

College of Science and Mathematics 2022-2023 Promotion and Tenure Review Timeline and Process

- March 1, 2022** **2022-2023 Promotion and Tenure Review Cycle Begins**
The Office of Faculty Affairs notifies each Dean/Director that the FY23 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, 2022** **Final Eligibility Lists for Promotion & Tenure Are Distributed**
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 11, 2022** **College Promotion and Tenure Guidelines & Calendar Due**
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 31, 2022** **College Notifies Faculty Members Eligible for Promotion and/or Tenure Review in FY23**
Faculty members will be notified, in writing, by their Dean or Dean's designee (with cc to the Department Chair and other administrators related to the faculty member's appointment) that they are eligible for Promotion and/or Tenure Review for the 2022-2023 review cycle. Each candidate should be provided with a copies of, or the links to, the approved college P&T calendar, the university P&T Guidelines, and the college and department P&T guidelines.
- April 6, 2022** **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 18, 2022** **Department Chair Solicits Letters from External Reviewers, Requesting Receipt of Letters no later than June 15, 2022**
Candidates for promotion and/or tenure should not have access to originals or copies of external letters of recommendation.
- August 1, 2022** **Candidates Submit Portfolios to Department Chair**
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 and made accessible to Department Chair.
- August 5, 2022** **Chair Submits Portfolios to the Departmental Promotion and Tenure Committee**
Chair uploads portfolios and external letters of recommendation to Box folder created by Administrative Assistant to the Dean and made accessible to Department Promotion & Tenure Committee. Department Committee begins the review process.
- August 24, 2022** **Department 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 7, 2022** **Chairs Submit Portfolios to College Promotion and Tenure Committee**
Department Chairs upload letters of recommendation to the Box folder for review by the College Promotion and Tenure 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 within 10 business days of notification by the Chair.
- September 28, 2022** **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, copying the Department Chair.
- October 14, 2022** **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 for 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 within 10 days of notification by the Dean.
- November 11, 2022** **University P&T Committee Submits 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 for Faculty Affairs, copying the applicant's Department Chair and Dean.
- December 5, 2022** **Promotion and Tenure Portfolios and Appeals to the Executive Vice President for Academic Affairs & Provost**
The Associate Provost for Faculty Affairs submits portfolios and recommendations, as well as any appeals, to the Executive Vice President for Academic Affairs & Provost for review and decision with the President.
- February 3, 2023** **Promotion & Tenure Decision Letters Are Distributed**
Promotion and Tenure award letters from the Executive Vice President for Academic Affairs & Provost are distributed to each faculty member.
- February 28, 2023** **USG Extract** – Human Resources prepares Report to the Board of Regents.

College of Science and Mathematics 2022-2023 Pre-Tenure and Post-Tenure Review Timelines and Process

- March 31, 2022** **Notification of Tenure Extension Decision to Tenure-Track Faculty in 2nd Year**
The Office of Faculty Affairs notifies Tenure-Track faculty in their second year of their option to extend their tenure clock by one year.
- July 15, 2022** **College Pre-Tenure and Post-Tenure Review Guidelines & Calendar Due**
Dean submits their current college pre-tenure and post-tenure review guidelines and calendar to the Associate Provost for Faculty Affairs (APFA) for posting to the University P&T website at: www.augusta.edu/hr/faculty-support-ser/procedures/promotionandtenure.php.
- August 1, 2022** **Eligibility Lists for Pre- and Post-Tenure Review are distributed**
The Office of Faculty Affairs provides Dean with list of faculty due to undergo pre-tenure or post-tenure review in spring semester 2023.
- August 30, 2022** **College Notifies Faculty Members Eligible for Pre-Tenure or Post-Tenure Review in Spring 2023**
Faculty members will be notified, in writing, that they are due for pre- or post-tenure review in the coming spring. Each candidate should be provided with copies of, or links to, the relevant AU policy and appropriate college and/or department guidelines. Notifications for pre-tenure review come from the college Dean; notifications for post-tenure review come from the Associate Provost for Faculty Affairs.
- January 13, 2023** **Pre- and Post-Tenure Portfolios Are Submitted to the Department Chair. The Chair shares the portfolios with the appropriate Department or College Committee.**
Faculty members eligible for pre-tenure or post-tenure review submit portfolios to the Department Chair. The Chair uploads pre-tenure portfolios to a Box folder accessible by members of the Department Promotion and Tenure Review Committee, who will initiate the review. Faculty members eligible for post-tenure review submit portfolios to the Department Chair, who in turn uploads the portfolios to a Box folder accessible by the College Promotion & Tenure Committee. The College P&T Committee initiates the review.
- March 4, 2023** **Pre-Tenure Review Reports Are Submitted to Department Chairs.**
The Department Chair meets with the faculty member being reviewed to discuss the department P&T committee's report. Following that discussion, the Chair submits a summary report to the Dean for his review.
- March 11, 2023** **Post-Tenure Review Reports Are Submitted to Department Chairs.**
The Department Chair meets with the faculty member being reviewed to discuss the College P&T Committee's report. Following that discussion, the Chair then submits the portfolio and report to the Dean for his review and approval.
- April 14, 2023** **Dean Submits Pre-Tenure Review Reports and Post-Tenure Review Portfolios and Reports to the Associate Provost for Faculty Affairs**
Dean submits the post-tenure portfolios and pre- and post-tenure 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. The Associate Provost will share the reports with the Executive Vice President for Academic Affairs & Provost.