

Augusta University 2021-2022 Promotion and Tenure Review Timeline and Process For University Libraries

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 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 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 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.
May 1, 2021	Promotion Portfolio Review Committee Formed Current Library Faculty Assembly Chair coordinates forming committee to review portfolio in accordance with Library Faculty Assembly Bylaws.
May 15, 2021	University Libraries Promotion Committee Established Director/Dean of Libraries will establish college level promotion committee in compliance with university requirements for committee membership and soliciting outside members as needed to complete the committee.
July 2, 2021	Deadline for completion of promotion and tenure portfolio The candidates for promotion is responsible for submission of their portfolio to the Promotion Portfolio Review Committee Chair and adherence to all library faculty and university guidelines for promotion and tenure.
August 6, 2021	Promotion Portfolio Review Process Completed The committee chair will provide the candidates with a written summary of recommendations for improvement of portfolio before submission to University Libraries Promotion Committee.
September 3, 2021	Promotion portfolio revisions completed The candidate will submit a final portfolio to University Libraries Promotion Committee for review and recommendation.

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- October 1, 2021** **Deadline for review of candidate portfolios.**
Libraries Promotion Committee's assessment of candidates is completed and recommendation for promotion decision submitted to Dean/Director of Libraries.
- October 15, 2021** **Promotion and Tenure Portfolios to the University P & T Committee**
Dean/Director submits 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 Regent