



AUGUSTA UNIVERSITY

2022-2023 Promotion and Tenure Review Timeline The Dental College of Georgia

<i>Date Due</i>	<i>Task</i>	<i>Responsible Office/Individual</i>
3/1/2022	<p>2022-2023 Promotion and Tenure Review Cycle Begins The Office of Faculty Affairs notifies each Dean/Director that the Promotion and Tenure Review Timeline has been posted to the University P&T website at: www.augusta.edu/hr/faculty-support-ser/procedures/promotionandtenure.php.</p>	Office of Faculty Affairs
3/1/2022	<p>Eligibility Lists for Promotion and Tenure are Distributed The Office of Faculty Affairs provides Deans/Directors with lists of faculty who are eligible for promotion and/or tenure review.</p>	Office of Faculty Affairs
3/11/2022	<p>College Promotion and Tenure Guidelines & Calendar Due Dean/Director submits their current college P&T review guidelines and calendar to the Associate Provost for Faculty Affairs (APFA) for posting to the University P&T website (see link above).</p>	Office of the Vice Dean
	<p>Promotion and Tenure Guidelines and calendar posted to the DCG P&T box folder.</p>	Office of the Vice Dean
3/24/2022	<p>College/Department Notifies Faculty Eligible for Promotion and/or Tenure Faculty members will be notified, in writing, by their Dean (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 in the current cycle. Each candidate should be provided with copies of, or links to, the approved college P&T calendar, the university P&T guidelines, and the college P&T guidelines.</p>	Office of the Vice Dean
	<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 6/30/2023), he/she must submit a strong justification in memo format to the Dean's Office.</p>	Department Chair
	<p>Eligible faculty initiates his/her promotion/tenure review process by beginning to prepare portfolio.</p>	Eligible Faculty Member
4/1/2022	<p>List of all faculty to be considered for promotion and tenure is submitted to the Dean and to the Chair of the Promotion and Tenure Committee, Dr. Mahmood Mozaffari, copying the DCG Faculty Support Liaison, Ms. Desiree Washington.</p>	Department Chair

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4/13/2022	Promotion and Tenure Workshop	All DCG Faculty Invited
4/26/2022	Promotion and Tenure Workshop	All DCG Faculty Invited
5/3/2022	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, copying the DCG Faculty Support Liaison, Ms. Desiree Washington.	Department Chair
5/16/2022	P and/or T application form submitted for review and approval to: Desiree Washington dewashington@augusta.edu	Eligible Faculty Member
5/23/2022	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
5/23/2022– 6/13/2022	Department chair reviews and approves format and content of each document and submits portfolio to department subcommittee.	Department Chair
6/13/2022– 7/7/2022	Department subcommittee reviews and evaluates the candidate’s record and performance.	Department Subcommittee
7/8/2022	Written report submitted to department chair and a copy to the Chair, Promotion & Tenure Committee, Dr. Mahmood Mozaffari and to the DCG Faculty Support Liaison, Ms. Desiree Washington.	Department Subcommittee
	Candidate for P and/or T notified of subcommittee’s recommendation as well as chair’s decision.	Department Chair
	Note: Deadline for appeal to the Dean of department chair’s recommendation is 10 calendar days following notification.	Department Chair
7/15/2022	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, copying the DCG Faculty Support Liaison, Ms. Desiree Washington. Note: Faculty members and department chairs should not solicit recommendations for P and/or T.	Eligible Faculty Member
8/5/2022	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.	Eligible Faculty Member
	[* Please see important note on page 3]	

<i>Date Due</i>	<i>Task</i>	<i>Responsible Office/Individual</i>
8/24/2022	Promotion & Tenure Committee meeting to review documents. GC-5002 1:00 – 5:00 PM	
9/16/2022	Chair of the Promotion & Tenure Committee submits committee recommendations and portfolios to the Dean for review.	DCG Promotion & Tenure Committee Chair
9/23/2022	Dean meets with Chair of Promotion & Tenure Committee to discuss recommendations.	Dean
10/10/2022	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
10/14/2022	P&T Portfolios are due to the University P&T Committee Dean/Director submits portfolios to a designated Box folder (provided to the Dean's Office representative) for the University P&T Committee to review.	Office of the Vice Dean
11/11/2022	P&T Portfolios and Appeals are due to the Associate Provost for Faculty Affairs The University P&T committee submits its recommendations to the APFA.	University P & T Committee
12/5/2022	P&T Portfolios and Appeals are due to the EVP for Academic Affairs & Provost The APFA submits portfolios and recommendations to the EVP for Academic Affairs & Provost for review and decision with the President.	Associate Provost for Faculty Affairs
2/3/2023	P&T Decision Letters are Distributed Promotion and Tenure award letters from the Executive Vice President for Academic Affairs & Provost are distributed to each faculty member.	Executive Vice President for Academic Affairs & Provost
2/28/2023	USG Extract is Prepared Human Resources prepares Report to the Board of Regents	Human Resources

*** Please note that candidates' portfolios which are submitted to the DCG Promotion and Tenure Committee, by the deadline date of 8/5/2022, 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).**