

College of Science and Mathematics 2021-2022 Promotion and 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 FY21 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 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 & Calendars**
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 Notifies 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.
- April 1, 2021** **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, 2021** **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, 2021** **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, 2021** **Departmental P&T Committee Submits Recommendations 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, 2021** **Chairs Submit Portfolios to College Promotion, Tenure, & Review Committee**
Department chairs upload letters of recommendation to the College of Science and

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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, 2021** **College P&T Committee Submits Recommendations 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 15, 2021** **Promotion and Tenure Portfolios to the University P & T Committee**
Dean submits the approved portfolios to the University P&T Committee to begin its 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 15, 2021** **Promotion and Tenure Portfolios and Recommendations 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 6, 2021** **Promotion and Tenure Portfolios and Recommendations 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 respective 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

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Pre-Tenure or Post-Tenure Review Timeline and Process
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- February 26, 2021** **2021-2022 Promotion and Tenure Review Cycle Begins**
The Office of Faculty Affairs will notify each Dean that the FY21 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>).
- May 28, 2021** **College Pre-Tenure and Post-Tenure Review Guidelines & Calendar**
Dean submits the current college promotion and tenure review guidelines and calendars to the Associate Provost for Faculty Affairs (if not included with or different from those submitted on March 12 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 Notifies Faculty Members Eligible for Pre-Tenure or Post-Tenure Review in Spring 2022**
Faculty members will be notified, in writing, by the Dean (with cc to the Department Chair and other administrators related to the faculty member's appointment) of 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 Appropriate Departmental or College Committee**
Faculty members eligible for pre-tenure review submit portfolios to the Departmental PT&R Committee to initiate the review. Faculty members eligible for post-tenure review submit portfolios to the College PT&R Committee to initiate the review.
- April 1, 2022** **Pre-Tenure and Post-Tenure Reports Are Submitted to Department Chairs.**
The Department Chair meets with the faculty member being reviewed to discuss the report, then submits the report to the Dean for his review and approval.
- April 15, 2022** **Dean Submits Pre-Tenure and Post-Tenure Reports to the Associate Provost for Faculty Affairs**
Dean 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.