

Summary of Reviewer Responsibilities Regarding Security  
Electronic Transmission of Tenure and Promotion Files  
Palmetto College Campuses  
University of South Carolina

**Security Procedures**

Responsibility for maintaining confidentiality will remain with faculty, staff, and administration who are part of the tenure and promotion process as outlined in the *Regional Campuses Faculty Manual* and in the [Overview of Electronic Submission of Tenure and Promotion Files](#). As with our former paper transmission process, confidentiality of tenure and promotion files and ballots is of paramount importance.

All documents submitted in the Palmetto College Campuses Tenure and Promotion Submission Point will be encrypted and stored in a secure file sharing server, accessible only to those users with appropriate rights. Once users have submitted a file, they will be able to view the file in their individual folders to confirm that all files were successfully submitted. Users with questions or concerns about security should contact Palmetto College Assistant Director Information Technology Bob Dyer ([dyerr@mailbox.sc.edu](mailto:dyerr@mailbox.sc.edu)).

**Reviewer Responsibilities**

- Files should not be viewed in public venues.
- Downloaded files must be stored securely on a password protected device.
- Downloaded files may not be distributed by email or any other electronic format.
- If printed, files must be shredded.
- Reviewers are not to retain candidate files after the conclusion of the review cycle.
- Recommended date to shred / delete files: after t&p decisions announced.