

COLLEGE OF NURSING PROMOTION AND TENURE CALENDAR 2020-2021

DATE	ACTION	RESPONSIBLE	COMPLETE
Fall Prior	Faculty Development Forum: P&T for new faculty and those faculty close to eligibility	Dean's office	
February 24, 2020** (preliminary)	Dean's office create CON P&T Calendar based on previous year de-brief and planning session with Department managers	Dean's office	
February 28, 2020 (preliminary)	Associate Provost for Faculty Affairs approval of CON Calendar.	Associate Provost for Faculty Affairs	
March 9, 2020	Names of eligible faculty will be sent to the Dean and Dean's office coordinator for notification of eligible faculty process.	Dean's office (Business office)	
March 13, 2020	The Office of Faculty Affairs will notify authorized representative within Dean's office (business office) that the Promotion and Tenure Process (referenced on pg. 2&3 of this document) is posted to the Faculty Support Services website.	Human Resources	
March 16, 2020**	Notify faculty, in writing via Augusta University email of eligibility for promotion and/or tenure, with letter on office of the dean letterhead, and approved CON P&T calendar. (Include copy of CON P&T Guidelines)	Dean's office (Dean & Dean's office coordinator)	
March 16-27, 2020	Set up meeting with Dept. Chair to notify decision to apply	Qualified Faculty member	
March 16-30, 2020	Determine DEPARTMENT P&T Committee members. Send thank you letter for serving as well as date of committee meeting and Dept. mgr. contact information for any questions. (discretion of the Dean to have dept. committee)	Dept. Chairs & Dept. Managers	
March 27, 2020	Meet with eligible faculty <b>prior/by</b> this date to determine if faculty will apply for promotion and/or tenure.	Eligible Faculty & Dept. Chair	
March 31, 2020	Notify Dept. Chair of final decision to apply for promotion and/or tenure via email or meeting if applying state who will be mentor.	Eligible Faculty	
April 1, 2020	Notify Dean of Dept. chair's decision of qualified faculty to apply for promotion and/or tenure via email to Dean copying Dean's office coordinator. Including eligible faculty name and intended mentor.	Dept. Chair	

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April 1- 17, 2020	Meet with qualified faculty applying for promotion and/or tenure to begin mentoring process. (Portfolio expectation, CON P&T timeline, etc.) Qualified faculty member begins compiling portfolio.	Qualified faculty member & Dept. Chair	
April 24, 2020	Submit to Dept. Chair(cc: dept. mgr.) via email: <ol style="list-style-type: none"> <li>1. Updated CV, 3 page letter highlighting teaching, service, and scholarship/ research on qualified faculty member's dept. letterhead signed and scanned.</li> <li>2. A list of internal (min. 2) and external references (3-5, depending on rank) including email, address, and telephone number.</li> <li>3. Hand-signed application</li> </ol>	Qualified faculty member	
June 5, 2020	All internal and external references are solicited to perform eligible faculty reviews. Upon consent of the review, qualified faculty member will be notified to complete entire portfolio and request formal letters of recommendations (signed) to be sent to Dept. Mgr.	Dept. Chair	
June 12, 2020	Verification of all hard copies/electronic copies of letters with signatures are received for each portfolio.	Dept. Mgr.	
June 29, 2020	Submit ONE merged electronic file portfolio to Dept. Mgr. (Reference CON P&T guidelines to assure portfolios are complete with exception to the letters of recommendations that will go directly to the Dept. mgr. who will offer support and guidance to the procedural process of merging the documents)	Qualified faculty member	
July 7, 2020	Merge all letters of recommendation into the submitted ONE complete portfolio per qualified faculty member and submit completed portfolio to Department P&T Committee Chair and Dept. Chair. Submit via hand delivery each qualified faculty member's application for original signature.	Dept. Mgr.	
July 7, 2020	Qualified Faculty member will be required to submit their application to HR-Faculty Support Services for review prior to submission of their portfolio on the department level. This will ensure that their academic rank, tenure status, terminal degree, probationary credit are	Qualified Faculty member	

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	reflected correctly on the application before the review process begins.		
July 10, 2020	Verification that all portfolios are completed for review by committee in one file with all criteria. (IF not, portfolio will not move forward.) Notify qualified faculty member that portfolio is incomplete or complete and moving forward via email.	Dept. P&T Committee Chair	
July 10, 2020	Departmental P&T Committee chair notifies Departmental committee via email date, time and place of Portfolio Review meeting.	Dept. P&T Committee Chair	
By July 24, 2020	Departmental P&T Committee meets to conduct reviews of portfolios, letter (on chair's dept. letterhead) from Departmental P&T Committee Chair stating committee decision with concrete examples of decision is sent to the qualified faculty member (cc: department chair). Sign original application per qualified faculty member and hand deliver to the Dept. chair.	Dept. P&T Committee & Dept. P&T Committee Chair	
By July 29, 2020	Prepare written statement/letter on the decision for each qualified faculty member to the CON P&T Committee (cc: qualified faculty member). Set up meeting with each individual NOT moving forward to initiate counseling and planning. Sign original application per qualified faculty member and hand deliver to CON P&T Committee Chair.	Dept. Chair	
July 31, 2020	Merge letter from Dept. P&T Committee chair and from Dept. Chair into single document portfolio into Appendix A, Dept. Chair's letter to CON P&T Committee should be last. Send document to qualified faculty member for final approval prior to moving forward to CON P&T Committee.	Dept. Mgr.	
By August 3, 2020	Approve via email to Dept. mgr. final portfolio to be sent forth to CON P&T Committee.	Qualified Faculty member	
August 5, 2020	Submit all portfolio's to CON P&T Committee Chair.	Dept. Mgr.	
By August 5, 2020	CON P&T Committee chair notifies all committee members via email date, time and place of Portfolio Review meeting.	CON P&T Committee Chair	

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By August 17, 2020	CON P&T Committee meets to conduct reviews of portfolios and vote on decision per faculty member; letter from CON P&T Committee Chair (on chair's dept. letterhead) stating committee decision is sent to the Dean (cc: qualified faculty member and dept. chair). Forward all portfolios and signed application per qualified faculty member to CON Dean.	CON P&T Committee & CON P&T Committee Chair	
August 19, 2020	Merge letter from CON P&T Committee chair to CON Dean into single document portfolio, bookmark Appendix A, CON P&T Committee chair letter to Dean should be last.	Dean's office (Dean's office coordinator)	
August 26, 2020	Appeals from qualified faculty member must be sent in letter format to the Dean.	Qualified Faculty Member	
August 26, 2020	Review all complete portfolio's, make a decision on each faculty member, and write letter to the University P&T committee chair (cc: qualified faculty member, Department P&T Committee Chair, Dept. Chair, and CON P&T Committee Chair)	Dean	
September 4, 2020	Merge letter from Dean to University P&T Committee chair into single document portfolio, bookmark Appendix A, Dean letter to University P&T Committee chair should be last. Also, merge scanned application for each faculty with original signatures present.	Dean's office (Dean's office coordinator)	
October 16, 2020**	Portfolios to the University P&T Committee via upload of portfolios into BOX.	Dean's office (Dean's office coordinator)	
October 19, 2020	Portfolios and Appeals to the Associate Provost for Faculty Affairs of any appeals moving forward to University level.	Dean	
November 16, 2020**	Portfolios and Appeals to the Associate Provost for Faculty Affairs. The University P&T committee submits the portfolios and its recommendations to the Associate Provost for Faculty Affairs.	University P&T Committee	
December 7, 2020**	Portfolios and Appeals to the Executive VP for Academic affairs & Provost-Dean submits the approved portfolios via BOX	Associate Provost for Faculty Affairs	

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February 5, 2021**	Approval letters from EVP for Academic Affairs & Provost are distributed to the faculty member, with cc to Dean/Director; Department Chair; Associate Provost for Faculty Affairs; Manager, HR- Faculty Support Services; and other administrators related to the faculty member's appointment.	Dean's office	
February 26, 2021**	University System Office (USO) Extract-Preparation of report to the Board of Regents	BOR	
March 3, 2021	2021-2022 Promotion and Tenure Process Begins		

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