (9 week review)
Feb 28, 2023	Candidate reads/reviews/signs Dean letter FS-Reappt files with negative recommendations are due to the <b>Provost</b>
Apr 4, 2023	FS-Reappt files <b>from the Provost</b> for candidates with one or more negative recommendations are due to the <b>President</b> . (5 week review)
May 16, 2023*	Names of faculty being re-appointed as Senior Lecturers or Principal Lecturers with a favorable recommendation are due to the <b>Provost</b> . The <b>Dean</b> will issue renewal letters. (11 week review)

<sup>1</sup> Senior Lecturers apply for reappointment in the second year of contract and Principal Lecturers apply for reappointment in their fourth year of reappointment; this allows for a terminal year in the event of non-reappointment.

\* Date determined by Clemson University Faculty Manual

For all special rank faculty on academic year contracts

Feb 15, 2023	It is <b>highly recommended</b> that courtesy letters be sent to special faculty not being renewed by this date. (see the Faculty Manual for exceptions on special faculty ranks)
<b>Jun 15, 2023</b> <b>Do not miss this deadline.</b>	Non-renewal letters are due to special rank faculty lecturers (including temporary / visiting) after four or more years of continuous employment. The letter must be approved before the faculty member enters the 4th year beginning August 15 (9-month contract) or July 1 (12-month contract).

Reappointment timeline tables:

Timeline: Reappointment review of Senior Lecturers following promotion to Senior Lecturer

3 year employment contract; Submit for review in penultimate year (beginning of year 2)

**Year (beginning-end academic year)    Timeline**

2022-23	Year1	Senior Lecturer effective date August of this AY (August 2022)
2023-24	Year2	Penultimate year, Submit materials for review this AY
2024-25	Year3	
2025-26	Year4	Year1
2026-27	Year5	Year2 Penultimate year of <u>second</u> contract, <b>submit materials</b> for review this AY
2027-28	Year6	Year3
2028-29	Year7	Year1
2029-30	Year8	Year2 Penultimate year of <u>third</u> contract, <b>submit materials</b> for review this AY
2030-31	Year9	Year3
2031-32	Year10	Year1
2032-33	Year11	Year2 Penultimate year of <u>fourth</u> contract, <b>submit materials</b> for review this AY
2033-34	Year12	Year3

Timeline: Reappointment review of Principal Lecturers: 5 year contracts, Year 4 is penultimate year of contract

**Year (beginning-end academic year)    Timeline**

2022-23	Year1	<b>1st year of service as Principal Lecturer</b> (Effective date August 15 <sup>th</sup> of this year)
2023-24	Year2	2nd year of service
2024-25	Year3	3rd year of service
2025-26	Year4	4th year of service <b>*Submit dossier for review this year</b> (for the 2025-26 review cycle year)
2026-27	Year5	
2027-28	Year6	Year1 of renewed contract
2028-29	Year7	Year2
2029-30	Year8	Year3
2030-31	Year9	Year4 new contract as Principal Lecturer <b>*Submit dossier for review this year</b> (for the 2030-31 review cycle year)
2031-32	Year10	

Promotion timeline tables:

**Timeline: Promotion from Senior Lecturer to Principal Lecturer**

Year (beginning-end academic year)	Timeline	
2018-19	Year1	1st year of service as Senior Lecturer (Effective date August 15 <sup>th</sup> of this year)
2019-20	Year2	2nd year of service
2020-21	Year3	3rd year of service
2021-22	Year4	4th year of service
2022-23	Year5	*Earliest to submit dossier for promotion to Principal Lecturer is this year (for the 2022-23 review cycle year)
2023-24	Year6	*Earliest possible <b>effective date</b> as Principal Lecturer is August 15th of this year

**Timeline: Promotion from Lecturer to Senior Lecturer**

Year (beginning-end academic year)	Timeline	
2018-19	Year1	1st year of service as Lecturer (Effective date August 15 <sup>th</sup> of this year)
2019-20	Year2	2nd year of service
2020-21	Year3	3rd year of service
2021-22	Year4	4th year of service
2022-23	Year5	*Earliest to submit dossier for promotion to Senior Lecturer is this year (for the 2022-23 review cycle year)
2023-24	Year6	*Earliest possible <b>effective date</b> as Senior Lecturer is August 15th of this year

**Timeline: Promotion from Associate Professor with tenure to Professor (minimum years of service before considered ‘early’):**

Year (beginning-end academic year)	Timeline	
2018-19	Year1	1st year of service as Associate Professor with tenure
2019-20	Year2	2nd year of service
2020-21	Year3	3rd year of service
2021-22	Year4	4th year of service
2022-23	Year5	*Earliest to submit dossier for promotion to Professor is this year (for the 2022-23 review cycle year)
2023-24	Year6	*Earliest possible <b>effective date</b> as Professor is August 15th of this year

\*Please refer to your departmental TPR guidelines which may have a longer time in service at rank requirement.

**Timeline: Promotion from Assistant Professor to Associate Professor with tenure (minimum years of service before considered ‘early’):**

<b>Year (beginning-end academic year)</b>	<b>Timeline</b>	
2017-18	Year1	1st year of service as Assistant Professor (if no reduction in probationary period)
2018-19	Year2	2nd year of service
2019-20	Year3	3rd year of service
2020-21	Year4	4th year of service
2021-22	Year5	5th year of service
2022-23	Year6	*Submit dossier for promotion to Associate is this year (for the 2022-23 review cycle year)
2023-24	Year7	*For successful promotion candidates, expected <b>effective date</b> as Associate Professor is August 15th of this year

**Sabbatical deadlines**

Fall Sabbatical Deadlines	
Jan 31, 2023*	Fall 2023 sabbatical leave request in full due to elected departmental committee, chaired by department chair
Feb 14, 2023*	Departmental committee submits leave evaluation to the Dean, copy to applicant
Feb 28, 2023*	Dean submits approved leave to the Provost
March 15, 2023*	Provost submits leave to the President
March 29, 2023*	President approval deadline
April 1, 2023	HR review deadline; Provost delivers formal notification by this date
Spring Sabbatical Deadlines	
May 1, 2023*	Spring 2024 sabbatical leave in full due to elected departmental committee, chaired by department chair
May 15, 2023*	Departmental committee submits leave evaluations to the Dean
June 1, 2023*	Dean submits approved leave to the Provost
June 15, 2023*	Provost submits leave to the President
June 29, 2023*	President approval deadline
July 1, 2023	HR review deadline; Provost delivers formal notification by this date

\* Dates determined by Clemson University Faculty Manual