

**The Dental College of Georgia
2017-2018 Promotion and Tenure Calendar
(Includes Pre-Tenure Review)**

<i>Date Due</i>	<i>Task</i>	<i>Responsible Individual</i>
3/1/2017	<p>Promotion and Tenure Process is posted to the AU Faculty Support Services website.</p> <p>Promotion and Tenure Reports are distributed to the Dean's Office or Authorized Representative.</p> <p>Reports are reviewed for accuracy.</p>	<p>HR-Faculty Support Services</p> <p>HR-Faculty Support Services</p> <p>Office of the Vice Dean</p>
3/15/2017	DCG Promotion and Tenure calendar is submitted to the Vice President for Academic and Faculty Affairs and posted to the Faculty Support Services and The Dental College of Georgia websites.	HR-Faculty Support Services/Office of the Vice Dean
	<p>Pre-Tenure Review and Promotion and Tenure reports distributed to the chairs. Each eligible faculty member is notified in writing of his/her status.</p> <p>Eligibility status of each faculty member is reviewed. If a Department Chair wishes to recommend a faculty member for early promotion (outstanding faculty or faculty with 4 years or less at current rank as of 6/30/2018), he/she must submit a strong justification in memo format to the Dean's Office.</p> <p>Eligible faculty initiates his/her promotion/tenure or pre-tenure review process by beginning to prepare portfolio.</p>	<p>Office of the Vice Dean</p> <p>Department Chair</p> <p>Eligible Faculty Member</p>
4/3/2017	<p>List of all faculty to be considered for promotion and tenure is submitted to Dean and Chair of the Promotion and Tenure Committee (Chair Dr. Mahmood Mozaffari).</p> <p>"Open" case is created in PeopleSoft HRMS Manage Faculty Events (MFE) and the summary form is printed for inclusion in the promotion and/or tenure portfolio.</p>	<p>Department Chair</p> <p>Office of the Vice Dean</p>
4/10/2017	Department Chair appoints departmental review subcommittee for each faculty member to be considered.	Department Chair
4/17/2017	Submit P&T application form for review to: HUMANRESOURCES_FACULTYSUPPORTSVCS@augusta.edu	Eligible Faculty Member

Date Due	Task	Responsible Individual
5/24/2017	<p>Each faculty member to be considered submits documentation (one portfolio of supporting documentation, one portfolio of promotion /tenure documents, and an electronic version of both) to the department chair. The chair reviews and approves format and content of each document.</p> <p><u>For Pre-Tenure Review</u> the faculty member submits portfolio and advancement plan to Department Chair.</p>	<p>Eligible Faculty Member</p> <p>Eligible Faculty Member</p>
6/15/2017-7/7/2017	<p>Department subcommittee reviews and evaluates the candidate's record and performance.</p> <p><u>For Pre-Tenure Review</u> the Department Chair reviews/evaluates portfolio and advancement plan.</p>	<p>Department Subcommittee</p> <p>Department Chair</p>
7/7/2017	<p>Written report submitted to department chair and a copy to the Chair, Promotion & Tenure Committee (Chair Dr. Mahmood Mozaffari).</p> <p>Candidate for P and/or T notified of subcommittee's recommendation as well as Chair's decision</p> <p><u>For Pre-Tenure Review</u> written report submitted to Pre-Tenure Review Committee (Chair Dr. Stephen Hsu)</p> <p>Note: Deadline for appeal to the Dean of Department Chair's recommendation is 10 calendar days following notification</p>	<p>Department Subcommittee</p> <p>Department Chair</p> <p>Department Chair</p>
7/17/2017	<p>Candidate provides names and contact information, with a copy of current CV (electronic), to elicit recommendation letters of support for promotion and/or tenure. This information is provided to the Chair of the Promotion & Tenure Committee (Chair Dr. Mahmood Mozaffari).</p> <p>Note: Faculty members and department chairs should not solicit recommendations for Promotion and/or Tenure</p>	<p>Eligible Faculty Member</p>
7/24/2017	<p>Completed documents submitted to the Chair of the Promotion and Tenure Committee in plain manila folder with the candidate's name on the tab of the folder. One (1) original portfolio as well as an electronic version of both. [*Please see important note on page 3]</p> <p>PSHRMS MFE case is updated with departmental decision</p>	<p>Eligible Faculty Member</p> <p>Office of the Vice Dean</p>

Date Due	Task	Responsible Individual
9/7/2017	Promotion & Tenure Committee meeting to review documents GC-5002 1:00 – 5:00 PM	
9/21/2017	Chair of the Promotion & Tenure Committee submits committee recommendations and portfolios to the Dean for review. Chair of the Pre-Tenure Review Committee submits report and portfolios to the Dean	DCG Promotion & Tenure Committee Chair DCG Pre-Tenure Review Committee Chair
9/22/2017	Dean meets with Chair of Promotion & Tenure Committee to discuss recommendations PSHRMS MFE case is updated with Dean's decision	Dean Office of the Vice Dean
9/29/2017	Faculty notified regarding decision of the Dean. Note: Deadline for appeal to the President of Dean's recommendation is 10 calendars following notification	Office of the Vice Dean
10/3/2017	Dean's recommendations and appeals are transmitted to the University P & T Committee, along with an electronic version of the portfolio and supporting documentation.	Office of the Vice Dean
10/31/2017	Portfolios and appeals to the Vice President for Academic & Faculty Affairs to begin the Institutional review and approval decision.	University P & T Committee
12/12/2017	Portfolios and appeals to the Executive Vice President for Academic Affairs & Provost to begin the Institutional review and approval decision.	Vice President for Academic & Faculty Affairs
2/1/2018	Portfolios to Human Resources	Executive Vice President for Academic Affairs & Provost
2/8/2018	Approval letters distributed	Executive Vice President for Academic Affairs & Provost

* Please note that candidates' portfolios which are submitted to the DCG Promotion and Tenure Committee, by the deadline date of 7/24/2017, will be considered as ***final*** and the committee's decision regarding eligibility for promotion and/or tenure will be based on that information (i.e., neither further explanations/documentations will be accepted nor further clarification will be sought by the committee).