

College of Science and Mathematics 2020-2021 Promotion and Tenure Review Timeline and Process

- March 16, 2020** **College Notifies Faculty Members Eligible for Promotion and/or Tenure Review in FY21**
Faculty members will be notified, in writing, by his/her Dean (with cc to the Department Chair and other administrators related to the faculty member's appointment) of his/her eligibility for Promotion and/or Tenure Review for the 2020-2021 review cycle. Each candidate should be provided with a copy of or the link to the approved college P&T calendar, the AU P&T Guidelines, and the appropriate college and department P&T guidelines.
- April 1, 2020** **Candidate Submits List of Suggested External Reviewers to Department Chair**
(*minimum* of 3 names; one referee may be an AU colleague outside the College of Science & Mathematics)
- April 15, 2020** **Department Chair Solicits Letters from External Reviewers, Requesting Receipt of Letters by June 15, 2019**
Candidates for promotion and/or tenure should not have access to originals or copies of external letters of recommendation.
- August 6, 2020** **Candidates Submit Portfolios to Chair to be Shared with the Departmental Promotion and Tenure Committee –**
Candidates for promotion or tenure submit portfolios to department chair. Chair uploads portfolios and external letters of recommendation to Box folder created by Administrative Assistant to the Dean. Departmental Promotion & Tenure Committee begins the review process.
- August 27, 2020** **Departmental P&T Committee Submits Portfolios to Department Chair –**
Departmental Promotion & Tenure Committee uploads the Committee's letter of recommendation to the College of Science and Mathematics Box folder for review by the department chair.
- September 10, 2020** **Portfolios to College Promotion, Tenure, & Review Committee –**
Department chairs upload letters of recommendation to the College of Science and Mathematics Box folder for review by the College Promotion, Tenure, & Review Committee. Note: If a Chair's decision is not to recommend an application, the application process for that candidate is halted. The faculty member may appeal the Chair's decision to the Dean.
- October 1, 2020** **College P&T Committee submits portfolios to Dean, College of Science & Mathematics –**
College Promotion, Tenure, & Review Committee submits the Committee's letter of recommendation for each application reviewed to the Dean of the College of Science and Mathematics.
- October 16, 2020** **Promotion and Tenure Portfolios to the University P & T Committee**
Dean submits the approved portfolios to the University P&T Committee to begin their review. The portfolios will be uploaded into a Box folder created by the UPT Committee. Note: If the Dean's decision is not to approve an application, the process for that candidate is halted. The faculty member may appeal the Dean's decision to the Provost.
- November 16, 2020** **Promotion and Tenure Portfolios and Appeals to the Associate Provost for Faculty Affairs**
The University P&T Committee submits its recommendations to the Associate Provost, copying the applicant's Department Chair and Dean.

December 7, 2020

Promotion and Tenure Portfolios and Appeals to the Executive Vice President for Academic Affairs & Provost

The Associate Provost for Faculty Affairs submits the portfolios and recommendations to the Executive Vice President for Academic Affairs & Provost for review and decision with the President.

February 5, 2021

Promotion & Tenure Decision Letters Distributed

Approval letters from the Executive Vice President for Academic Affairs & Provost are distributed to the Dean for distribution to the faculty member, with cc to Department Chair; Associate Provost for Faculty Affairs; Manager, HR-Faculty Support Services; and other administrators related to the faculty member's appointment.

February 26, 2021

USG Extract – Preparation of Report to the Board of Regents