



AUGUSTA UNIVERSITY

SCHOOL OF COMPUTER AND CYBER SCIENCES

2023-2024 Promotion and Tenure Review Timeline

February 21, 2023

2023-2024 Promotion and Tenure Review Cycle Begins

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.

March 10, 2023

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.

Revised AU P&T guidelines and calendar available for colleges to begin revisions of college P&T guidelines

March 27, 2023

College P&T Guidelines & Calendar Due

Dean/Director submits current college P&T guidelines and calendar to OFA.

April 17, 2023

College P&T Guidelines & Calendar Posted to the University P&T Website

See link above. *Each candidate should be provided with copies or links to the 1) approved college P&T guidelines and calendar and 2) university P&T guidelines and calendar.*

June 30, 2023

External references are due to Dean from candidates for promotion/tenure

Candidates for promotion and/or tenure submit the names of external references to Dean. The letters soliciting reviews from external references are sent out.

August 4, 2023

Portfolios due to the School Promotion and Tenure Committee

Candidates for promotion or tenure submit full portfolios to the SCCS Promotion & Tenure Committee.

Note: *A candidate for promotion and/or tenure has 10 business days from the date of receiving communication to appeal his/her decision at any level of review: department (chair), college (dean), and university (provost/president).*

September 4, 2023

Promotion and Tenure Recommendation(s) to Dean

Promotion and tenure Committee makes recommendations and submits portfolio(s) to the Dean.

September 29, 2023

Recommendation (s) from the Dean

Review all complete portfolios, make a decision on each faculty member, and write letter to the University P&T committee chair.

October 6, 2023

P&T Portfolios are uploaded to a designated Box Folder

Dean/Director submits portfolios to a designated Box folder (provided to the Dean's Office representative) for the University P&T Committee to review.

October 13, 2023

P&T Portfolios are due to the University P&T Committee

November 10, 2023	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.
December 4, 2023	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.
February 2, 2024	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.
February 29, 2024	USG Extract is Prepared Human Resources prepares Report to the Board of Regents
