

Augusta University 2021-2022
Promotion and Tenure Review Timeline and Process
For Administrators and Staff
Outline of the Process & Details for Final Submission

- February 26, 2021** **2021-2022 Promotion and Tenure Review Cycle Begins**
The Office of Faculty Affairs will notify each Dean/Director that the FY22 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>)..
- March 1, 2021** **Draft Eligibility Lists for Promotion & Tenure**
The Office of Faculty Affairs will provide the P&T Review Eligibility Reports for review by the colleges and departments.
- March 8, 2021** **Final Eligibility Lists for Promotion & Tenure**
The Office of Faculty Affairs will provide the Deans/Director with the final eligibility lists for promotion, tenure, pre-tenure, and post-tenure review.
- March 12, 2021** **College Promotion and Tenure Guidelines & Calendar**
Dean/Director submits their current college promotion & tenure review guidelines and calendars to the Associate Provost for Faculty Affairs. These documents are posted to the University Promotion & Tenure web site (<http://www.augusta.edu/hr/faculty-support-ser/procedures/promotionandtenure.php>)
- March 15, 2021** **College/Department Notify Faculty Members Eligible for Promotion and/or Tenure Review in FY22**
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 2021-2022 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.
- October 15, 2021** **Promotion and Tenure Portfolios to the University P & T Committee**
Dean/Director submits the approved portfolios to the University P&T Committee to begin its review. The portfolios will be uploaded into a Box folder provided to the Dean's Office representative.
- November 15, 2021** **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.
- December 6, 2021** **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 4, 2022** **Promotion & Tenure Decision Letters Distributed**
Approval letters from the Executive Vice President 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.
- February 28, 2022** **USG Extract** – Preparation of Report to the Board of Regents

Augusta University 2021-2022

Pre-Tenure or Post-Tenure Review Timeline and Process

Outline of the Process & Details for Final Submission

- February 26, 2021** **2021-2022 Promotion and Tenure Review Cycle Begins**
The Office of Faculty Affairs will notify each Dean/Director that the FY22 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>).
- March 1, 2021** **Draft Eligibility Lists for Promotion & Tenure**
The Office of Faculty Affairs will provide the P&T Review Eligibility Reports for review by the colleges and departments.
- March 8, 2021** **Final Eligibility Lists for Promotion & Tenure**
The Office of Faculty Affairs will provide the Deans/Director with the final eligibility lists for promotion, tenure, pre-tenure, and post-tenure review.
- March 12, 2021** **College Promotion and Tenure Guidelines & Calendar**
Dean/Director submits their current college promotion & tenure review guidelines and calendars to the Associate Provost for Faculty Affairs. These documents are posted to the University Promotion & Tenure web site (<http://www.augusta.edu/hr/faculty-support-ser/procedures/promotionandtenure.php>)
- May 28, 2021** **College Pre-Tenure and Post-Tenure Review Guidelines**
Dean/Director submits their current college P&T guidelines to the Associate Provost for Faculty Affairs (if not included with or different from those submitted on March 13 for P&T review). These documents are posted to the University P&T web site (<http://www.augusta.edu/hr/faculty-support-ser/procedures/promotionandtenure.php>)
- August 30, 2021** **College/Department Notify Faculty Members Eligible for Pre-Tenure or Post-Tenure Review in Spring 2022**
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 Pre-Tenure or Post-Tenure Review in spring 2022. Each candidate should be provided with a copy of or link to the relevant AU policy and the appropriate college and department pre-tenure/post-tenure guidelines.
- January 14, 2022** **Pre-Tenure or Post-Tenure Portfolios to the Departmental Committee**
Faculty member submits portfolio to Departmental Committee to initiate the review.
- April 15, 2022** **Pre-Tenure or Post-Tenure Reports to the Associate Provost for Faculty Affairs**
Dean/Director submits the reports to the Associate Provost for Faculty Affairs. The reports and portfolios will be uploaded into a Box folder provided to the Dean's Office representative. In accordance with policy, the Associate Provost will share the reports with the Executive Vice President for Academic Affairs & Provost.