

The Dental College of Georgia

2020-2021 Promotion and Tenure Calendar

<i>Date Due</i>	<i>Task</i>	<i>Responsible Office/Individual</i>
2/17/2020	<p>The Office of Faculty Affairs will notify each Dean/Director that the FY'21 Promotion and Tenure Review Cycle Calendar is posted to the University P&T web site (https://www.augusta.edu/hr/faculty-support-ser/procedures/promotionandtenure.php).</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>
3/13/2020	Promotion and Tenure Guidelines posted to the DCG and AU Faculty Support Services websites.	HR-Faculty Support Services/Office of the Vice Dean
3/16/2020	<p>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 6/30/2021), he/she must submit a strong justification in memo format to the Dean's Office.</p> <p>Eligible faculty initiates his/her promotion/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>
3/20/2020	<p>List of all faculty to be considered for promotion and tenure is submitted to Dean and Chair of the Promotion and Tenure Committee, 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>
4/15/2020	Promotion and Tenure Workshop	All DCG Faculty Invited
4/29/2020	Promotion and Tenure Workshop	All DCG Faculty Invited
5/4/2020	Department chair appoints departmental review subcommittee for each faculty member to be considered and submits committee names to the Chair of the Promotion and Tenure Committee, Dr. Mahmood Mozaffari.	Department Chair
5/18/2020	P and/or T application form submitted for review and approval to: HUMANRESOURCES_FACULTYSUPPORTSVCS@augusta.edu	Eligible Faculty Member

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5/25/2020	Each faculty member to be considered submits documentation (one portfolio of promotion and/or tenure documents and an electronic version) to the department chair.	Eligible Faculty Member
5/25/2020-6/15/2020	Department chair reviews and approves format and content of each document and submits portfolio to department subcommittee.	Department Chair
6/15/2020-7/9/2020	Department subcommittee reviews and evaluates the candidate's record and performance.	Department Subcommittee
7/9/2020	Written report submitted to department chair and a copy to the Chair, Promotion & Tenure Committee, Dr. Mahmood Mozaffari. Candidate for P and/or T notified of subcommittee's recommendation as well as chair's decision. Note: Deadline for appeal to the Dean of department chair's recommendation is 10 calendar days following notification.	Department Subcommittee Department Chair Department Chair
7/17/2020	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, Dr. Mahmood Mozaffari. Note: Faculty members and department chairs should not solicit recommendations for P and/or T.	Eligible Faculty Member
8/7/2020	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. [* Please see important note on page 3] PSHRMS MFE case is updated with departmental decision.	Eligible Faculty Member Office of the Vice Dean
8/26/2020	Promotion & Tenure Committee meeting to review documents. GC-5001 1:00 – 5:00 PM	
9/11/2020	Chair of the Promotion & Tenure Committee submits committee recommendations and portfolios to the Dean for review.	DCG Promotion & Tenure Committee Chair

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9/18/2020	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
10/12/2020	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
10/16/2020	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
11/2/2020	Portfolios and appeals to the Associate Provost for Faculty Affairs to begin the Institutional review and approval decision.	University P & T Committee
12/7/2020	Portfolios and appeals to the Executive Vice President for Academic Affairs & Provost to begin the Institutional review and approval decision.	Associate Provost for Faculty Affairs
2/5/2021	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 8/7/2020, 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).**